



RESIDENT HOUSE PARENT JOB DESCRIPTION

PREPARING YOU FOR UNIVERSITY SUCCESS

ABOUT CATS COLLEGE London

CATS College London offers an outstanding international pre-university educational experience to students aged 15+ from all over the world. CATS students live and work in our beautiful periodic buildings studying for GCSEs, A levels and University Foundation Programmes, and preparing for admission to universities across the country and elsewhere. We pride ourselves on our approach to teaching and learning, with small class sizes and an informal atmosphere ensuring that students are treated as individuals and build great relationships with staff.

OVERVIEW OF THE JOB

You will be a supervising adult presence in the boarding house that is committed to ensuring the health and wellbeing of our international boarding students and assist them in their daily lives, working hours on a two week shift pattern. Weekday hours when on duty are evenings and mornings, and each two week shift contains a weekend on duty.

ACCOMMODATION

When on shift you will live in the accommodation provided for the better performance of your duties. You may choose to do so when not on shift.

REPORTS TO

You will be directly responsible to the Head of Boarding. You will work within the framework set by and under the general direction of the Principal.

MAIN RESPONSIBILITIES OF THE JOB

As a member of the Boarding team, you should carry out your role to support the needs of the students you work with and the College in general.

- Wake every student in the morning for breakfast and morning registration and inspect student bedrooms, filling in appropriate paperwork
- Monitor the students' welfare and behaviour and report any problems in the residence to the Head of Welfare & Head of Boarding
- Supervise students' Prep hour in the evenings and Supervised Study at the weekends
- Report student illness promptly to the Health centre in the mornings. If emergency attention is required, to use the emergency number or call an Ambulance
- Ensure the smooth running of the boarding house generally in accordance to the student handbook to maintain a friendly, welcoming and happy environment
- At weekends, to help the domestic team with maintaining general cleanliness and tidiness in the boarding house
- Reporting any maintenance issues through the college system
- Assist with laundry requirements of the students
- Issue keys/cards as residence requires
- To ensure a visible presence in and around the premises of the boarding house at all times when on duty

- Ensure curfew times are kept; filling in associated paperwork as requested and reporting issues of lateness
- Help with student arrivals, student induction and departures when required
- Attend termly induction and regular staff meetings
- Arrange regular meetings with the students
- Liaise with Programme Directors and Heads of Department as requested
- During the period of Summer School, to undertake supervision of activities and assist with trips as directed by the Head of Boarding/Deputy Head of Boarding

As part of your wider role within the College, you will also:

- Follow the guidelines of the staff handbook
- Support the College and its leadership
- Continue personal development as agreed
- Engage actively in the performance review process
- Comply with any reasonable request from the Principal or Head of School to undertake work not specified in this job description
- To be courteous to colleagues and parents and to provide a welcoming environment for all visitors to the College

You will maintain standards of ethics and behaviour in and out of college.

In particular, you will:

- Treat students with dignity, building relationships rooted in mutual respect;
- Have regard for the need to safeguard students' well-being;
- Show tolerance of and respect for the rights of others;
- Maintain high standards of attendance and punctuality;
- Help to create and maintain a safe working environment for everyone;
- Understand and act within the relevant College, national and statutory frameworks;
- Develop and maintain a full understanding of current child protection procedures.

PERSON SPECIFICATION

- The job requires that you have:
- Ability to work with, care for and supervise young people
- High levels of energy, an even temper and a sense of humour
- Confidence in spoken and written English
- Confidence to tackle students who are not adhering to the College rules
- Ability to relate to young people
- Ability and willingness to work in a multi-cultural environment
- Willingness to work unsociable hours
- Familiarity with Microsoft Word, Excel and Outlook
- Ability to work as a team member and lead by example
- Ability to be proactive, flexible and reliable

CARE (CUSTOMER FIRST) PRINCIPLES

Everyone who is part of the CATS College London community is expected to CARE. This means that we:

Commit

- Go the extra mile
- Follow-up & follow through

Act

- Take ownership
- Look for a solution

Respond

- Address issues positively
- Communicate proactively

Empathise

- Are active listeners
- Are respectful and value students, parents and other customers

ABOUT Cats Global Schools

In the context of international education, the name CATS is known and loved by generations of learners and is synonymous with excellence. Originally, CATS was an acronym for Cambridge Arts, Technology and Science, representing the focus of the founding colleges based in the city. However, today, CATS Colleges, is much broader, it brings together a number of schools in four countries (UK, US, Canada and China). Its portfolio includes independent boarding schools, an Arts University College, English language schools and a variety of summer schools all with the common purpose of “inspiring the next generation of world shapers.”

AND FINALLY

CATS Colleges is committed to safeguarding and promoting the welfare of children and young people and expects everyone connected with the College/s to share this commitment.