JOB DESCRIPTION

House Parent

Summer Schools – Camps – Colleges

Residential Position

About Summer Boarding Courses

Founded in 2008, Summer Boarding Courses (SBC) delivers award-winning residential summer programmes that combine academic and social enrichment, bringing students from around the world together through education.

Our programmes take place at leading UK boarding schools and university college campuses, providing students with an inspiring environment to learn, develop confidence and build skills for their future.

To date, over 21,000 students from 155 nationalities have studied with us. SBC has also been ranked Number 1 in the EL Gazette's British Council inspection league table from 2018 to 2026 and achieved a perfect 15/15 areas of strength in British Council inspections.

Our courses unlock potential and ignite a spark for long-term success.

Ways we support our House Parents:

- We will cover the full cost of a new DBS (if required) for your first contract working with SBC. We encourage all staff to sign up for the Update Service
- Extensive, paid, on-site training prior to student arrival
- Accommodation included
- CPD and Appraisals
- Staff Wellbeing Initiative
- Access to Employee Assist Programme (EAP)
- Continual support for **all** staff from the Head Office Team, both on the ground and via phone/email
- Online safeguarding and prevent training
- Professional, fun and supportive environment
- Paid attendance of a Certified First Aid Course

THE ROLE

SBC House Parents play a central role in providing pastoral care to students, taking responsibility for the daily management of a boarding house and ensuring the safety and

well-being of all students within it. As leaders within the boarding house, House Parents are supported by a small team of staff and work together to create a welcoming, positive, and vibrant community where students feel comfortable and supported. House Parents must be highly responsive and adaptable, meeting both the individual and collective needs of students. This includes fostering a nurturing and inclusive environment where students can thrive socially, emotionally, and academically during their time at summer school. With students living away from home, House Parents play a vital part in ensuring a safe, structured, and enjoyable residential experience, helping students build confidence, form friendships, and make the most of their summer school journey.

Responsible To: The Welfare Manager

Pastoral Responsibilities

- Take responsibility for the day-to-day operation of an allocated boarding house, ensuring a safe, welcoming, well-organised and inclusive residential environment.
- Coordinate student supervision, wellbeing, daily routines and the effective day-to-day work of the House Team.
- Oversee wake-up, house meetings, House Time and lights out, ensuring appropriate supervision and accurate student accountability.
- Lead house meetings and briefings, fostering communication, confidence, independent social skills and a positive house identity.
- Promote equality, respect and diversity, and maintain appropriate standards of student behaviour and wellbeing.
- Act as an approachable point of contact for students, providing appropriate pastoral reassurance and support, including for homesickness or difficulties settling in.
- Identify welfare concerns and work with the Welfare Manager and relevant colleagues to ensure timely support and escalation.
- Support the care and supervision of students who are unwell, following SBC medical, first aid and safeguarding procedures; record and escalate concerns appropriately.
- Ensure students move safely and punctually between the boarding house and other parts of the site and supervise students during meals and breaks.
- Maintain accurate records, including registers, activity sign-ups, risk assessments, first aid and prescribed medication records, and accident and incident logs, in line with SBC procedures.
- Follow procedures for student whereabouts and unexplained absences, promptly reporting and escalating concerns.
- Participate in the allocated on-call and overnight duty rota, responding promptly to welfare concerns, medical incidents and emergencies in line with established procedures.
- Complete a First Aid course and serve as a school first aider if required and appropriately trained.
- Lead morning briefings and evening debriefs; provide clear, confidential and timely handovers between House Team members and relevant departments.
- Induct House Team members into boarding house procedures and provide day-to-day guidance, support and direction.

- Encourage effective teamwork and escalate staffing, performance or operational concerns to the Welfare Manager as appropriate.
- Attend daily House Parent meetings with managers.

Programme Responsibilities

- Familiarise yourself with House Activity plans, risk assessments, resources and equipment during induction.
- Work with the Activity Manager and wider Activity Team to plan, prepare and deliver house activities, social events and excursions.
- Organise and support House Team members in promoting activities, managing sign-ups, preparing students and encouraging inclusive participation.
- Plan and facilitate social activities during arrival days and House Time, supporting a welcoming house community.
- Help students prepare for excursions, including managing pocket money where required and in accordance with SBC procedures.
- Lead groups on off-site excursions when assigned, following approved itineraries, maintaining supervision and ensuring student safety.
- Support student arrival and induction, including preparing the house, welcoming students and explaining residential routines.
- Support student departures, including packing, communicating logistics and ensuring smooth and timely departures.
- Where appropriate, introduce house themes, competitions and reward systems to promote engagement and community spirit.

