



Guildford Grammar School

POSITION DESCRIPTION

Position Title:	Boarding House Parent
Date established:	May 2024
Reports to:	Director of Boarding

POSITION OVERVIEW

Our aim is to provide a safe, caring and happy environment, where students find friendship in their education, sport and activities. We aim to make boarding as much like home as we can, to nurture those in our care as they grow and develop. The Boarding House Parent plays an important role that is essential for the care of all students, including their physical and emotional well-being. This role is responsible for supervising boarders after School and providing a warm and caring environment. The Boarding House Parent works collectively with other boarding staff to ensure the physical, pastoral and emotional well-being of each boarder.

REQUIRED COMPETENCIES AND SKILLS

Education and training

- Experience working in a boarding position in an Independent School is desirable but not essential.

Personal Attributes & Values

- Demonstrate a commitment to the Purpose and Values of the School.
- Be supportive of the ethos and values of the Anglican tradition of the School.
- Support the decisions made by the Director of Boarding and Deputy Head of Boarding, and other staff members when conferring with parents.
- Well-developed communication and interpersonal skills, with the ability to liaise comfortably with people at all levels.
- Possess a strong work ethic, striving for continuous improvement and the achievement of high standards.
- Be flexible, positive and supportive of decisions and requests made (sometimes at short notice); exercise flexibility with discretion.

- Be efficient and effective in the maintenance of commitments such as daily record keeping.
- Be cognisant of the difficulties and challenges faced by boarders.
- Have the ability to provide cross cultural communication, emotional and physical support.
- Contribute the running of an effective Boarding team.
- Be responsible and held accountable for continuing compliance with the School's Child Safe and Child Safe Reporting Policy. It is expected that all staff will maintain contemporary knowledge of the Policy and enact the Policy at all times. All staff have a responsibility to immediately raise any concerns they have about child protection to the Principal.

KEY RESPONSIBILITIES AND TASKS

These include, but are not limited to:

House Parent

- Welcome boarders after School, providing a warm and caring environment.
- Provide formal supervision of boarders after school.
- Assist with snack organisation and preparation.
- Be a visible member of the Guildford Grammar School Boarding community and acting as a point of contact when necessary for parents.
- Work collectively with other boarding staff to ensure the physical, pastoral, and emotional well-being of each boarder.
- Liaise with Medical Centre, regarding welfare of boarders.
- Ensure kitchen and eating areas are clean, tidy and hygienic.
- Be an active 'presence' in the Halls of Residence.
- Assist students to understand and meet expectations in terms of courtesy and behaviour, as well as their personal hygiene and their management of such matters as dress, laundry, tidiness, leave and personal organisation.
- Attend all boarding meetings (prior to the commencement of each term) and in-service/training (first aid, duty of care talks, fire drills, etc.) as required.
- Have a comprehensive understanding of 'Duty of Care' and place a high value on Child Protection and well-being.
- Perform other duties as required by the Director of Boarding.

This position description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Manager's discretion. Employees may also be required to undertake other reasonable duties as directed.