



HOUSE PARENT, JEBSEN HOUSE

OVERALL PURPOSE OF THE POST

The post involves working as part of a dedicated Summer Intensive team that look after the pastoral needs of up to 30 students boarding over four weeks at Covent Garden, London. Ensuring that students have a secure and supportive 'home from home' during Summer School. House Parents will work on a rota system.

SUMMARY OF THE ROLE

The successful applicant would be required to:

- Assist the Lead House Parent in delivering excellent, compliant, pastoral care for the Summer School students
- Assist with other duties related to boarding as part of a mutually supportive team
- Uphold and represent the policies and ethos of the School
- Act as an Ambassador of the School and undertake various duties in keeping with the role of House Parent

CONTRACT TERMS

Duration	Covent Garden Summer Intensive, London: Tuesday 19 July – Friday 19 August 2021 (arrival on 18 July to set up)
Rate of pay	£600 per week
Hours	This role will be full time during the intensive courses, with one evening and one full day per week off duty.
Location	Jebesen House, Covent Garden, London
Line Managed by	Lead House Parent and Pastoral Manager

SAFEGUARDING DUTIES AND RESPONSIBILITIES

The School is committed to safeguarding and promoting the welfare of children and young people and recognises that safeguarding and promoting the welfare of children is everyone's responsibility. The School expects all staff and volunteers to share this commitment to children's safeguarding and

to share this child-centered approach. This approach means that staff must consider, at all times, what is in the best interests of the child. Additionally, the following is expected of all staff:

- To uphold the School's policies relating to safeguarding and child protection, behavior, health and safety and all other relevant policies
- To promote and safeguard the welfare of children and young persons for whom you are responsible, and come into contact with
- To report any safeguarding concerns using the relevant channels, such as informing the Designated Safeguarding Lead, in a timely and appropriate manner
- To ensure full compliance with all statutory regulations, in particular the most recent Keeping Children Safe in Education, and communicating concerns to the Designated Safeguarding Lead, other relevant staff of The Royal Ballet School or local children's services as appropriate.

MAIN DUTIES

This list should be seen as illustrative rather than prescriptive

- Communicate regularly with the team as well as other relevant staff about student welfare
- Take student roll-call at a designated time each evening when on-call and follow up on any missing students
- Be a supportive presence for students when 'on-call' and act as the first point of contact for any concerns, illnesses or emergencies that arise; be approachable but professional so that effective pastoral relationships with students can be developed
- When 'on-call', respond appropriately to any such emergency or issue and follow up with the Lead House Parent or other relevant staff as needed in a timely fashion
- Ensure the students keep noise to a minimum after hours and respect their fellow residents
- Manage any concerns of the residents as they occur when on duty
- Relay any concern, complaint or difficulty to the Lead House Parent on duty or to the Intensive Courses Pastoral Manager
- Be aware of the Schools fire safety procedures. Assist with any fire drills and evacuations as directed by the Lead House Parent and/or Intensive Courses coordinator
- To escort and supervise students and guests on registration and demonstration days
- Attend meetings as required
- To ensure the School's safeguarding and health and safety policies are adhered to and promote the physical and emotional well-being of the pupils
- To ensure appropriate conduct of the young people during the Summer Intensive and good discipline is maintained at all times
- Any other duties as may reasonably be required and that fall within the scope and range of a residential role in a boarding school.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

- Experience of working in a residential position with a relevant age group

- Able to establish calm discipline
- Confident with students; able to establish a rapport, assert authority when needed and maintain appropriate boundaries
- A positive outlook, good sense of humour and able to stay calm in a crisis
- Good listener and communicator with students, parents and staff
- Willingness and ability to work as a member of the Summer Intensives team
- Flexible attitude towards duties and working patterns in order to fulfil the requirements of the role.
- Professional but approachable demeanour
- Be a suitable role-model for the students in the School's care

DESIRABLE CRITERIA

- Knowledge of The Royal Ballet School's 'Boarding Principles'* ethos and mission statement
- Knowledge of a second language

We're passionate about creating an inclusive workplace that promotes and values diversity. At The Royal Ballet School we are committed to creating an environment where every one of our employees feels part of our team and can flourish, regardless of their background.