JOB DESCRIPTION: **HOUSE ASSISTANT** (**resident**)

Member of staff to whom directly responsible: Joint Principal (NS)

Responsibilities delegated by: Head of House
Deputy Head of House
Joint Principal (NS)

The House Assistant will be responsible for assisting the Head of House and Deputy Head of House and in the organisation, and monitoring of all students in their House. They will be supported by a team of tutors allocated to the House.

Background

Our music programme, academic and wellbeing structures support the development of each individual student from the moment they arrive until the time they leave. Each student is provided with the skills and confidence to help them make the most of their opportunities at Chetham's, their chosen conservatoire or university and life beyond. We all accept responsibility for the development of each student; not only in terms of the highest musical and academic standards, but also in the confidence and self-esteem which comes from being valued as an individual at Chetham's.

Our students are individuals and we recognise that each and every child arrives at Chetham's with talent and potential and must be able to succeed in our environment. Each student and their parents are therefore entitled to, and receive, specific, focussed support, which is adapted at every stage of their development according to their needs.

Chetham's aims to sustain excellent standards of individualised care. The School is committed to the ongoing support of existing staff through a variety of INSET on important issues relating to the welfare of children and to the training and support of new staff through its programme of Induction.

We promote moral and spiritual values through the quality of relationships between students and between students and staff. We help our students develop positive personal qualities, attitudes and values; our commitment to the care of others, as we nurture our students' musical and academic talents, remains paramount to the ethos of the School.

House Assistant – The Role

The House Assistant role offers a level of continuity of care and support that is unrivalled and is responsible to the Head of House, Deputy Head of House and the Joint Principal, for the wellbeing of all the students in the House. The House Assistant takes a role in the life of each student and supports the Head of House, Deputy Head of House, and Heads of School in all matters pertaining to a

student's academic, musical and personal progress by ensuring boarding contributes to and supports students' academic and musical aspirations.

The House Assistant builds a strong, personal relationship with each of the girls/boys in his/her care to sound out their needs and work continuously with the House Staff towards meeting those needs. Above all, the House Assistant gets to know the students and their 'story' well and will talk meaningfully with each of them every day.

The House Assistant is an excellent communicator and will liaise with the Head of House or Deputy Head of House and raise any issues or concerns regarding any student.

The House Assistant is a mature individual experienced at working with young people.

The House Assistant with assist the Head of House/Deputy Head of House ensuring the smooth running of the day to day operational activities working with the Estates Team and Domestic Services to ensure the boarding environment is operating at optimal level.

The House Assistant will support the Head of House and Deputy Head of House to ensure all travel arrangements for students and arrival and departure is timely and practicable.

General Responsibilities

(This list is not exhaustive and does not form part of the Contact of Employment. Consequently, the tasks may be varied in accordance with the demands of the appointment)

To our Students:

To ensure the happy transition of boarders and their parents into the House from the outset.

To offer up activities and trips as part of the programme for boarding and day students.

To be a constant, supportive and encouraging presence in each of the students' lives modelling good practice in regard to personal standards and positive attitudes.

To support the Deputy Head of House and Head of House in ensuring that the provision of a comfortable living environment for each border and the wellbeing needs are met

To support the Head of House and Deputy Head of House in developing and maintaining a healthy routine of life for each boarder and to make sure that standards of cleanliness and personal hygiene are encouraged from the outset and carried out throughout a boarder's life at Chetham's.

To ensure that all individualised care that responds to the specific needs of individual boarders, including those from different cultural backgrounds or those with a barrier to learning are met and to be aware of the changing needs of all girls and boys as they develop.

To develop an ethos of mutual trust and respect through pro-active pastoral care and positive relationships.

To understand and support boarders when they struggle to handle difficult situations or behaviours, dealing with disciplinary problems in a firm but caring manner.

To our Parents & Guardians:

To support the Head of House and Deputy Head of House to reinforce Chetham's as an extension of the family home and the Boarding House as a sanctuary where our students, sleep, play, relax and study with a strong sense of camaraderie and family.

To assist the Head of House and Deputy Head of House as required in communication with parents and guardians.

Along with the Head of House and Deputy Head of House to provide a strong and warm welcome to parents at the starts and ends of sessions.

