

JOB DESCRIPTION	
Job Title: Assistant Housemother	Service Area: Boarding
Line Manager: Operations Manager	
Full-Time/ Part-Time: Full-time	Working Hours: Friday 8:30am, to Monday 8:30am Working hours 8:30am – 11:00am (during which lunch break – 1 hour + 2 hours break during the day)
<p>Job Purpose:</p> <p>Working as part of a team of the residential boarding staff, the Assistant Housemother/ Housemaster will take an active role in maintaining safety, good discipline and pastoral wellbeing to all boarding students.</p>	
<p>Responsibilities:</p> <ul style="list-style-type: none"> • Supervise the boarding house communal areas during nominated hours of duty. • Stay in boarding house communal areas during nominated hours of duty. • Reside in official accommodation during silent hours (11:00pm to 7:00am) and respond to calls/alarms in line with protocols • Set an exemplary personal standard of dress, behaviour and personal hygiene; be open, empathetic and available to students. • Support fellow boarding staff in the cultivation of good manners and courtesy, and maintain house discipline. • Supervise hygiene practices and cleanliness (including appearance) of students. • Ensure that students register their attendance, when they are on site; follow up the procedure for chasing, checking and reporting of any missing students (to the Head of School). • Oversee detention sessions during weekends. • Provide first aid, initial medical support and the safe administration of non-prescription medicines to students; arrange for medical appointments, as and when required. • Work closely with the fellow boarding staff, ensuring the smooth handover at the change of boarding shifts. 	

- Participate in recreational activities on campus and external school trips (as and when needed).
- Maintain detailed student records (incidents reports etc.), with particular attention to the safeguarding, confidentiality, privacy and sensitivity of issues.
- Perform general office duties (answer phone calls, receive and log post, keep office tidiness, top-up paper in the printers, assist with students or visitors' enquiries etc.).
- Authorise weekend permissions for exeats and maintain the fire log.
- Assist with overseeing departure and arrival of students and arranging for transportation, if students request it.
- Report any maintenance issues to the Operations Manager.
- Follow fire safety and evacuation procedures when required.
- Participate in a programme of continual risk assessment within the Campus as required by Health and Safety guidelines.
- Under guidance of IT staff and tutors, provide technical and studio support to students and tutors.

Studio duties:

- Open up and lock up studios
 - Ensure that students use ISCA equipment and facilities in an appropriate manner
 - Ensure that students leave studios tidy and clean
- Undertake such other duties as the Executive Director and Head of School may require.

Carry out all duties with an awareness and understanding of the Safeguarding requirements within the area of responsibility. Work complies with all safeguarding policies and procedures that apply to the role. Behaviours and actions support the safeguarding of children and young people as appropriate.

Rehabilitation of Offenders Act

"This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment"

This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants are therefore not entitled to withhold information about convictions, which for other purposes are 'spent'



INTERNATIONAL SCHOOL OF CREATIVE ARTS

under the provision of the Act.
 We are committed to carefully screening all applicants who will work with children, young people and adults with care and support needs. All applicants will be expected to undertake employment checks, a Disclosure & Barring Service check and provide previous employment references.

PERSON SPECIFICATION

CATEGORY	CRITERIA	Essential = E or Desirable = D	HOW ASSESSED
Qualifications	Education to High school level	E	Application / Interview
Knowledge, Skills and Experience	Prior experience in a boarding or school environment Basic administrative and computer literacy skills.	D E	Application / Interview
Other Requirements	<ul style="list-style-type: none"> ▪ Enhanced DBS Check. ▪ Knowledge of confidentiality. ▪ Knowledge of Safeguarding children, young people and adults with care and support needs. 	E E E	Interview Interview Interview Interview



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