

**THE THOMAS ADAMS SCHOOL
ADAMS HOUSE HOUSEPARENT
JOB DESCRIPTION**

- The post is Grade 6, full time (37 hours), term-time only.
- The post is permanent, subject to a six month probationary period and one month's notice on either side.
- The conditions of service are those specified by the National Joint Council for Local Government Services.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Report to Head of Boarding.
- Act in 'loco parentis' and therefore be responsible for all aspects of the pastoral welfare of the boarders in Adams House by forming constructive relationships and interacting with their individual needs.
- Be aware of and support equal opportunities for all including the inclusion and acceptance of all boarders.
- Work in line with school and boarding house policy and practice and National Boarding Standards.

DAILY DUTIES AND RESPONSIBILITIES (within a shift rota)

- Manage the individual needs of all boarders.
- At the start of every shift, read the duty book in order to be fully aware of any ongoing relevant information about boarders / situations which may impact on the shift.
- Ensure that all relevant information on boarders is recorded appropriately, being aware of the importance of confidentiality and informing colleagues and Head of Boarding on a 'need to know' basis.
- Check on the wellbeing of all boarders by 8.30am and report any sick boarders to the Adams House Secretary by 9.00am.
- Organise the care of ill boarders throughout the day and night.
- Responsible for the full open up of Adams House premises each morning and for securing these premises at night.
- Administer medication (prescription and non-prescription) to boarders according to instructions from the doctor and / or recommended directions from the manufacturer. Accurately record the administration of this medication and organise repeat prescriptions / purchasing of more non-prescription medication as necessary.
- Use a variety of methods to facilitate behaviour management.
- Launder boarders' clothing and bedding as required, monitoring and reporting any concerns over personal hygiene / welfare to the Head of Boarding.
- Take responsibility for the supervision of homework, liaising with teaching staff where necessary.
- Ensure all boarders are up, dressed and ready for school / college on time.
- Regularly check Adams House premises and report any concerns immediately to Senior Houseparent / Head of Boarding / Police.
- Take responsibility for knowing where all boarders are throughout the shift by monitoring the signing out book, daily register and regular site checks.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Attend weekly staff meetings.
- Take responsibility for and manage the individual medical needs of all boarders. This involves attending relevant training (specific and general First Aid), and accompanying boarders to medical appointments, planned and emergency, ensuring relevant information is available to health care professionals.
- Administer First Aid when required and make appropriate, informed decisions about the need to seek medical attention.
- Assist with addressing Child Protection issues under the guidance of the Head of Boarding.
- Be responsible for the monitoring and organising purchase of daily provisions for boarders.
- Be familiar with the Risk Assessments and trip checklists for Adams House organised trips and inform the Head of Boarding if appropriate measures are not in place.

Plus any other duties that would reasonably be expected of the post holder.

This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once provisionally appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at predetermined intervals during the course of their employment whilst in this post.

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PERSON SPECIFICATION**

	Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ➤ First Aid qualification ➤ NVQ Level 4 or equivalent, or willingness to undertake this qualification ➤ Full driving licence 		<ul style="list-style-type: none"> ✓ ✓ ✓
Work or relevant experience	<ul style="list-style-type: none"> ➤ At least 5 years' experience of working within an educational setting or other relevant environment ➤ Excellent computer/keyboard skills ➤ Ability to work with small groups or an individual pupil ➤ Ability to plan and organise effectively 	✓	<ul style="list-style-type: none"> ✓ ✓ ✓
Knowledge and Understanding	<ul style="list-style-type: none"> ➤ An in-depth and detailed knowledge of school based education including child development ➤ Good numeracy and literacy skills ➤ Ability to work with non-school based support agencies ➤ Working knowledge of relevant policies/codes of practice 		<ul style="list-style-type: none"> ✓ ✓ ✓ ✓
Skills and Abilities (relevant to post)	<ul style="list-style-type: none"> ➤ Ability to relate well to children, staff and parents ➤ Willingness to participate in training and development opportunities ➤ Extensive ICT skills and willingness to update skills and undertake further training 	<ul style="list-style-type: none"> ✓ ✓ 	<ul style="list-style-type: none"> ✓
Personal Qualities	<ul style="list-style-type: none"> ➤ Excellent communication skills ➤ Ability to bring to the role initiative, enthusiasm and commitment ➤ Ability to relate well to children and adults ➤ Ability to work well as part of a team ➤ Flexibility and reliability ➤ Ability to work under pressure 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ 	
Special Conditions	<ul style="list-style-type: none"> ➤ Willingness to undertake a Disclosure and Barring Service check 	✓	