



Job Title:	Boarding Houseparent Fixed Term Contract
NJC Salary Scale:	18-22 (Pro Rata)
Line Manager:	Head of Boarding
Working Hours:	42.25 hours per week
Working Weeks:	35 weeks (Term Time)
Holiday entitlement:	28 Days pro-rata

Role Purpose:

To:

- Work proactively under the direction of the Head of Boarding to assist in the welfare, social and educational development of students within the boarding provision.
- 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 policies & procedures
- Ensure that efficient routines are maintained in the house as directed by the Head of Boarding whilst ensuring the safety, good discipline and pastoral well-being of all students in the house

As a member of Northeast Manor School staff you are expected to perform particular duties as may reasonably be assigned to you by a member of the Senior Leadership Team.

Main (Core) Responsibilities, Tasks and Duties:

To be responsible for the welfare of students with Special Educational Needs residing in the boarding house and to supervise them in a range of duties in a way that promotes self-esteem, develops confidence and skills and creates a positive and developmental experience.

To act as a member of a team under the direction of, and to be accountable to, the Head of Boarding.

Main Duties:

- **To build positive and healthy relationships in the house between staff and boarders, and boarders and their peers, by working collaboratively and to extend this to families and other agencies/professionals**
- **To contribute to helping boarders to develop Pathway to Adulthood and Life Skills and confidence and to maximise the residential experience for them**
- **To develop excellent practice around working within a residential setting with vulnerable young people**
- **To oversee the induction and operational roles and responsibilities of the residential Individual Needs Assistants**
- To be aware of the implications of the National Minimum Standards for Residential Special Schools for welfare and pastoral care in the house and to work with the Head of Boarding to ensure and maintain these standards being met



- To understand the roles and responsibilities of safeguarding children in line with Keeping Children safe in Education, Sept. 2018 and Working Together to Safeguard Children, July 2018
- To contribute to spot visits from the Governing body to audit whether the National Minimum Standards for Residential Special Schools are being consistently met
- To contribute to annual Ofsted welfare inspections
- To deliver excellent safeguarding practice and follow processes, policies and protocols for managing safeguarding within the house
- To undertake a minimum of annual school Safeguarding and Child Protection training and to complete the Educare safeguarding training package online
- To undertake Positive Handling and Restraint training and uphold the school's ethos and values around de-escalation and intervention
- To manage and administer First Aid and Medications and tend to minor medical needs within residential hours, under the supervision of the Head of Boarding, as required (Full training provided if required)
- To have high expectations with regard to positive behaviour and act as a good role model, adopting the school's ethos and values around Restorative Practice and Protective Behaviours
- To positively and effectively challenge unacceptable behaviour and language – creating a culture of tolerance, equality and diversity
- To contribute to the development of an extra-curricular activities programme, under the direction of the Head of Boarding, and in line with Pathway to Adulthood targets
- To supervise the personal and collective domestic routines of all boarders, and ensure Health and Safety standards are met including organising and recording Fire drills and registers
- To be involved in boarding routines such as packing and unpacking at the beginning and end of each term
- To ensure a high standard of cleanliness, timekeeping and co-operation for all boarders
- To contribute towards creating a safe, happy, structured and motivating atmosphere in the boarding house and school



- To communicate effectively with others working in the school, including tutors, teachers, welfare and pastoral staff, the DSL, teachers, domestics and the wider team and to contribute to multi-disciplinary meetings and boarding team meetings
- To keep all appropriate records and develop and review robust Boarding Care Plans, in line with targets set in Education, Health and Care Plans, Individual Health Care Plans, Therapy Passports, Behaviour Support Plans and Pathway to Adulthood targets and contribute to writing reports for review meetings
- To be responsible for clear and appropriate handover reports to SLT every morning
- To take an active role in line management meetings, performance reviews and professional training
- To be familiar with the school policies and procedures for child protection and safeguarding, positive behaviour, Missing Child, Critical Incident, bullying, substance misuse, health and safety, fire and other key policies. To be aware of the appropriate response needed in these areas
- To be aware of the school uniform and clothing requirement of students, and to ensure they have all the items they require; to be responsible for liaising with the domestic and catering team and laundry staff
- To act as a good ambassador for the school and profession
- To perform any reasonable duty that is asked of you by a member of the senior leadership team

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required

Your duties will be as set out in the above job description but please note that the school reserves the right to update your job description, from time to time, to reflect changes in, or to, your job in consultation and with the agreement of both parties.