



GORDONSTOUN

INTERNATIONAL
SUMMER
SCHOOL

SUMMER SCHOOL HOUSEPARENT (residential)

Reports to: Head of GISS

Role Context:

The Gordonstoun International Summer School (GISS) was founded in 1976 and is widely recognised as offering one of the world's most prestigious summer programmes. 300 boys and girls, aged 8-16 and from over 40 countries attend GISS each year.

Job Purpose: The Houseparent (HP) will engage in all aspects of pastoral care of the young people in their boarding house. You will provide a family atmosphere for the students and aim to give them the kind of help, encouragement and adult contact that a young person would receive in a good home, creating a happy and homely environment.

Role Details:

The houseparent is responsible for all aspects of the students' welfare; you should create a friendly atmosphere and give the students support and encouragement to fully embrace the varied programme of activities (academic, cultural, creative, physical) allowing them to learn by challenging themselves and supporting others through collaboration and teamwork. You should ensure that the students understand their schedules and you should set and expect appropriate standards of behaviour from them, particularly in their relationships with others. Your boarding house should be a vehicle for education in community living and participation in a team, responsibility for others, personal management, tolerance and compassion. You will be expected to host social gatherings and encourage conversation in English between the different nationalities. You should feel confident in counselling students individually, as and when necessary, on pastoral and other matters. Some students will be experiencing close communal living for the first time and house staff should expect to handle a wide range of concerns. You must also respect and support students to practice their religious beliefs, irrespective of culture and ethnic origin. You should refer promptly to the Head of GISS any problem which cannot be resolved within the house.

The HP is the head of the pastoral team of staff in their boarding house. You will be responsible for the direction and supervision of your assistant houseparent, staff assistants and student leaders working in your boarding house. The HP is also a member of the team of houseparents and you will be expected to attend the daily houseparent meeting to share information, concerns and good practice as appropriate.

Communication with the whole team involved in managing a child's wellbeing is important. You should hold house meetings at least each evening to go through the programme for the next day. You will be required to welcome and meet visiting parents during GISS; you will be

parents' primary point of contact and should be available to speak/email with parents at any reasonable time throughout the course. Any behavioural, social or health concerns involving students, staff assistants and student leaders should be escalated to the Pastoral Manager appropriately and all concerns about the students should be efficiently and promptly logged in the on-line wellbeing information system. The HPs also work closely with the Healthcare Centre to ensure the best possible care is provided to the students, including recording medication brought, administering Over the Counter medicines, liaising over healthcare appointments and any follow up treatment. Classes and activities are timetabled during the day and you should liaise with the Academic Manager, Heads of Departments, teachers and West Coast staff with any relevant information about the children in your care. You should also liaise with the appropriate staff member regarding domestic, administrative, financial, maintenance and other relevant matters as required.

There is a considerable level of administrative responsibility in running a boarding house and IT skills are necessary for this to run smoothly, allowing you to write reports on students and student leaders; keep the on-line pastoral information system up to date; keep and securely store passports, tickets, pocket money and mobile devices; and administer money and mobiles as appropriate.

The HP is responsible not only for their own Health and Safety, but also that of the students in their care, reporting any concerns promptly to the Head of GISS. You should familiarise yourself with GISS's health and safety policies and procedures, including risk assessments and safe methods of work specific to your house and ensure all students understand the house fire regulations; you should conduct regular fire practices as per the policy.

You will also be expected to participate in supporting and managing other activities which are part of the summer school, for example helping with sport, taking trips or supervising a recreational activity on site.

This is a premium summer school which is known for its excellent pastoral care and therefore requires all staff to work flexibly and intensively to support the students who are here 24 hours a day, 7 days a week. This is a fixed term, temporary contract, and whilst some days are long, it is a supportive and vibrant environment where we hope you will be able to develop your knowledge and skills and enjoy a rewarding experience.

Responsibilities of all members of staff:

- Comply with Gordonstoun's policies and procedures on Child Protection and Health and Safety.
- Contribute in a positive way to the ethos of the school in line with Gordonstoun's values.
- Carry out any other task as required from time to time in order to support the school

Major responsibilities of the role:

- To provide a happy, supportive and safe environment for the children in your care
- To manage the house team of staff
- To work closely with the team of houseparents and the wider GISS team in all aspects of caring for the children and the staff in your remit
- To manage behavioural expectations of children and house staff, supporting and

promoting both the student and the staff codes of conduct

- To liaise closely with parents
- To ensure that all house administration is executed in a timely manner
- To contribute to the wider GISS activities as required

Responsibilities of all members of staff:

- Comply with Gordonstoun’s policies and procedures on Safeguarding and Child Protection, and Health and Safety.
- Contribute in a positive way to the ethos of the school in line with Gordonstoun’s values.
- Carry out any other task as required from time to time in order to support the Summer School.

PERSON SPECIFICATION:

Attributes	Essential	Desirable
Education and qualifications	<ul style="list-style-type: none"> • A teaching or pastoral qualification allowing for, for example, membership of GTCS, NMC or SSSC 	<ul style="list-style-type: none"> • Recognised First Aid qualification • A full, clean driving licence • Child Protection/Safeguarding training/qualification
Skills and Experience	<ul style="list-style-type: none"> • Pastoral experience looking after young people in an educational/boarding/summer school environment. • High level of computer literacy • Strong and tested organisational skills 	<ul style="list-style-type: none"> • Experience of working with a team of pastoral staff • Experience of leading a team
Personal qualities	<ul style="list-style-type: none"> • Flexibility to adapt and inspire young people • Tolerance, understanding and kindness • Enthusiasm & ability to create a positive environment • Excellent communication skills • Ability to maintain confidentiality and be discreet. • Well-organised with the ability to prioritise work to meet deadlines • Ability to work in a team, but also be proactive and use own initiative • Ability to work flexibly and in an unpredictable (at times) 	

	environment. <ul style="list-style-type: none">• Articulate and confident	
Safeguarding	<p>A full PVG (protecting vulnerable groups) check will be completed on the successful candidate</p> <p>For those working outside the UK, a police check will be required from that country.</p>	