

## JOB DESCRIPTION – SUMMER HOUSE PARENT

Candidates are expected to spend time looking at the College website [www.stclares.ac.uk](http://www.stclares.ac.uk) which provides information about St Clare's and the courses we offer.

JOB DESCRIPTION	
<b>Title of Post</b>	Summer House Parents (ages 14-17)
<b>Purpose of Role</b>	<p>The Summer House Parent is responsible for the welfare of older teenage students in St Clare's residential houses during the summer.</p> <p>As a representative of the college and member of the summer welfare team, it is essential that you make the right first impression on the students' arrival and make sure they settle in and are comfortable in your house. Success will depend on building a positive relationship with the students and delivering a high level of 'duty of care'.</p>
<b>Reporting Structure</b>	You will report to the Operations Director Summer & Short Courses and liaise on a daily basis with the summer Welfare Managers on duty (Summer Deans) and to the Assistant Principal Pastoral, Senior House Parents, on contractual matters.
<b>Key Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Checking online house lists/ individual pigeon-hole in staff room/email each day for any important information or communication.</li> <li>2. Collecting or checking student lists on Stc portal each week paying special attention to last minute updates before students' arrival on Sundays. Paying special attention to medical conditions or special requests and needs.</li> <li>3. Management of house information and systems by ensuring that the student notice-board is kept up-to-date; signing in/out procedures are adhered to; regulating visitor times; issuing keys and collecting mobile phone numbers from each new student in the house; maintaining non-smoking or alcohol policy; keeping fire exits free and making students aware of exit points, alarms, and fire-fighting appliances; testing fire points and other checks weekly; and maintaining log book.</li> <li>4. Being present and 'on duty' in the house or visible around the Teenage Campus from 20:30-23:30. Planning and organising social activities some evenings for the students in the house creating a community spirit.</li> <li>5. Monitoring students in the evenings via messages or WhatsApp being aware of their whereabouts after classes if they are not involved in organized college activities or excursions.</li> <li>6. Supporting Summer Deans with curfew patrols outside your house, controlling noise levels and monitoring behaviour. Checking student rooms each night, ensuring that all students are in by the curfew time (23:00), and informing Summer Deans of any unaccountable absences or late returns.</li> <li>7. Remaining in the house premises after curfew, sleeping in residence dealing with any unexpected emergencies that may occur in the house during the night.</li> <li>8. Checking student bedrooms in the morning before classes and notifying Summer Deans of any illness or absences not leaving college before 09:30 each morning.</li> <li>9. Liaising with the College Nurses and/or Summer Deans in cases of student illness; being aware of any student in the house with an existing medical condition e.g. asthma or allergies, or on medication.</li> <li>10. Making doctor appointments or arranging hospital visits if illness occurs outside college surgery hours (consulting 111 if advice is needed).</li> <li>11. Maintaining discipline in the house and monitoring common areas when on duty, liaising with the Summer Deans and the Operations Director on all serious offences.</li> </ol>



