

## **Job Description**

### **Junior School Assistant House Parent**

#### **Primary Purpose**

The Assistant House Parent (AHP) deputises for the Boarding House Parent across the week and at the weekends.

#### **Accountability**

The Junior School AHP is ultimately responsible to the Head of the Junior School. However, they should first report to the Boarding House Mother on all matters concerning Junior boarders informing her of progress in the house, pastoral issues and any other matters of significance.

#### **Duties**

During the working hours (below), the AHP is expected to:

- Care and take responsibility for the Junior Boarders
- Organise and supervise recreational activities including Saturday afternoons
- To take children out on trips
- To purchase items on behalf of the pupils, for example birthday cake etc.
- Escort junior boarders to the College dining hall for meals
- Supervise the Wednesday night bedtime routine\*
- Manage the Gap Tutor who act as an assistant to the AHP
- Liaise with the Boarding Mother and keep her fully apprised of all matters relating to junior boarders
- Other duties relating to the care and welfare of boarders

#### **The Person**

We are looking for a person who:

- has previous experience of working with children, preferably in a boarding environment;
- has a warm-hearted, parental attitude, and wants the boarding house to feel like home;
- is very firm but fair, positive and consistent in her approach to behaviour management;
- is highly-organised and reliable, with competent ICT skills;
- has a good sense of humour/fun, and will really enjoy the children's company;
- is flexible, and prepared, on occasion, to work alternative/additional hours;
- communicates easily with parents, commanding their respect and trust;
- a team-player, who thrives in a busy but highly supportive environment;
- is committed to the welfare and safeguarding of children.