To Chetham's – the wider focus:

To assist the Head of House and Deputy Head of House to ensure a clear and effective flow of information between all stakeholders, internal and external, in each student's life on all matters concerning the welfare of our students and ensure accurate records of all personal information relevant to the care of individuals are maintained.

To assist the Head of House and Deputy Head of House to ensure thorough administration procedures are established and that records that evidence compliance with NMS are accurately maintained

The Person:

House staff at Chetham's manifest a real and evident love of working with young people. They are warm, cheerful, and stable, and value positive reinforcement through energy and enthusiasm.

Key responsibilities

- To care, guide, nurture and support the young people in your care.
- To maintain and develop professional relationships with young people.
- To safeguard children and meets their individual needs.
- To assist the Head of House and Deputy Head of House in ensuring that the House is quiet and settled for the night before going to bed
- To assist the Head of House and Deputy Head of House in the planning and organisation of trips and activities out of school and to regularly accompany and take responsibility for students on these trips
- To ensure all students are back in the House at the appropriate times in the evening and to liaise with practice supervisors to ensure that all students are accounted for during evening working hours. To supervise evening working hours, maintaining a quiet, working atmosphere
- To maintain high standards of student behaviour and good order in the House and around School, and to pursue appropriate action when students fail to respond

- To undertake and reasonable duties as designated by your managers such as dining room supervision, New School Building supervision at weekends, concert supervision etc
- To attend school events such as major concerts, Speech Day and Founder's Day, and to be prepared to supervise students at these and other events, as circumstances necessitate
- To attend House team meeting
- To attend INSET training as required
- To attend a First Aid course, as organised by the School, once a year before the start of the school year
- To participate in the School's scheme of appraisal.
- To ensure your House Assistant duties take priority over any other roles which you may hold either within the School or in additional employment elsewhere.
- To be on a rota to supervise the Medial Centre in an evening including an overnight. A sleep-in allowance will be paid as an extra.
- To care for students who need to be in the Medical Centre as advised by the School Nurse including offering first aid to those in need.

Hours
It is expected that you will be resident in school every night during term time unless having obtained prior permission from the Head of House to be absent overnight.
To be on duty in the House at times agreed with the Head of House and Deputy Head of House. The number of actual hours House Assistants are required to work varies however it is anticipated to be around 40hrs a week with shifts during the week and weekend during term time only. House Assistants are also on a rota to supervise the Medical Centre overnight.

PLEASE NOTE: you will not be allowed to keep any kind of pet animal on the premises.

CHILD PROTECTION AND SAFEGUARDING CHILDREN

As a post holder I recognise my responsibility to promote and safeguard the welfare of children and young people for whom I am responsible, or with whom I come into contact. I will adhere to and ensure compliance with *Chetham's Child Protection and Safeguarding Policy*, the *Staff Code of Conduct* and related documents (available at www.chethams.com) at all times. If, in the course of carrying out the duties of the post, I become aware of any actual or potential risks to the safety or welfare of students at Chetham's, I have a duty to follow the reporting routes and to report any concerns to the Designated Safeguarding Lead or to the Joint Principal (NS).

Our Policy and Procedure is in line with national directives and must be adhered to by all staff. Chetham's is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the needs of students and staff. Chetham's recognises the contribution it can make to protect and support students. I agree that I have read and understood the attached job description.

I agree that I have read and understood the attached job description.

Employee’s name .....

Employee’s signature .....

Date. ……

HOUSE ASSISTANT – PERSON SPECIFICATIONS

Person Specification		Essential/Desirable
Qualifications	Good general standard of education with English to at least GCSE grade C or equivalent	Essential
Experience	Working with children and young people in a similar environment	Desirable
	General health appropriate to the duties of the post	Essential
Knowledge, skills and abilities	Excellent communication skills and empathy with young people	Essential
	Good organisational and administrative skills	Essential
	To conduct yourself in a professional manner befitting to the position	Essential
	High standard of English language, as well as good written and verbal communications skills	Essential
Attitude and disposition	Friendly, positive disposition	Essential
	Self-motivated, able to exercise initiative	Essential
	Able to support others, working as part of a team	Essential
	Flexible, co-operative, patient and with unlimited energy!	Essential
	Excellent interpersonal skills	Essential
Other circumstances	Suitability to work with children	Essential
	Ability to handle sensitive information and maintain discretion on sensitive issues	Essential