

Senior House Parent

Job description and person specification

Job Title:	Senior House Parent- Premier House
Department:	Boarding
Reports to:	House Leader
Location:	CATS College London
Hours:	Full Time as per Shift Roster

The Company

CATS College offers a range of high school programmes for students from 14 years old, including GCSE's A level and International Baccalaureate in the UK and High School Diploma in the USA. At the heart of our ethos is the recognition of the fact that everyone is different. Our personalised approach to learning ensures students achieve the best grade possible, and working in partnership, we help them prepare for and select the best degree programme at the best university to suit their personal strengths and career aspirations.

The extensive welfare and support we provide our students mean they are well looked after at all times. Our aim is to help every student develop both as a person and as a student, so that they will leave a successful independent learner, with the life skills that will stand them in good stead at university and beyond.

CATS College is part of Cambridge Education Group, which, since 1952, has been delivering the highest quality academic, creative and English language programmes, preparing thousands of students to progress onto the world's leading universities.

The Group operates under four different brands: CATS College; Cambridge School of Visual & Performing Arts (CSVPA) – Art & Design, Drama and Music courses in Cambridge; Foundation Campus – teaching foundation courses to university degrees on campuses in the UK, USA and mainland Europe; and Stafford House – year-round English Language schools in Brighton, Canterbury, London and USA, and Study Holiday centres across the UK and the USA for juniors.

Whatever students aspire to, whichever college, school or centre they choose, whether in the UK, USA or mainland Europe, Cambridge Education Group promises excellent teaching, premium facilities and the personal service our students demand.

CEG is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The Company also expects all staff and volunteers to share the Company's commitment to Equal Opportunities within the workplace.

Job overview

- As part of the House-parenting team provide a safe, caring boarding environment that enriches the lives of the students in the care of the college.
- CATS College manages and supports students ages 14 to 24 and the House- parenting team provides the support and care required by all students.
- To have a good understanding of National Minimum Standards in Boarding and the College's duty of statutory care obligations for the compulsory school age and under 18 student groups.

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- To have an understanding that at present we accommodate mainly under 18 students at Premier House but this may change depending on the intake of students in any particular year.
 - To prioritise the safeguarding, welfare and health and safety of students above all other duties and be familiar with statutory safeguarding and child protection requirements, as well as relevant college policy.
 - Under the guidance of boarding management, implement procedures in the boarding houses and proactively evaluate and improve standards of welfare support for students.
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- To lead by example and be part of any duty rota of jobs or tasks during the shift.
 - To attend weekly/ fortnightly pastoral/reporting meetings with the House Leader and the Head of Welfare and Boarding

Key responsibilities and capabilities

Welfare duties

- To prioritise the safeguarding, welfare and health and safety of students above all other duties and be familiar with statutory safeguarding and child protection needs and requirements as well as relevant college policy.
- To be part of an effective House-Parent team, working under the direction of the Head of House and the Head of Welfare and Boarding to maintain the highest possible standards of care and support to all students in boarding.
- To assist the Activities Manager in planning and delivering a wide range of sporting and social activities.
- To work closely with the team of , House Leaders, Personal Tutors, Assistant Head of Welfare and the House Parents, ensuring student bad attendance and negative behaviour is challenged and managed.
- To monitor and support any student who has expressed concerns or has been raised as a cause for concern by adding notes under student events on Shackleton. Where appropriate and under the direction of the Head of House /Head of Welfare and Boarding, liaising with the relevant member of staff including out of hours contact where advice/support is required.
- To report students' illnesses to the College Nurse and relevant college welfare team or, in the case of an emergency, to call the appropriate emergency services and thereafter the senior member of the college team on out of hour's duty.
- To ensure that residence rules are followed in accordance with the Piccadilly Court Handbook, notices and residential student induction information and to record any breaches by students of accommodation rules on Shackleton and where necessary make direct contact with the relevant member of staff/ and or college.
- To monitor student behaviour and where this is unacceptable, to record any such events on Shackleton and where appropriate make direct contact with the relevant member of staff/ college.
- To monitor guests to the residence, making sure all guests have left by 10.30pm.
Overnight guests are permitted as per relevant College except for CATS College London students who not permitted to have overnight guests.
- To ensure that CATS College students are up and ready in the morning in plenty of time to leave for the college canteen where breakfast is served.
To ensure that all interaction/dealings with the public/ visitors to residences is carried out by themselves or by a nominated member of the team.
- To assist all relevant staff in the event of an investigation into a breach of safeguarding, welfare, child protection or health and safety statutory law or college policy.
- To fully induct all students upon arrival.
To participate in regular meetings with the Boarding House Committee (BHC).
To ensure that Operations is aware of any bed linen/ operational issues
- Senior Houseparent's must alert the Head of House and Head of Welfare and Boarding on issues that need immediate or prompt attention.

