



House Parent

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

At the UKLC and Wycombe Abbey Summer Programme, we offer immersive residential English language and activity courses for international students aged 11–17.

Our mission is clear: to **Educate**, **Inspire**, and **Enrich** young learners through world-class tuition, engaging electives, and unforgettable cultural experiences.

We are passionate about creating life-changing opportunities where students develop confidence, leadership, and lifelong friendships in a supportive and vibrant boarding school environment.

As a House Parent, you will be responsible for the residential house, ensuring the welfare, safeguarding, and discipline of students, overseeing and implementing the Matrons' schedules and liaising with the domestic team on site. You will be the lead in the accommodation blocks and the first point of contact for any pastoral or housing need that Matrons direct to you. You will implement the Wycombe Abbey Summer Programme's safeguarding policies, provide support to students, and ensure compliance with health and safety standards.

Job Description

Contract Type: Fixed Term

Reporting to: Centre Manager

Opportunity for Progression: Centre Manager



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

- Welcome students at the centre.
- Create a safe, secure, and welcoming environment for students, ensuring cultural, religious, and dietary needs are respected.
- Act as the first point of contact for welfare or safeguarding concerns; organise regular “surgery” times for student support.
- Lead safeguarding training for group leaders and liaise with relevant team members on welfare issues.
- Organise medical appointments and respond promptly to illness or incidents.
- Deal with student conflicts and disciplinary matters calmly and professionally.
- Oversee, with the Centre Manager, student orientation, including welcome talks, campus tours, and distribution of ID wristbands/lanyards.
- Assist with accommodation allocation and resolve related issues.
- Conduct regular room checks and ensure snacks, drinks, and laundry services are available.
- Ensure, with the Centre Manager, that fire drills are conducted and procedures understood by the students and team; maintain up-to-date fire lists.
- Ensure risk assessments are signed off and submitted to Head Office.
- Monitor house security and ensure only authorised access.
- Ensure emergency evacuation procedures are communicated and practiced.
- Liaise with Head Office to verify team ID and certificates.



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- Hold regular meetings with Matrons and Centre Management to communicate updates and schedules.
- Support Matrons during wake-up/goodnight rounds and cover their duties when needed.
- Oversee daily meetings with Matrons and students in their houses.
- Manage student enrolment forms, ensuring accuracy and proper storage.
- Ensure, with the Course Director, that feedback from students and group leaders is collected and submitted.
- Maintain up-to-date and age-appropriate house notice boards.
- Record and report all accidents and incidents appropriately.
- Be on duty for mealtimes and evening supervision.
- Conduct pre-departure checks for excursions.
- Teach if qualified and required.

Feedback, Communication and Administration

- Attend regular meetings with the team.
- Liaise with relevant team members at the centre to ensure that any problems regarding student welfare are communicated.
- Work with group leaders (if applicable) to ensure the welfare of the students in their groups through scheduled meetings and regular contact.
- Feedback regularly to your Centre Manager and Senior Leadership Team.
- Devise team rotas for the supervision of mealtimes and end of activities in co-ordination with the Centre Manager and the Excursion and Activities Manager.
- Help create a schedule for departure and arrival days to make sure students are always looked after.
- Oversee and regularly check the accuracy of registers of students taken by the Matrons.
- Complete exit feedback at the end of your contract.



Safeguarding Responsibilities

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

Working Hours

- On working days, you are required to work 8-hours with a 30-minute unpaid break.
- The timings of these eight hours may change depending on daily needs.
- Six-day working week.
- When the Matrons are having their days off, you will be required to provide cover.
- The Matrons' shifts are 7am – 3pm or 3pm – 11pm.

Session Breakdown

- 9am - 5pm [normal working day – am + pm schedule]



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- 1pm - 9pm [normal working day – pm + evening schedule]
- 7am – 3pm [Matron cover morning shift]
- 3pm – 11pm [Matron cover afternoon shift]

Salary and Benefits

- This is a residential role. 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 £728.45.

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
Experience	<ul style="list-style-type: none">• Experience working with young people.	<ul style="list-style-type: none">• Experience working as a Head of House or similar.• Experience with English learners.• Experience of providing pastoral care to under-18s.• Experience of counselling or mentoring young people.



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Qualifications	<ul style="list-style-type: none">• Level One 'Basic Awareness Safeguarding' trained.• A first aid qualification (training provided if required).	<ul style="list-style-type: none">• A nursing qualification or equivalent• EFL teaching certificate and/or experience.• Level two 'Advanced Safeguarding for Designated Staff' trained.
Skills and Knowledge	<ul style="list-style-type: none">• Strong communication and interpersonal skills.• Strong leadership and organisational skills.	<ul style="list-style-type: none">• Knowledge of the local area.
Personal Qualities	<ul style="list-style-type: none">• Adaptability and flexibility.• Energy and enthusiasm.• Ability to work as part of a team.	<ul style="list-style-type: none">• Enthusiastic and able to enthuse others• Able to make decisions and show initiative.
Legal Requirements	<ul style="list-style-type: none">• Full right to work in the UK.	
Safer Recruitment Checks	<ul style="list-style-type: none">• Minimum of 2 reference checks.• Enhanced DBS Check.• Overseas Police Check (if applicable).• Review of the applicant's online footprint and publicly accessible social media profiles, in line with	



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statutory guidance for safer recruitment.

- We will seek to run Prohibited List Checks (if applicable).

Available Dates

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.

Wycombe Abbey Summer School is running from 6th July – 17th August 2026 at Wycombe Abbey School in High Wycombe.

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.
- ✓ Upon liaison with the centre's team, you can access a wide range of onsite facilities including the gym, golf simulator, pool, athletics track, tennis courts and stunning grounds.
- ✓ Accommodation includes your own en-suite bedroom along with access to a kitchen, common room, and free laundry facilities.

Still need more information? Click [here](#) to hear to find out more about the programme!