

Job Description House Parents

Line Manager: Head of House - Boarding

This job description should be read in conjunction with individual contracts. Ideally, the job description will be reviewed annually and may be subject to amendment or change at any time after consultation with the member of staff. This should not be viewed as an exhaustive list but sets out the main expectations of TISB in terms of professional responsibilities and duties.

Key Duties:

- To deliver a high level of pastoral and wrap around care to boarding students while they are in residence at TISB
- To ensure that the boarding ethos and environment is conducive to developing a caring and positive boarding environment
- To ensure that the boarding facilities and processes are maintained according to the expectations of TISB

Main Responsibilities:

- Establishing and maintaining positive relationships with parents and guardians of boarders through frequent communication
- Promoting the health and wellbeing of all boarders and being mindful of their physical, personal, social, moral and spiritual welfare
- Boarders' out-of-day-school-hours academic and broader education
- Working efficiently and effectively as part of a team both within TISB
- Keeping up to date with the safeguarding, fire safety and ensuring compliance (in conjunction with the Head of Boarding)
- To oversee the good upkeep of boarding areas and the efficient and appropriate use of boarding facilities and equipment
- The promotion of TISB boarding
- Setting and maintaining a positive tone, a friendly but purposeful ethos and high standards in the House areas
- Sustaining an environment in which it is pleasant to live and which is conducive both to boarders' academic study specifically and to their personal development generally
- Sharing responsibility for Health and Safety within the House
- Being prepared to act in a serious emergency, even when not 'on duty'
- Liaising with other colleagues, including staff in the other Boarding House (e.g. to ensure standardised practice), School Nurses (for medical matters), Estates, Housekeeping and Catering Staff
- Acting 'in loco parentis' to students in your care for whenever you are on duty and overnight
- Guiding the student Head of House and Deputy Head of House in the role of responsibility
- Collating the weekend arrangements using the relevant software package and following up with emails to parents and/or guardians to check permissions

- Always maintaining good order and adequate supervision of boarders
- Ensuring the smooth operation of effective House routines, both for the students and in respect of the staff duty rota
- Helping to maintain complete and up-to-date notes on boarders and ensuring that all relevant information is passed promptly, and all relevant documents copied systematically, to those who need to know
- Ensuring the boarders are engaged in the appropriate activity at the appropriate time
- Leading suitable activities for boarding students in the evening and weekend
- Attending relevant House/Boarding meetings
- Being in the House at the beginning and end of each term to meet and greet students, family and to play an active role in induction of students
- Wake every student in the morning, inspect student bedrooms and ensure that students are on time for breakfast
- Awareness of special health needs of boarders and to report boarders' illnesses promptly to Medical Center
- To ensure that students dress and appearance is in keeping with the school dress code and overall policy of TISB. To report any dress issues to the Head of Grade or Head of House.
- To ensure that the students are punctual to their events/activities/dining hall/preps/clubs/school etc.
- To inspect student bedrooms daily and to ensure that students are maintaining their personal space and possessions in accordance with house policy.
- To ensure that the level of housekeeping is kept to a high standard and to direct cleaning staff as necessary
- To report any dilapidations, repairs and maintenance concerns immediately to the estates department
- To chaperone students when necessary to and from the airport to special events, trips, hospital visits etc., at any time and sometimes at short notice (in case of illness, etc.). This includes being available during unscheduled times if the situation demands.
- To be prepared to cover night duty at short notice in emergency circumstances, ensuring continuity of boarding supervision.
- To demonstrate the qualities of compassion, tolerance, commitment, teamwork and cooperation at all times
- To have the welfare and happiness of every student as the number one priority, while ensuring the smooth running of the school.
- To refrain from all forms of negativity, gossip or judgment of others
- On any other responsibilities as included from time to time in the job description
- Conduct regular inspections of boarding areas to ensure high standards of cleanliness and to identify and address prohibited items or behaviors in accordance with school policy
- Organize and participate in regular grade-wise or house-wide meetings to address concerns, provide updates, and foster a sense of community among boarders. Document meeting minutes and share them with the Head of House, and Deputy Principal Pastoral.
- Actively monitor the mental health and emotional well-being of students, working closely with the Medical Center, counselors, and relevant staff to provide necessary support.

- To monitor and promote healthy eating habits, good sleep hygiene, and appropriate behaviour among boarders, supporting their overall wellbeing and personal development.
- Participate in and support professional development opportunities for boarding staff, particularly in safeguarding, crisis management, and student welfare.
- Act in loco parentis for all boarders under care, ensuring their overall development, including their physical, emotional, academic, social, and moral well-being.
- Demonstrate flexibility and willingness to work beyond scheduled duty hours during emergencies or as the situation demands, prioritizing the welfare and safety of boarders and the smooth operation of the boarding house.
- Promote and enforce a boarding environment that is strictly free from alcohol, vaping, drugs, or other prohibited substances. Regularly educate boarders on the dangers and consequences associated with substance use.
- Organize and participate in regular grade-wise meetings to address academic progress, behavioral concerns, and pastoral care of students. Ensure that meeting minutes are recorded accurately and shared with the Head of Boarding and Deputy Principal Pastoral for follow-up and documentation.
- Maintain proactive and timely communication with parents when a boarder under care is not performing well academically, pastorally, or in terms of overall well-being. Ensure concerns are addressed early to prevent escalation, fostering a collaborative approach to supporting the student.