General Responsibilities

- Encourage students to engage fully in the programme and develop confidence, communication and social skills.
- Communicate student health and wellbeing concerns promptly to relevant staff, completing required reports and records.
- Follow SBC health and safety procedures, risk assessments, emergency arrangements and site-specific fire evacuation procedures.
- Interact with students in a friendly, professional and approachable manner, modelling the Student Code of Conduct.
- Manage behaviour calmly, empathetically and constructively in line with SBC behaviour management and anti-bullying policies.
- Maintain appropriate professional boundaries with students and comply with staff conduct and safeguarding expectations.
- Provide flexible support during arrival and departure operations, including off-site transfers at airports and stations where assigned.
- Maintain and organise summer school resources and equipment, reporting damage, shortages or other concerns.
- Support colleagues and respond to changing operational priorities within the responsibilities and working arrangements of the role.
- Attend required training, meetings and programme briefings, and share constructive feedback throughout the summer.

Safeguarding Responsibilities

- Demonstrate an active commitment to safeguarding and promoting the welfare of every student.
- Complete required online and on-site safeguarding training during induction and follow subsequent updates.
- Read, understand and comply with SBC's current Safeguarding Policy, Staff Handbook, Operations Policy Handbook and applicable Keeping Children Safe in Education guidance.
- Recognise, respond to and promptly report concerns, disclosures or indicators of abuse, neglect or exploitation, including low-level concerns, through SBC's designated safeguarding reporting pathways.
- Follow SBC procedures when a student makes a disclosure; listen appropriately, record and report concerns, and do not independently investigate.
- Understand and follow safeguarding reporting requirements for concerns involving students or adults.
- Help students understand how to stay safe, recognise and manage risk, and seek help, while maintaining appropriate professional boundaries.

Hours of Work

A normal working week for House Parents will consist of up to 61 hours per week over six working days.

All staff will receive one full day off per week.

CONTRACT INFORMATION
Our courses run from the end of June to the middle of August. Please see our website here for the exact dates and more information.

Remuneration: The salary for the House Parent role is £830 per week (subject to tax and national insurance), paid weekly in arrears (for the avoidance of doubt this sum includes a holiday allowance at 12.07% of basic pay in the sum of £89.39), plus board and accommodation at the summer site.

** Please note that given the short-term nature of these contracts at SBC and the duty of care we have to our students, holiday will only be authorised in exceptional circumstances and must be requested at least one month prior to taking leave. At the end of your contract, you will receive a payment for any holiday you are owed. If you take any holiday during your contract, then this will be deducted from your holiday allowance.*

Locations

The role of House Parent will be based at one of the following sites:

SBC at Eton College
Camp Headington
Camp Dragon
SBC at Headington School

Dukes Cambridge

SBC at Oxford College
SBC at Dulwich College

SBC Person Specification

All members of staff employed by SBC will be expected to bring certain key qualities to the operation. There must be a professional interest in working with young people and particularly international children. Safety and welfare of the students is of paramount importance at SBC and a practical enforcing of this belief should be a quality exhibited by all staff.

We look for staff who are:

- Approachable & empathic to the needs of students
- Enthusiastic & engaging
- Diplomatic, responsible & motivated
- Flexible within the summer school environment

We expect all SBC staff to be able to communicate effectively with our students, using an appropriate level of language to suit the group. SBC staff must demonstrate patience, empathy and an emotional awareness towards students both individually and in within a group setting. We expect all staff to take control of students and to manage discipline and behavioural issues in a firm, positive and constructive manner.

Experience & Skills

Essential

- Experience working with children in a professional and residential capacity.
- Experience of, and genuine enjoyment of, working with children.
- Strong communication skills, ability to work under pressure and flexibility.
- Strong knowledge of safeguarding legislation and processes in practice.
- Ability to work collaboratively with students, taking a strengths-based approach to develop their self-esteem, confidence and resilience.
- Strong organisational skills.

Desirable

- Experience of residential international summer schools.
- Experience of the UK boarding environment.
- Experience of working within the education sector.

To Apply

Please apply online at: https://summerboardingcourses.com/work-for-us/

We want to make sure we do all we can to set candidates up for success in this process. If you require any adjustments to help you at interview and/or you have any questions at all, please contact us at: recruitment@summerboardingcourses.co.uk

***Please note**, as this post involves direct contact with vulnerable children, it is exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account.*

Should You Be Successful

- Any gaps in your CV will be enquired about and must be explained satisfactorily
- You will have to prove your Right to Work in the UK
- You will provide the details of two recent and relevant referees who we will contact and specifically ask about your suitability to work with children and any concerns.
- You will be required to undergo a Disclosure and Barring Service check (DBS), and equivalent if you live, or have lived, outside of the UK
- You will be asked to state that you have no known reason why you cannot work with children
- Official identification and certificates will be required for our records

Please be aware that SBC may conduct online searches for shortlisted candidates as part of our legal duty to meet out safeguarding duties.

SBC Safeguarding Statement

Summer Boarding Courses is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We have a comprehensive Safeguarding and Child Protection Policy and procedures in place which all employees, volunteers and contractors are expected to adhere to.

SBC Equality, Diversity & Inclusivity Statement

We operate a policy of equal opportunities and welcome applications from candidates irrespective of age, sex, marital status, pregnancy or maternity, race, religion, sexual orientation, gender reassignment or disability.