

WHITGIFT

SUMMER SCHOOL

House Parent Whitgift Summer School Fixed-Term Contract: 3 July – 17 August 2025

Whitgift is one of Britain's leading independent boarding and day schools for boys aged between 10 and 18 years, with approximately 1550 pupils and over 100 boarding or flexi-boarding pupils. It was founded in 1596 by Elizabeth I's last Archbishop of Canterbury, John Whitgift, and is the oldest school in Croydon. Whitgift enjoys facilities of outstanding quality, amongst the best available nationally, in a beautiful parkland estate in South Croydon with excellent links to London, Surrey and the south coast.

During the summer holidays Whitgift runs its own summer school for international students, utilising all its fantastic facilities and modern boarding house. Whitgift Summer School, with its innovative and exciting English language and academic courses, along with activities which involve English speaking students, is designed to appeal to girls and boys aged 11-17 from all over the world.

Our summer school will run for 6 weeks from Sunday 6 July to Sunday 17 August 2025 with staff induction days and summer school set up on 3, 4 and 5 July 2025.

OUTLINE OF POST

We are seeking to appoint House Parents who are responsible for the pastoral care and well-being of all the international students at the summer school. They will manage the day-to-day boarding house operation and help generate a welcoming, supportive and fun atmosphere in the house, ensuring the students' safety and well-being at all times. House Parents report to the Welfare Manager.

MAIN DUTIES AND RESPONSIBILITIES

- Maintain a safe, healthy and secure environment for all students
- Engage with students so as to be known and approachable to all students
- Provide care, counselling and support to students
- Promote good conduct and high standards of student behaviour
- Facilitate and encourage interaction between students and promote participation in all lessons, sports and social activities
- Promote and safeguard the welfare of, and be responsible for the young students that will attend the summer school during the period of employment
- Actively manage, supervise and engage with students during mealtimes in order to ensure a calm and pleasant dining experience for all

WHITGIFT

SUMMER SCHOOL

- Carry out daily checks on student rooms and ensure damage is kept to a minimum and report any problems to the Welfare Manager in a timely manner
- Ensure students in the boarding house wake up and go to bed, and arrive on time to lessons and activities
- Take house registers at the appropriate times of day
- Be aware of any specific medical, health and welfare information relating to the students
- Ensure effective house supervision and security is maintained at all times
- Ensure students are aware of all housekeeping and laundry facilities and to organise this weekly
- Complete associated administrative tasks as directed and assist with the unpacking and packing up of resources
- Write weekly student progress reports and end of course reports
- Assist in proof reading progress and end of course reports
- Manage students' pocket money
- Attend and contribute to other activities and events as required
- Attend regular meetings with the Welfare Manager and Course Director
- Assess and provide relevant and timely feedback on achievement, progress, and developmental needs to managers/colleagues, including student records, end of course certificates and reports
- To be an integral part in welcoming students and parents on arrival and departure days and carry out all necessary duties associated with these days
- Assist with student arrivals and departures, accompanying students to and from the airport
- To be familiar with and enforce the Summer School rules and regulations, health and safety, fire procedures and drills
- Complete on-line medical training
- Complete a house 'fire drill' each week
- Adhere to the standards and procedures detailed in the summer school Staff Handbook
- Deal with student issues/emergencies as and when they arise
- Accompany any sick/injured students to the Doctor/Hospital (this could include an overnight stay)
- Look after any sick students who are under the care of the Nurse or Welfare Manager but who need to stay in bed, ensuring they are comfortable and have access to food and water
- Attend weekly graduation ceremony
- Assist in setting up the student check in/out process, create check-in folders, organise labels for water bottles, tidy up student leavers' files
- Put up student photo boards
- Contribute to the blog on the Summer School website

PERSONAL RESPONSIBILITIES

To carry out the duties and responsibilities of the post, in accordance with the School's Health and Safety Policy and relevant Health and Safety Legislation.

The John Whitgift Foundation is committed to safeguarding and promoting the welfare of young and elderly people in their care and expects all staff and volunteers to share this commitment.

