



HORRIS HILL SCHOOL

Assistant Houseparent (Residential)

Role:	Assistant Houseparent - This person is also expected to fulfil a timetable of duties and teaching within the school.
Salary:	Competitive salary based on qualification and experience
Benefits:	Opportunities for professional development
Contract:	Full-Time, Residential.
Reporting Line:	Houseparent – Head of Boarding
Start Date:	January 2025

About Horris Hill

Horris Hill is a prestigious British prep boarding school committed to providing an outstanding education and a nurturing environment for young minds. With a rich history and a focus on academic excellence, character development, and well-rounded education, we aim to instil values that will guide our students throughout their lives.

Position Overview

We are seeking a dedicated and compassionate Assistant Houseparent to join our residential team in our senior boys Boarding House, The Wood. The Assistant Houseparent will play a crucial role in fostering a supportive and inclusive atmosphere within the Boarding House, ensuring the well-being, safety, and happiness of the students in their care.

Key Responsibilities

Supervision and Support:

- Assist in the day-to-day supervision and care of boarding students, promoting a positive and respectful living environment. This includes duties in the mornings, evenings and overnight care. This role entails a minimum of 3 morning, 3 evening and 3 overnight duties per week however flexibility may be required to meet the needs of the House.

- Support the Houseparent in maintaining a structured daily routine that includes study time, recreational activities, and bedtime. The Assistant Houseparent is expected to be fully committed to the life of the House and take an active role in the development of the House.
- The Assistant Houseparent is expected to deputise for the Houseparent when they are off duty.

Student Well-Being:

- Monitor and promote the physical and emotional well-being of students, offering guidance and support as needed.
- Encourage a sense of community and camaraderie within the Boarding House.
- Ensure that effective supervision is taking place in the Boarding House when leading duties.

Communication:

- Maintain open and effective communication with students, parents, colleagues, and school leadership.
- Report any concerns or noteworthy incidents promptly to the Houseparent and appropriate school personnel.
- Communicate effectively with the Houseparent and keep them up to date on any happenings in the House.

Administrative Duties:

- Assist in record-keeping, including student attendance, behaviour logs, and other relevant documentation.
- Collaborate with the Houseparent in organizing and overseeing student activities, outings, and events.
- Assisting in ensuring the House is compliant with the NMS and exceeds in delivering a fantastic level of care and attention in our provision.

Role Model:

- Demonstrate and uphold the school's values and code of conduct, serving as a positive role model for students.
- Foster a sense of respect, responsibility, and accountability among students.

Professional Development

- Attend all INSET days at the start and during each term.
- Work collaboratively with other staff to develop skills in curriculum design.
- Stay in touch with the latest developments in Teaching and Learning from the wider academic community.
- Attend Teaching and Learning Staff meetings.
- Undertake an annual appraisal, in line with principles set out in the Forfar contract.

Person Specification

- Previous experience working with children or in a boarding school environment is desirable.
- Strong interpersonal and communication skills.
- Patience, empathy, and the ability to build positive relationships with students.
- A genuine interest in the well-being and development of young people.
- Flexibility and the ability to adapt to the dynamic nature of a boarding school setting.
- A commitment to promoting the school's ethos and values.

This job description is a general outline of the position's duties and responsibilities and may be subject to change based on the needs of the school.

Benefits:

- Competitive salary
- Accommodation within the school premises
- Meals during term time
- Professional development opportunities

Application Process

Please contact the school office on 01635 40594 or email Jade Vidler, Head of Boarding, at j.vidler@horrishill.com if you would like to discuss this role.

To apply, please submit a completed application form and cover letter outlining your suitability for the role to Paola Bright, Bursar, bursar@horrishill.com. An application pack can be downloaded from the school website www.horrishill.com/vacancies. Applications will be reviewed on a rolling basis until the position is filled.

Horris Hill is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced Disclosure and Barring Service (DBS) check.