



JOB DESCRIPTION

Job Title	House Parent
Department	Language & Activity Programmes – Young Learners
Reports To	Student Services Director
Role	Development, delivery, and support of student pastoral care in line with agreed standards and policies
Main responsibilities	<ul style="list-style-type: none"> • Maintain a safe, healthy and secure environment for all students; • Provide care, counselling and support to students; • Promote good conduct and high standards of student behaviour; • Facilitate and encourage interaction between students and promote participation in all lessons, sports and social activities; • Assess and provide relevant and timely feedback on achievement, progress, and developmental needs to managers/colleagues, including student records, end of course certificates and reports; • Manage students' pocket money; • Carry out daily checks on student rooms and the houses, reporting problems to appropriate member of the Senior Management Team in a timely manner; • Ensure effective house supervision and security is maintained at all times; • Liaise with the Student Services Director and Host School representative to ensure facilities are maintained to a satisfactory standard; • Organise and co-ordinate a house "fire drill" at the start of each course; • Organise student laundry services; • Complete associated administrative tasks as directed and assist with the unpacking and packing of resources; • Attend and contribute to other activities and events as required ensuring that all sports and social activities are appropriately supervised and maximum safety precautions are taken; • Attend departmental and school meetings when required, and attend/deliver INSET sessions as directed; • Supervise and accompany students on excursions ensuring their safety and welfare at all times; • Carry out duties associated with arrival and departure days including airport duties and welcome events; • Adhere to the standards and procedures detailed in the Staff Handbook; • Deal with student issues/emergencies as and when they arise; • Promote and safeguard the welfare of children and young persons you are responsible for / come into contact with during your period of employment.
General	<ul style="list-style-type: none"> • Actively promote Bell International's full range of training services to students by acquiring an up-to-date knowledge of Bell products and services and referring potential prospects to the appropriate Market Development Manager; • To adhere to all statutory regulations and to Bell policies and procedures; • To undertake any reasonable duties as required.
Compiled by	Head of Language & Activity Programmes
Date	2009

This job description is not to be regarded as exclusive or exhaustive and does not form part of your contract terms. It is an outline of the areas of activity and responsibility and, like all such documents, will be amended from time to time, in the light of the changing needs of the Trust.



**PERSON SPECIFICATION
HOUSEPARENT**

	ESSENTIAL	DESIRABLE
Education Level	<ul style="list-style-type: none"> Degree or equivalent 	
Professional/Technical Qualifications		<ul style="list-style-type: none"> Social or pastoral or psychology qualification Counselling
Experience	<ul style="list-style-type: none"> Pastoral / welfare experience Working with children Worked in a residential environment 	<ul style="list-style-type: none"> Premises / facilities management Boarding House Management Team leadership / people management Experience in delivering high levels of customer service Stock control
Personal Skills/Qualities	<ul style="list-style-type: none"> Counselling skills Leadership skills Communication skills Interpersonal skills Time management / able to multi task & work to deadlines IT literate Ability to work under pressure 	
Special Requirements		<ul style="list-style-type: none"> Child protection training First Aid Full driving licence (to drive minibus)