

## HOUSE PARENT, WHITE LODGE

### OVERALL PURPOSE OF THE POST

The post involves working as part of a dedicated Summer Intensive team that look after the pastoral needs of 138 students boarding each week across a 5-week period during the Summer holidays at White Lodge, ensuring that students have a secure and supportive 'home from home' experience. House Parents will work on a rota system. The successful applicant would be responsible in the first instance to the Senior House or Junior House Lead House Parent depending on which student boarding house they are assigned to and ultimately to the Pastoral Manager.

### SUMMARY OF THE ROLE

The successful applicant would be required to:

- Assist the Pastoral Manager & Lead House Parent in delivering excellent, compliant, pastoral care for the Summer Intensive students
- Act as an Ambassador of the School and undertake other duties related to boarding as part of a mutually supportive team and in keeping with the role of House Parent
- Uphold and represent the policies and ethos of the School
- Assist the Summer Intensive team on Registration Days and Departure Days at Open Mornings
- Assist the Summer Intensive team on occasion with other duties related to safeguarding

### CONTRACT TERMS

Duration	White Lodge Summer Intensive: Tuesday 19 July – Friday 19 August 2022 (arrival on 17 July to set up)
Rate of pay	£700 per week
Hours	Full-time with one morning or afternoon late start or early evening finish as agreed and one day off a week (although staff may be called upon in an emergency)
Location	White Lodge, Richmond Park
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

- To ensure the School's Safeguarding and Health & Safety policies are adhered to and promote the physical and emotional well-being of the students
- To ensure appropriate conduct of the young people during the Summer Intensive and good discipline is maintained at all times
- Be aware of the schools Fire Safety Procedures. Assist with any fire drills and evacuations as directed by the Lead House Parent and/or Pastoral Manager
- Attend meetings as required
- To supervise students' waking, washing, dressing and preparation for bed time arrangements and lights out; ensuring that routines for washing and laundering are adhered to
- 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
- Assist with the supervision of meal times as required
- 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
- To supervise evening activities, ensuring that the students are working sensibly and in a safe manner
- To escort and supervise students and guests on Registration and Departure Days
- Assist the Summer Intensive team with chaperoning teachers and or guests (on occasion) to ensure safeguarding and risk assessment policies are adhered to
- To escort students off-site on organised trips and outings
- To be available 'on call' when required
- Any other duties that may reasonably be requested by your Line Managers

## PERSON SPECIFICATION

### ESSENTIAL CRITERIA

- Experience of working in a residential position with a relevant age group
- Strong communication skills
- A positive outlook, good sense of humour and ability to stay calm in a crisis
- Good listener who can build effective relationships with students, staff and parents
- Willingness and ability to work as a member of the Summer Intensive team
- Supportive, flexible attitude towards duties and working 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

- Relevant professional qualification
- 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.