WHITGIFT

SUMMER SCHOOL

PERFORMANCE STANDARDS

To ensure that all services within the areas of responsibility are provided in accordance with the School's commitment to high quality service provision.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

All Whitgift Summer School Staff must:

- Attend the induction training prior to the summer school start date – full details to be confirmed
- Commit to safeguarding and promoting the welfare of all course participants (students, staff, student hosts, group leaders and visitors) at all times
- Maintain the good reputation of Whitgift School and Whitgift Summer School
- Provide the best possible language learning, social and cultural experience for the students
- Provide a high-level of customer care to students and all those associated with them
- Act in a thoroughly professional manner, which includes:
 - working cooperatively with colleagues
 - following the guidelines in summer school staff handbooks regarding the standards expected in your role and how to deliver them
 - providing full and proper planning and recording documents as required
 - complying with all legal and professional organisation requirements
 - presenting yourself well; being of smart appearance, appropriate to the role and using appropriate language

PERSON SPECIFICATION

General

- Excellent communication and interpersonal skills (written and verbal)
- Outstanding time management and organisation skills
- Hard working and able to work under pressure
- Reliable, enthusiastic and able to work unsupervised
- Good humoured with the desire to achieve the highest standards
- Positive attitude towards flexibility
- Flexible and adaptable to changing circumstances and requirements
- Ability to multitask and work to deadlines
- Proactive and self-motivated
- Excellent social skills and a passion for sharing experiences

WHITGIFT

SUMMER SCHOOL

- Demonstrate an international outlook and be open to foreign cultures
- Ability to work individually and as part of a team
- Be energetic and creative
- A strong resilience and the ability to be on duty for long stretches of time without a decline in performance

QUALIFICATIONS/EXPERIENCE

Essential

- Passionate about the welfare of children
- HSE First Aid Certificate (training provided if required)
- Previous experience of working with children in a professional setting
- Previous experience of looking after children in a summer school, residential or boarding house context
- Able to deal with any problems swiftly, fairly and appropriately
- Ability to command respect from students
- Experience of working with different nationalities
- Ability to lead, supervise and engage young learners
- Proficiency in spoken and written English
- A good understanding of health & safety and safeguarding

Desirable

- Educated to degree level
- Experience working in a pastoral role/counselling skills
- Training in areas related to childcare, education or counselling
- Full UK Driving Licence
- Ability to drive a school minibus (training provided)
- Leadership experience
- Nursing experience
- CELTA Qualified or equivalent qualification in EFL

FURTHER INFORMATION

Summer School staff benefit from:

- Onsite parking
- All meals while on duty
- Accrued Holiday Pay – based on 33 days per annum (25 days plus 8 bank holidays) pro rata to weeks worked which equates to a rate of 14.5% subject to tax, NI and pension if applicable

WHITGIFT

SUMMER SCHOOL

CONDITIONS OF SERVICE

This position is offered as a 6-week fixed-term contract. Although applicants who have full availability throughout this period are prioritised, applications for shorter periods may be considered. Therefore, if you are unable to work for the entire 6 weeks, please state this clearly in your application form and provide reasons.

The House Parent will work 6 days per week. The hours of work and day off will vary. This position requires you to work as necessary for the proper performance of your professional duties.

The salary for this post will be £735 per week plus holiday pay including accommodation and all meals when on duty. A House Parent is a residential role so as to offer students a first-class pastoral and welfare service. Even when off duty they must be willing to assist in case of any emergency that may arise, especially throughout the night.

We welcome applications from all parts of our community as we aspire to attract staff that matches the social and cultural diversity of our student intake.

To apply, please visit www.whitgift.co.uk/vacancies. For any queries, please telephone 020 8633 9924 or e-mail summerschool@whitgift.co.uk.

Applications will be reviewed on a daily basis and interviews may occur at any stage. The School reserves the right to appoint at any stage of the recruitment process. We invite interested candidates to apply as soon as possible.

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British Nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents as detailed on their application.

Whitgift School (part of the John Whitgift Foundation) is committed to safeguarding and promoting the welfare of young people. Applicants must be willing to undergo child protection screening including checks with past employers, the Disclosure & Barring Service and online checks (including personal, professional and other online activities).

October 2024