



Background information: House Parent 2024

ECS - English Country Schools - is a British Council Accredited residential summer school for 8 – 17 year olds. English Language teaching is combined with a programme of sports, social activities and excursions in a beautiful countryside setting.

We aim to offer our pupils:

- High levels of supervision
- A friendly, family atmosphere
- International mix: we aim for our courses to be fully multinational so that pupils will speak English together and broaden their horizons through contact with others from different countries and cultures.
- Effective, enjoyable English lessons and educational workshops from qualified, experienced teachers
- A fully inclusive residential programme of teaching, sports, social activities and excursions
- High standards through regular inspection by The British Council, membership of the Young Learners Special Interest Group of English UK and Green Standard Schools

We want students who attend English Country Schools to:

- Learn a lot of English
- Learn more about themselves and other people and make new international friendships
- Have a great time and develop confidence, independence and life skills
- Return home healthy and refreshed
- Return to their studies with renewed enthusiasm and determination
- Develop a closer connection to nature and a deeper understanding of environmental issues and how they can help

We want staff to:

- Work to the best of their ability within a supportive and professional working environment
- Enjoy working with the young people on the courses
- Develop personally and professionally, formally and informally during the course
- Leave with a sense of achievement and a desire to return in the future

Please note:

All staff will be interviewed online; qualifications will be verified; references will be followed up and background checks will be carried out. Smoking is not allowed on our courses.

Why choose ECS?

- We limit the number of students in each age group who share the same mother tongue. This means you'll be working with a truly international group whose common language is English.
- We make separate provision for children in different age groups. You won't find yourself having to work with wide age ranges within the same group.
- Staff are well compensated and are provided with full board and lodge in the school. Time of for house parents is provided while students are in class, at activities and away on excursions, plus one overnight 6pm – 8am per week.

- The school has excellent sports facilities including swimming pool, squash and tennis courts that staff are welcome to use.
- You will be working in a school that cares about the environment and upholds the 12 commitments of [Green Standard Schools](#).
- To see what other people say about working with us please visit <https://www.countryschools.co.uk/more-info/employment/>

Courses take place at Port Regis School near Shaftesbury in Dorset. Each age group has its own lessons, activity programme and accommodation. The daily timetable is as follows (follow the hyperlinks for further information):

8.30	Breakfast	17.00	Supervised leisure time
9.15	Daily meeting	18.00	Evening meal
9.30	Lessons / workshops	19.15	Social programme
13.15	Lunch	20.30	Drink and fruit / biscuits
14.30	Sports and activities	21.30	Bedtime 8-12 year olds
16.45	Refreshments	22.30	Bedtime 13 -17 year olds

You can find further general information about our courses at our web site, www.countryschools.co.uk or in our brochure at <https://www.countryschools.co.uk/files/ECS-Brochure-2024.pdf>

Safeguarding

The safety of under-18 year olds on our courses is paramount. All staff must abide by our Child Safeguarding Policy at <https://www.countryschools.co.uk/files/Safeguarding-Policy-2023.pdf>

Boarding houses

Pupils live in three separate boarding houses on the campus. Boys aged 13 - 17 live in one house, girls aged 13 - 17 in another. Both of these boarding houses are modern with pupils mainly accommodated in their own rooms. Staff live among the pupils to provide supervision and support. They have their own room and separate washing facilities. Younger pupils aged 8 - 12 live in separate areas of the main school building, The Mansion. Accommodation in The Mansion is in more traditional dorms, 'harry-potterish' but still comfortable and suitable for the age group.

House Parent role

House parents support and supervise pupils in their boarding houses in order to provide a safe, secure and healthy residential environment for them. We want pupils to live sociably together, make new friendships, develop independent living skills and speak English among the various nationalities on the course. There will be a main house parent and an assistant in each boarding house. House parents also have assistance from other staff such as teachers on a rota basis.

Induction / training

Before you arrive we will send you detailed information about your role. Online training over Zoom will take place in May and June. There will also be two days of staff induction in Dorset before pupils arrive.

The main responsibilities of a House Parent are to:

- Be aware of current child protection procedures, safeguarding the welfare of children and young persons you are responsible for and come into contact with during your period of employment.
- Provide a safe, healthy and secure domestic environment for all students.

- Provide care, counselling and support to students, dealing with any emergencies as they arise.
- Allocate students to bedrooms, put up name lists, signs and information displays.
- Read welfare notes, preserve confidentiality and be aware of any medical and other issues relating to the children in your care.
- Carry out duties associated with arrival and departure: greet students and show them to their rooms, help them unpack and try to buddy them with a returnee student; run welcome meetings and fire practices for new arrivals.
- Securely handle pocket money, credit cards, other valuables and documents using our established procedures.
- If you have any sick students make sure they are comfortable and given food and drink as necessary. Liaise with the Welfare Officer.
- Promote good conduct and high standards of student behaviour. Deal sensitively with any problems that arise.
- Facilitate and encourage interaction between students and promote participation in lessons, sports and social activities.
- Provide daily oral feedback to the school office on domestic and welfare issues and write leaving reports for the students in your care.
- Liaise with the camp management and host school to ensure accommodation facilities are maintained to a good standard. Carry out daily checks of student rooms and communal areas; encourage and supervise students in tidying up; report any problems to management as and when they arise.
- Assist with the serving of refreshments in the evening and supervise bed times with the assistance of other staff.
- Make sure all staff who help in the boarding house are familiar with the routines and your expectations of them
- Assist with a house fire drill at the start of each course. Ensure that fire lists are up to date and displayed in agreed areas and that the Course Manager has a copy.
- Maintain an information board with timetables, information about excursions, lost property, etc.
- Organise the efficient and tidy collection and return of student laundry and lost property.
- Make sure student names are displayed on rooms and that they do not change rooms without permission.
- Punctually attend staff meetings at agreed times.
- Help and supervise students with packing and departure.

Course dates and payment

Staff induction in Dorset starts at 10am on Friday 5th July. Departure is on the morning of Monday 12th August. Salary is £600 per week including holiday pay 12.07%. National Insurance and tax (if applicable) will be deducted at the prevailing rate. Accommodation and full board in the school is provided free of charge.

Are you the right person?

The post of house parent provides the right person with an opportunity to share in the lives of children or teenagers during an exciting time in their lives. The main qualities we look for are patience, warmth, good humour, organisational skills, the ability to maintain discipline and a high sense of responsibility for the young people in your care. A driving licence and current first aid certificate are desirable.

The application process:

- Send your CV with a cover note or complete our application form at <https://www.countryschools.co.uk/files/ECS-employment-form.doc>
- If we are interested in employing you we will invite you for an online interview lasting around 45 minutes.
- If we wish to appoint you we will send you an email with further information about the post and make you an offer of employment.

- If you accept our offer we will request further information such as your normal CV (if you have not already sent it), copies of qualifications, identity document and referee details. We will send a Letter of Appointment setting out precise terms and conditions which you must sign and return within 7 days for the contract to take effect.

If we appoint you, we will do everything possible to ensure that your employment as a member of our team is professionally rewarding, enjoyable and worthwhile. At any stage if you have questions, please contact us.

Equal Opportunities Statement

In the recruitment, selection, training, appraisal, development and promotion of staff, the only consideration must be that the individual meets or is likely to meet the requirements of the programme or course or post. The requirements being met, no employee will be discriminated against on the basis of their sex, race, colour, ethnic origin, nationality (within current legislation), age, disability, sexual orientation, marital status, caring or parental responsibilities, or beliefs on matters such as religion or politics.

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Document updated April 2024

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