



British  
Summer  
School

Recruitment Guidance

# HOUSE PARENT

WELFARE ROLE

future  
ready

# Our Vision & Values



## Our Values

- We are a **team**.
- We **support** each other.
- We **lead by example**.
- We **try our best**.
- We are **open**.
- We respect **diversity**.
- We are **enthusiastic**.
- We **make things happen**.
- We **work hard**.
- We **respect** the **past** but look to the **future**.

## Our Aim

At British Summer School, we aim to inspire our students and help them to develop the knowledge, abilities and qualities needed to fulfil their potential in both their personal and professional lives. We increase our students' ability and confidence to communicate and operate in the 21st century to help them become happy, confident, and successful individuals in a global and competitive world.

**JOB ROLE:**

Welfare Manager

**REPORTING TO:**

Centre Manager

**KEY PURPOSE OF THE JOB:**

To be the main contact in the boarding house, ensuring students safety and emotional well-being and responding to any concerns in the appropriate manner

**WRITTEN BY:**

Danny Kenward

**DATE:**

31<sup>st</sup> October 2023

**HOURS:**

Morning shift; 07.30 am – 16.30 pm

Afternoon shift; 14.15 pm – 23.15 pm

*The above shows the typical working hours.*

*Hours may vary from centre to centre with weekends being longer.*

**SALARY:**

£571.07 per week + 12.07% Holiday Pay

*Total pay per week £640.00 (Including holiday pay)*

**JOB LOCATION:**

One of Brambletye, Worth, Clayesmore, Oundle or Moulton

## Accountabilities

- To manage and be responsible for the day-to-day running of your Boarding House by holding welcome and house meetings as well as fire drills, ensuring the upkeep of cleaning, laundry, and maintenance of your house, overseeing bedtimes, carrying out registers, room inspections and Health & Safety checks. All records must be stored securely in the camp office copies uploaded to the database.
- To be a “parent” to all students in your house, particularly if they are not used to being away from home; this includes dealing with homesickness, ensuring that students are wearing the correct clothes, ensuring that hygiene standards are maintained (using the toilet correctly, wash regularly, change clothes, assist with laundry etc.)
- To ensure the safety and emotional well-being of all students and staff in your boarding house by visiting students during their activities throughout the day, at mealtimes and checking in on every room each night. All welfare/observation logs should be recorded on the database each morning.
- Monitor mealtimes to ensure students are in attendance, are eating well and are integrating well with other students.
- To carry out break time, and mealtime supervision along with assisting the House Parents with wake-up duties
- To co-ordinate student laundry in your house.
- To work closely with the other welfare staff (Centre Manager, Medical Officers or Nurse) to ensure the physical and emotional well-being of all students and staff. Concerns, including negative conduct and bad behaviour, should be shared between welfare staff to deal with any bullying or aggressive behaviour quickly and effectively and to promote a harmonious camp atmosphere.
- To be aware of all medical, diet and allergy information for all staff and students in your boarding house and to assist the Medical Officers within house supervision for any sick students or staff who need to stay in bed, making sure they are cared for and are provided with food and water.
- To assist with student check-in by welcoming them into your Boarding House, ensuring they have everything they need, are settling in quickly and are being introduced to new friends. All students should be reminded to contact home if they haven't already done so.
- To assist with student's check-out by ensuring they have packed all their belongings, rooms have been checked and students reminded to collect valuables from the office.
- To be fully familiar with both the accident and emergency procedures.
- To liaise with parents or agents regarding the wellbeing of students where necessary.
- To liaise with Administrators and Medical Officers about setting up houses before students arrive, including putting welcome packs on beds and ensuring information boards and signage are up to date.
- To attend daily staff meetings
- To follow guidelines as outlined in the Staff Handbook and as explained by the Centre Manager.
- To help set up / pack up camp as required and carry out any other reasonable duties.

## Key Skills

- Possess a caring and compassionate nature.
- Responsible nature (between 40 – 60 students and staff per boarding house)
- Able to problem-solve with/between students.
- Excellent communication skills with people of all levels as well as interpersonal skills
- Flexible and adaptable approach to working hours.
- Able to work as part of a team and independently.
- Able to deal well with pressure and to multi-task.

Enthusiastic and friendly

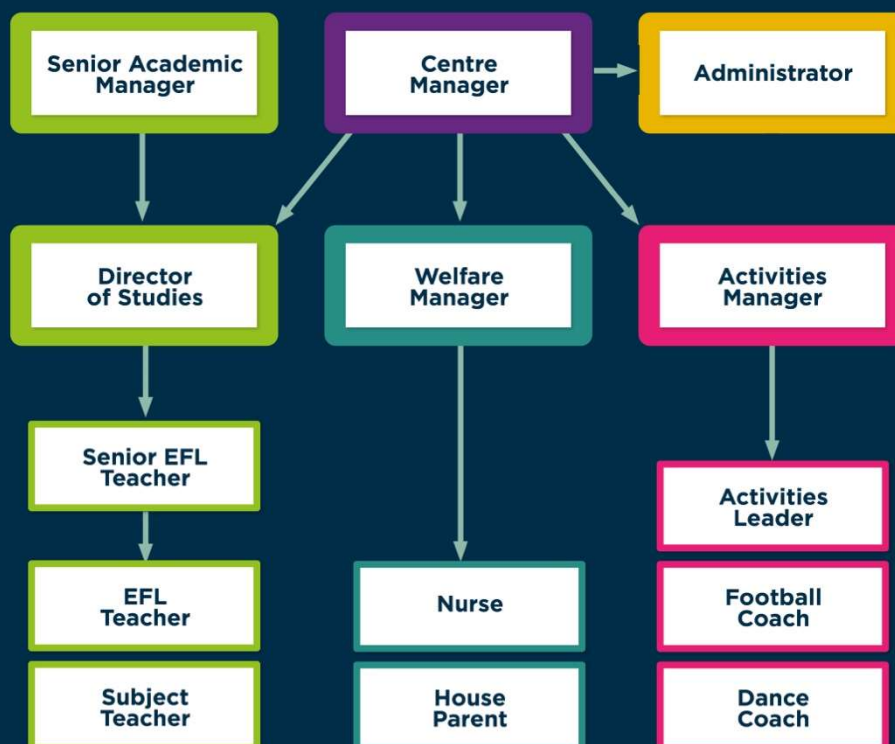
## Qualifications

- Ideally medically trained, experience in childcare, social work, or primary education would be advantageous.
- Paediatric First aiders are particularly welcomed.
- Minimum 1 year experience working with children in a professional context.
- Experience working in a residential environment is desirable, especially with international students.

## Safeguarding

British Summer School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment, whether on or off duty. All staff are subject to a Disclosure and Barring Service (DBS) check.

# Staff Organogram







**For more information  
or to apply visit:**

[britishsummerschool.co.uk/summer-jobs](http://britishsummerschool.co.uk/summer-jobs)



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