

Assistant Houseparent / Student Support - Job Description

THE ROLE

The Assistant Houseparent lives and works in a residential boarding House, as part of the pastoral team, which comprises of Head of Boarding, Houseparents (x2) and Graduate Residential Assistants (x2). It is envisaged that they will play a full part within boarding, supervising students and taking part in trips and activities. They will also be attached to a curriculum area (with emphasis on PE) and will contribute to the work of that department as well as other areas in the school. They will report to the Head of Boarding.

RESPONSIBILITIES

In House:

- To assist with boarding duties and help ensure the smooth running of the boarding houses and take charge of the house when on overnight duty.
- To reside overnight in the Boarding House from 10.30pm during term time on allocated rota nights; unless a separate arrangement has been made with the Head of Boarding.
- To report any relevant or confidential student issues to either the Head of Boarding or Houseparents.
- To contribute to the pastoral care and welfare of students in the House.
- To help promote student participation in a wide range of activities as Activity Programme Co-ordinator.
- To take responsibility in a Keyworker role, which will include meeting EHCP targets and termly report writing.

Working hours are expected to average at around 25 hours per week including some overnight and weekend duties, as agreed in advance with the Head of Boarding.

In School:

- Provide teaching and learning support in lessons.
- Provide intervention for groups/students in lessons and outside of lessons, supporting the therapy and SEND Departments.
- To co-tutor a form, supporting with reports, tutor time, meetings and parents' evenings.
- Plan and deliver activities which support learning in lessons.
- Work with small groups/individuals within lessons.
- Support with co-curricular activity and develop community links e.g., Cadets/CCF/Sports clubs and organise interhouse challenges and competitions.
- Support with examinations.

An allocation of approximately 20 hours per week to be agreed with the Head of Senior School.

In addition, the Assistant Houseparent will work with boarding students on target setting, creating exam revision plans and managing school workload.

PERSON SPECIFICATION

We are looking for a friendly proactive team player to join our dedicated staff who is committed to the social, personal, and academic development of our students. Enthusiasm, patience, and a sense of 'I can' along with a good sense of humour are all required in addition to sound organisational skills.

This position is open to university graduates as specified, preferably with a full, clean, and current driving licence.

Frewen College is a Boarding and Day School and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment – applicants must be willing to undergo appropriate screening including a DBS check.