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Operational duties

- To follow the shift guidelines.
- Cleanliness and maintenance of the house - making sure students clean up after themselves in communal areas; make sure the catered kitchens are supplied with household cleaning materials and other necessities; manage the signing out of household equipment; keep the exterior and interior of the building clean and tidy with the aid of the cleaning staff; complete necessary room checks reporting any damage or required maintenance in the weekly report; to submit SysAids as and when necessary; to undertake checks of the exterior and interior of the building, recording times of having done so in the operations log book and liaising with the relevant member of staff.
- To check all empty rooms before arrivals and prior to departures (the latter with the student present), and get students to sign the necessary paperwork listing any damage.
- To be responsible for distribution and storage of student door fobs.
- Liaise with students prior to departing during the holiday periods and communicate with relevant staff about students' holiday intentions.
- To ensure that all handover notes are written up, clear and ready for the next shift.
- To alert the Head Welfare and Boarding/ House Leader of any requests for leave from or absences by team members. All leave and absences must be recorded and discussed with the HWB at the earliest convenience.
- To clarify all cover work with Head of Welfare and Boarding/ House Leader and this must be allocated fairly in consultation with Head of Welfare and Boarding.

Health & safety

- To comply with all health and safety procedures as required by the College.

Child Protection

- All employees have a duty for safeguarding and promoting the welfare of children and young persons. Staff must be aware of the college's procedures for raising concerns about children's welfare and must report any concerns to the Designated Person (Child Protection Officer) without delay. Staff must also ensure they complete the appropriate level of safeguarding training identified by the college as relevant to their role.

The post holder will also:

- Work within the guidelines and policy and procedure requirements laid down by College policies in such matters as Safeguarding, Health and Safety, Risk Management and Equality and Diversity.
- Demonstrate day to day commitment to the College's Core values of Excellence, Care and Community.
- Be required to carry out such reasonable additional duties as may from time to time be determined by Senior Management
- Participate in the College's Staff Appraisal Scheme as required and attend training and development as appropriate to the role.
- To be mindful of the need to ensure all College students receive a high level of care and discipline at all times (consistent with the Staff Handbook).
- To promote the good name of the College through conduct towards students, parents, agents and other parties, and attendance at College events.
- To adhere at all times to College standards.

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Person Specification

CRITERIA	ESSENTIAL	DESIRABLE	Assessed From:
QUALIFICATIONS AND EXPERIENCE, INCLUDING DETAILS OF SPECIALISED KNOWLEDGE AND SKILLS REQUIRED TRAINING AND DEVELOPMENT	<p>Experience within a welfare/pastoral role type role and/or working with young people</p> <p>A skilled communicator</p> <p>Fully IT literate</p> <p>A relationship builder - able to work effectively with colleagues and students</p> <p>Able to be reflective in their professional practice</p>	<p>Have completed Child Protection - Level 1</p> <p>First Aid certificate</p> <p>Qualification relating to welfare/boarding and/or the willingness to train</p>	<p>Application Certificates</p>
SPECIAL SKILLS/ABILITIES	<p>Motivation</p> <p>Motivation</p> <p>Is proactive rather than reactive in approach</p> <p>Takes responsibility and ownership for work issues and problems of a primary operational nature although the ability to think in a strategic way may also be required</p> <p>Implements improvements to work processes and practices within his/her remit</p> <p>Understands College goals and direction</p> <p>Drive</p> <p>Is energetic and enthusiastic</p> <p>Committed to role and to team/College</p> <p>Gets things done through influence rather than by railroading others</p> <p>Confronts and overcomes obstacles to progress within team</p> <p>Intellect</p> <p>Demonstrates good critical thinking skills to understand client issues</p> <p>Can suggest and where appropriate implement solutions appropriate to client situations</p> <p>Gathers facts and analyses situations in accurate and organised fashion</p> <p>Judgement</p> <p>Can think and act rationally and maturely without undue bias or reliance on emotional responses</p> <p>Can weigh up information, issues and evidence and draw balanced conclusions from such</p> <p>Shows clearly that he/she is learning from experience</p>	<p>Uses initiative</p> <p>Gets on well with both children and adults alike</p> <p>Evidence of problem-solving decision making skills</p>	<p>Application Interview References</p>

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	<p>Knows when to ask for support and advice</p> <p>Credibility and Communication</p> <p>Has positive impact with colleagues and clients</p> <p>Projects appropriate professional image</p> <p>Speaks clearly and persuasively when interacting with internal personnel</p> <p>Keeps line manager and team informed of progress or difficulties</p> <p>Displays excellent listening and questioning skills</p> <p>Resilience</p> <p>Can balance the normal demands of a range of work and responsibilities without disruption to other team members or subordinates</p> <p>Can prioritise conflicting demands</p> <p>Remains balanced and rational in dealing with others at all times</p> <p>Student Focus</p> <p>Demonstrates a clear empathy with students and understands their needs</p> <p>Technical</p> <p>Comfortable with use of Microsoft Office applications</p> <p>Problem-solving abilities</p> <p>Accuracy</p> <p>Teamwork</p> <p>Has confidence and respect of peers, subordinates, and superiors</p> <p>Understands others development needs and seeks opportunities to provide</p> <p>Creates open and supportive team climate</p> <p>Organisation</p> <p>Meets deadlines</p> <p>Demonstrates a capability to balance competing demands</p>		
PHYSICAL MAKE-UP (I.E. SPEECH, IMPACT ON OTHERS, GENERAL PRESENTATION AND APPEARANCE)	<p>Calm and diplomatic approach</p> <p>Neat, well-groomed and well-presented</p> <p>Clarity of speech and good communication</p> <p>Good health record</p> <p>Punctual time keeper</p>	<p>Positive role model</p>	<p>Application Interview References</p>
ADDITIONAL REQUIREMENTS	<p>Ability to work core hours of college</p> <p>Flexibility for cover</p> <p>Willing to play a part in the wider life of the College community</p>		<p>Application Interview References</p>

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