

## House Parent

**To apply, please complete the application form [here!](#)**

At UKLC, we provide residential and homestay English language and activity programmes for international students aged 8-17 years.

Our aims are simple: to **Educate**, **Inspire** and **Enrich** future generations. We are passionate about providing life-changing experiences for young international learners.

As a House Parent, you will be responsible for overseeing the residential house, ensuring the welfare, safeguarding, and discipline of students and taking part in activities and excursions where necessary. You will act as the primary contact for student welfare concerns, creating a secure, inclusive, and enriching residential experience.

## Job Description

**Contract Type:** Fixed Term

**Reporting to:** Centre Manager

**Opportunity for Progression:** Safeguarding and Welfare Coordinator

### Pre-Summer Preparation

- Attend an online pre-summer training session and in-person inductions.
- Attend the team induction and assist with centre setup.

### Summer Delivery

- Meet and greet students at the airport and accompany them to the centre as required.
- Create a safe, secure, and welcoming environment for students.

- Help the Centre Management ensure that students are met with a warm and efficient welcome.
- Ensure that each student's cultural, religious, and dietary needs are met and respected by liaising with your Centre Management team.
- Ensure that all students are aware of the correct routes around the campus.
- Meet students on a regular basis throughout the day.
- Ensure students have arrived for scheduled lessons/ activities.
- Work with the UKLC team and group leaders to maintain discipline.
- Liaise with relevant team members to ensure that any problems regarding student welfare are communicated.
- Be the first point of contact for students for any issues.
- Encourage and motivate students to participate fully in activities and excursions.
- Ensure students understand the procedure for emergency evacuation of the house and help to carry out drills.
- Conduct regular room checks.
- Provide snacks and drinks to students in the house when required.
- Ensure that all students' laundry is done and returned to students on a weekly basis.
- Help allocate rooms to students, alongside the Centre Manager.
- With the support of the Host School team, keep the house secure, making sure that only authorised persons have access to the house at any given time.
- Deal with conflicts between students or any student disciplinary issues in a calm and measured manner.
- Actively contribute to any activity sessions or excursions you are allocated.

### **Feedback, Communication and Administration**

- Attend regular team meetings to receive updates.

- Ensure that all signs on the house notice boards are age appropriate and up to date.
- Report illness and other issues promptly.
- Listen to all student concerns and take appropriate action.
- Hold daily meetings with students in their house.
- Keep regular, accurate registers of students.
- Submit exit feedback at the end of your contract.

### **Safeguarding and Professionalism**

- UKLC is committed to implementing our Safeguarding policies and procedures. Click [here](#) to read our Safeguarding policy.
- Read and adhere to the Operating and Safeguarding Handbook and information on AirManual.
- Maintain good standards of Health and Safety at all times.
- Ensure the welfare and protection of the students in accordance with our Safeguarding Policy.
- All successful candidates will need to complete Prevent and Safeguarding e-learning.
- Maintain the good name and reputation of UKLC at all times.
- Act as a positive role model, promoting UKLC's values at all times.

### **Working Hours**

- The House Parent will work up to 40 hours a week.
- In some centres, it will be necessary for House Parents to work on six consecutive days.
- Should the need arise, you will be required to do airport transfers and lead activity sessions and excursions.

## Salary and Benefits

- Full-board accommodation is provided for residential team members. We do **not** deduct any money from your salary for board and lodgings. You will be fully catered for during your time with us.
- All salaries are paid monthly in arrears (on the last day of the month).
- Holiday pay is added to your final pay packet.
- Weekly salary (including holiday pay) of £571.56.

This job description is an outline of your main responsibilities. Within the context of your contract of employment, the company may, within reason, request you undertake other tasks and duties as needs dictate.

Person Specification	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience working with young people.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience with English learners</li> <li>• Experience of providing pastoral care to under-18s.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Level One 'Basic Awareness Safeguarding' trained</li> </ul>	<ul style="list-style-type: none"> <li>• A first aid qualification</li> <li>• A nursing qualification or equivalent</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Committed to ensuring the safety of students.</li> <li>• Strong communication and interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of excursions / activities</li> <li>• Knowledge of the local area</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Adaptability and flexibility.</li> <li>• Boundless energy and enthusiasm.</li> <li>• Excellent communication and motivational skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Enthusiastic and able to enthuse others</li> <li>• Able to make decisions and show initiative</li> </ul>
<b>Legal requirements</b>	<ul style="list-style-type: none"> <li>• Full right to work in the UK.</li> </ul>	
<b>Safer Recruitment Checks</b>	<ul style="list-style-type: none"> <li>• Minimum of 2 reference checks.</li> <li>• Enhanced DBS Check.</li> <li>• Overseas Police Check (if applicable).</li> </ul>	

	<ul style="list-style-type: none"> <li>• Review of the applicant’s online footprint and publicly accessible social media profiles, in line with statutory guidance for safer recruitment.</li> <li>• We will seek to run Prohibited List Checks (if applicable)</li> </ul>	
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## Available Centres

You will also need to attend induction which will take place on the first day of your contract. Specific dates and times will be set closer to the time.

Location	Centre	Start Date	End Date
Hatfield	<u>Queenswood School</u>	6 <sup>th</sup> July	3 <sup>rd</sup> August

**Join Us! Ready to inspire? [Click here](#) to apply!**

- ✓ Play a pivotal role in creating meaningful experiences for young learners.
- ✓ Inspire students and enrich lives.
- ✓ Help deliver a summer students will never forget.

Still need more information? Click [here](#) to hear what a summer with UKLC is like from some of our previous summer teams!