

Job Description

Deputy Houseparent (Full-Time)

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Post:	Deputy Houseparent
Salary:	£18,464 plus accommodation
Contract:	2 terms probationary period, followed by a permanent contract
Reporting to:	Houseparent
Working closely with:	Parents, Pastoral Middle Leaders, other Houseparent's, Health & Wellbeing staff, Academic and Artistic staff

Purpose of the Job:

The Deputy Houseparent will assist the Houseparent and other colleagues in the boarding environment to look after students who reside at Elmhurst Ballet School working under the direct supervision of a Houseparent to be responsible for the pastoral care and welfare of students in a designated Boarding House.

As this role has boarding responsibilities attached, it comes with furnished accommodation that is available for use all year round.

Main Duties

- Work as part of a dedicated team to ensure high standards of pastoral care.
- Promote the physical and emotional well-being of students.
- Promote and maintain discipline at all times.
- Ensure that health and safety procedures are observed in your designated areas.
- Supervise students' waking, washing and dressing arrangements and supervise the preparation for bed and 'lights-out'.
- Ensure that the routines for washing and laundry are followed.
- Attend regular team and general staff meetings.

- Chaperone students off-site for activities, rehearsals, and performances when required.
- To play an active and leading role in the organisation of trips and weekend activities for students in the designated Boarding House.
- Undergo regular statutory training as well other as role-specific training such as Child Protection, First Aid and Fire Awareness.
- Be available 'on call' when scheduled.
- Adhere to all School policies and procedures with a particular focus on National Minimum Standards for Boarding Schools.
- Any other duties as may reasonably be required and that fall within the scope and range of the job.

Person Specification:			
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment			
	Essential These are qualities without which the Applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of assessment
Qualifications	<ul style="list-style-type: none"> • Good general education appropriate to the post. 	<ul style="list-style-type: none"> • Relevant qualifications (e.g. Childcare, SEN, Nutrition, First Aid, BSA) • Hold a clean UK driving licence 	Certificates
Knowledge & Experience	<ul style="list-style-type: none"> • Understanding of the needs of children in a boarding environment • Understanding of child protection and boarding standards 	<ul style="list-style-type: none"> • Previous experience in a boarding or residential environment working with young people • Knowledge of dance training or understanding of an intensive and specialised training environment • Ability to contribute to the broader education of students 	Application Form Interview Professional references
Skills	<ul style="list-style-type: none"> • Able to work as a member of a team with a commitment to high standards of pastoral care • Willing to undergo further training to develop existing skills • The ability to communicate and interact with students aged 11-19 years old and an understanding of their needs • Strong communication skills with adults and young people • Able to support students and gain their respect • Be a good role-model 	<ul style="list-style-type: none"> • Working knowledge of Microsoft Office packages. • First Aid training 	Application Form Interview Professional references
Personal competencies and qualities	<ul style="list-style-type: none"> • High level of personal integrity • Methodical • Well-presented and personable • Genuine enthusiasm and the ability to work well within a wider staff team. 	<ul style="list-style-type: none"> • Willingness to undergo training 	Application Form Interview Professional references

	<ul style="list-style-type: none">• Approachable. Embodying the ethos and vision of the House• Ability to motivate & persuade• Assertiveness• Sensitivity• Confident• Able to remain calm and professional at all times• Adaptable and flexible approach to work		
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EQUAL OPPORTUNITIES POLICY STATEMENT

Elmhurst School is striving to be an equal opportunities employer.

In line with the current legislation, as an employer of staff, we aim to ensure that all job applicants, staff and volunteers do not suffer unfair discrimination because of their race; colour; nationality; ethnic origin or religious belief; social class or caste; age; disability; sexual orientation; marital status; family situation; or gender.

We aim to ensure that all people with whom we work are valued for their contribution and are given the opportunity to realise their full potential within the organisation. Elmhurst School believes that following a policy of equality of opportunity will benefit not only the individual but will also benefit and enrich the whole organisation.

DISCLOSURE AND BARRING SERVICE

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of our pre-employment checks.

ADDITIONAL INFORMATION

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff is required to participate in training and other learning activities, and in performance management and development as required by the schools' policies and practices.

The duties and responsibilities listed above are provisional. Further details may be supplied when the person is appointed. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.