

Role Title	Reports to
Boarding House Parent	Head of Boarding
All employees	
<p>Our school is committed to safeguarding and promoting the welfare of children and young people and have developed and adopted written guidelines for appropriate and inappropriate behaviour of adults towards children.</p> <p>We expect all staff, volunteers and other third parties to share this commitment and to review and affirm that they have read, understood, and will abide by the Code of Conduct or written guidelines.</p> <p>At our school, we use safer recruitment practice and pre-employment background checks, to maintain the highest standards of safeguarding and child safety.</p> <p>Our school's practices reflect and are aligned with the written Expectations of the International Taskforce on Child Protection.</p> <p>We encourage a safe, stimulating, and well-managed learning environment that promotes diversity, and a sense of collegiate support and wellbeing.</p>	
Purpose of the role	
<p>This is a full-time residential position. The post-holder will live in an assigned Boarding House, and will act 'in loco parentis'* for the students in the house. The priority is to ensure the pastoral well-being of the students as well as managing the ethos, the systems, the routines and the administration of the Boarding House. The Boarding House Parent reports directly to the Head of Boarding who is his/her line manager.</p> <p><i>*In loco parentis:</i> in UK law, this is interpreted as acting in a way that any reasonable parent would act. It does not mean acting according to the individual preference of the post-holder.</p>	
The specific duties of this position are listed below:	
<p>MANAGEMENT AND SUPERVISION</p> <ul style="list-style-type: none"> ● Ensuring the pastoral well-being and safety of students in the House; ● Managing all operational boarding routines and activities (homework, mealtimes, admissions, housekeeping, maintenance, transport, excursions, noticeboards, housebank, sign out/leave and ancillary staff); ● Managing discipline issues in the House, in accordance with the boarding policy framework as agreed with the school management; ● Promoting a harmonious and friendly values-based atmosphere in the House; ● Managing the general health requirements for all boarders in the House, in conjunction with the school infirmary; ● Managing student supervision in the Refectory as per the duty schedule directed by Head of Boarding; ● Providing emergency cover at short notice when necessary; ● Monitoring matrons and ensuring a physical hand over at the start/end of duties; ● Managing the Assistant Boarding House Parent, in conjunction with the Head of Boarding where applicable; ● Managing the contributions to boarding life of any interns. <p>COMMUNICATION</p>	

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Boarding House Parent	Head of Boarding
<ul style="list-style-type: none"> ● Communicating daily with the Assistant Boarding House Parent; ● Communicating regularly with Boarders' parents; ● Liaising with Boarders' tutors and teachers as required; ● Attending regular boarding meetings, as determined by the Head of Boarding; ● Promoting boarding within the school and in the wider community; ● Keeping the Head of Boarding informed of all matters relating to the Boarding House. ● To oversee communication with the boarders, ensuring they are aware of all rules, routines and safety protocols. <p>ADMINISTRATION</p> <ul style="list-style-type: none"> ● Assisting with the management and planning of all programs, including off campus activities and educational visits and associated travel arrangements; ● Assisting with any admissions procedures as required by the Head of Boarding; ● Assisting with the compilation of boarding strategy, boarding policies and the Boarding Handbook as required by the Head of Boarding; ● All record-keeping in the House (parental consent forms, medical information, contact information); ● Report writing as required by school administration. <p>DUTIES AND WORKING HOURS</p> <p>Boarding House parents are expected to work the following hours:</p> <ul style="list-style-type: none"> ● On Monday's, Wednesday's and Thursday's, duty begins at 2.35pm and ends at 7.30am the following day. ● On Saturday's duty begins at 7:00am and ends at 7:00am the following day. ● The overnight duties from 11.30pm to 6.30am are in-house, residential duties. ● Meeting slot as assigned by the Head of Boarding including during INSET days. ● INSET days at the commencement of each year. ● Public holidays when boarders are on campus and as advised by Head of Boarding <p>During these hours, the Boarding House Parent is expected to fulfill the responsibilities as described above. However, some meetings, communication and liaison may be expected of the House Parent on days when they are not officially "on duty".</p> <p>House Parents are also expected to be on duty on the days of student arrivals and departures (up to 24 hours before term begins and 24 hours after term ends).</p>	
December 2025	