	12. Liaising closely with Housekeeping manager and Maintenance Foreman regarding any cleaning or maintenance issues in the house.
<b>TERMS AND CONDITIONS</b>	
<b>Terms of Employment</b>	Appointments will be made for a varying number of weeks within the summer course dates, Sunday 26 June to Saturday 13 August 2022
<b>Place of Work</b>	139 Banbury Road, Oxford, OX2 7AL
<b>Hours of Work</b>	<ul style="list-style-type: none"> <li>• Summer House Parents may be required to work for different periods of time in different houses, but this will not be for less than one whole week in any one house (except for emergency cover)</li> <li>• Working hours are primarily in the evenings, based on an average of 28 per week, 3 hours per evening, 1 in the morning (refer to duties above) the remaining hours being on arrival / departure days as stated below.</li> <li>• <b>Arrival days:</b> taking an active role in the Welcome Team from 12:00 each arrival Sunday. Duties include: to meet and greet students in the hall, escort them to houses, help with orientation, administer keys and mobile phone numbers, show them to their rooms, point out communal facilities, and hold a short house meeting to brief new students on the house rules and systems, including H&amp;S.</li> <li>• <b>Departure days</b> (usually Saturday): collecting rooms keys and checking rooms for any damage, ensuring that rooms are vacated by 10:00</li> </ul>
<b>Notice Period</b>	1 Week
<b>Salary / Pay</b>	Weekly salary £266 (plus an additional £32.10 of incremental compensatory holiday pay)
<b>Pension</b>	A contributory pension is offered through St Clare's group personal pension scheme, following a 3-month deferment period. The employer pays double the contribution of the employee, up to a maximum of 10% of gross salary, (i.e. the employer pays up to 10%, and the employee pays up to 5%). Employee's contributions above 5% may be made, but do not attract a matching contribution from the employer.
<b>Meal / Accommodation</b>	Accommodation is provided as residency is contractually required and employees are entitled to three meals a day when students are on site.
<b>PERSON SPECIFICATION</b>	
<i>The successful candidate will have demonstrated the following essential skills and experience:</i>	
<b>Personal skills and attributes</b>	<ul style="list-style-type: none"> <li>• We are looking for responsible individuals who have strong presence and who are prepared to be fully committed to the demands of the job.</li> <li>• You will need to demonstrate empathy for the students whilst maintaining their respect, and ideally to be experienced in dealing with students of this age group in international education and/or in residential contexts.</li> <li>• You will need to demonstrate a high degree of maturity.</li> <li>• Ability to maintain high standards of student behaviour, pastoral care and safeguarding in a residential setting</li> <li>• Ability to work in an effective and supportive manner as part of the Summer Courses team.</li> <li>• Strong communication skills</li> <li>• Professionalism, integrity and flexibility</li> <li>• Sound judgement and demonstrate initiative</li> <li>• Commitment to the ethos of St Clare's, especially its commitment to internationalism and inclusivity</li> </ul>



## References and Pre-employment Checks

*St Clare's is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment and contracts are issued subject to satisfactory references and outcomes on all necessary pre-employment checks including DBS records and establishing the right to work in the UK. Some or all of these checks may have been undertaken before an offer is made.*

*Under the National Minimum Standards for Boarding Schools, we are required to follow the guidance in Keeping Children Safe in Education and undertake additional checks on employees.*

<b>References</b>	Full written references and phone references on quoted references may be obtained before or after interview. One referee must be your current or most recent employer. References must also include the last place of employment where you worked with children or vulnerable adults. References from friends or relatives will not be accepted. Please ensure referees know they will be contacted and will respond promptly.
<b>Identity, right to work and qualifications</b>	Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required.  Note: we have a legal responsibility to ensure that all our employees have the legal right to live and work in the UK. If we make an offer of employment, we will need to check that you are eligible to work in the UK before you start work.  If you don't already have the legal right to work in the UK, we strongly recommend that you use the <a href="#">Home Office website</a> to review the legal requirements of working in the UK as this will give you an indication of whether you may be eligible to work in the UK.
<b>Police checks / DBS</b>	Police checks / Disclosure and Barring Service checks will also be undertaken for which employees / prospective employees are required to provide information and consent. <b>Candidates who have lived and worked abroad in the last five years will be required to seek good conduct references, or the equivalent, from the countries in which they worked, as a pre-requisite of employment.</b>
<b>Health questionnaire</b>	Satisfactory completion of a health questionnaire.
<b>Prohibition order checks</b>	Prohibition order checks will be carried out for all teaching and activity roles, including a check of any EEA sanctions or restrictions, and for senior management positions as appropriate.
<b>HOW TO APPLY</b>	
<b>Applications</b>	<b>Applications must be made using the College's standard application form</b> which can be found on the college website at <a href="http://www.stclares.ac.uk/contact-us/recruitment-and-careers">www.stclares.ac.uk/contact-us/recruitment-and-careers</a> <b>CVs will only be accepted if accompanied by a St Clare's application form.</b>
<b>Email</b>	Applications should be submitted by email to <a href="mailto:summer.recruitment@stclares.ac.uk">summer.recruitment@stclares.ac.uk</a>
<b>Post</b>	Alternatively, send applications to: Summer and Short Courses Recruitment, St Clare's, Oxford, 139 Banbury Road, Oxford, OX2 7AL
<b>Contact us</b>	Email: <a href="mailto:summer.recruitment@stclares.ac.uk">summer.recruitment@stclares.ac.uk</a> Tel: 01865 552031
<b>Deadline for applications</b>	<b>This role will close once suitable applicants are appointed</b>
<b>Interviews</b>	<b>For candidates living locally, face-to-face interviews will be held.</b> The interview process will include some testing of key attributes.