



## **Job Description for Junior Boys Houseparent**

### **The School:**

Aysgarth is a traditional boarding prep school for boys with a co educational Pre-Prep department. It has an excellent reputation and is flourishing in every sense. The staff team is very committed, talented and work closely together.

Class sizes range from 7 to 15 (the average is 12), the classrooms are well equipped and resourced, and expectations are high. The children are well disciplined and the children are keen to learn and progress. Aysgarth offers a very full curriculum including academics, sports, performing and creative arts, and a wide range of hobbies and activities.

Boys at Aysgarth go on to some of the most selective senior schools in the country, including Eton, Harrow and various other well known national boarding schools.

### **Background:**

The Junior Boys Houseparent works closely with the Head of Boarding in the day to day running of the Junior Boarding House. As House Parents we aim to create an atmosphere that is enjoyable, homely, positive and safe; where children feel welcome and are seen as important members of the Aysgarth community.

The main aspects of the post are listed below but this is not an exhaustive list of responsibilities. In many ways much of what the post entails is intangible and, by setting the right example and tone, the Junior Boys Houseparent will achieve this by their presence and actions.

**Responding to:** The Head of Boarding and ultimately the Headmaster

### **Purpose:**

- To provide and develop a caring boarding community in the Junior Boarding House
- To develop and improve the standard of boarding Aysgarth
- To promote the welfare of all boarders in Forms 2 & 3 (NC Years 5 & 6)
- To maintain a high level of guidance and supervision during morning and evening duties
- To ensure that parents are kept fully informed of the children's welfare and progress

### **Responsibilities:**

- To promote a happy, safe and homely atmosphere within the boarding community and to monitor the wellbeing of all pupils in the Junior Boarding House
- To attend academic and pastoral staff meetings for Forms 2 and 3, and to contribute and assist in the academic progress of each pupil; working closely with the relevant Form Tutors
- To oversee behaviour management within the boarding house in Forms 2 & 3

- To liaise with the Head of Boarding and work together with the School Counsellor with regard to any pastoral concerns (including data from STEER)
- To be available to talk to parents and to communicate proactively with them about the welfare of their sons
- To work with all staff, especially the matrons and school nurse, to ensure that the boys are healthy, safe and happy.
- To carry out dormitory duties on an agreed number of mornings and nights per week (currently 4 mornings and nights)
- To attend the weekly boarding meeting and to lead the Junior Boys Houseparent agenda within the meeting
- To organise Junior Boarding House trips/treats each term in conjunction with the Head of Boarding
- To assist in the implementation and compliance with National Minimum Standards
- To assist with aspects of Health and Safety within the boarding house (including fire drills)
- To assist in maintaining the tidiness of the dorms and the boarding house
- To plan, operate and manage the Junior Boarding House budget
- To write end of term boarding reports for boys in Forms 2 and 3
- To engage in professional development and provide relevant feedback to the boarding team
- To develop and produce relevant documents such as the termly dormitory list
- To write a short report for the Headmaster each term in advance of his presentation to the Governors