

Candidate Pack  
for  
Boarding Assistant  
House Parent



**WYCHWOOD**

SCHOOL • OXFORD

## About Wychwood

Wychwood School is a co-educational day and boarding school for pupils aged 11-18 set in the heart of Oxford. It is an academically strong and pastorally outstanding day and boarding school. Wychwood encourages every pupil to be ambitious, aspirational and creative. Challenging and supporting each and every one to find creative ways to solve problems, explore and develop their curiosity and providing the opportunity to experience a wide range of activities.

We have a wonderful family atmosphere and spirit where every single member of staff is valued and an essential part of our combined aim: to achieve academic excellence through creativity of thought by providing education of the highest quality in a well-rounded and happy environment.

Wychwood focuses on innovation, collaboration, creativity, and leadership to deliver added value to all its pupils, striving to inspire the great minds of tomorrow. The entrepreneurial spirit is cultivated in every pupil as pupils are encouraged to question, innovate, and create, paving the way for breakthrough ideas and game-changing solutions. Wychwood educates for life; for the real, modern, and contemporary life, whilst fostering a love for lifelong learning.

## Welcome from the Head

I joined Wychwood in September 2022 and have had the pleasure of working with an incredibly talented, dedicated staff and committed Board of Directors to shape the vision of the school. I am looking forward to being able to implement the future strategy which will have a positive impact on our young people, our staff and the wider community.

Wychwood is one big family which celebrates individuality and nurtures potential for each pupil to make their mark in the world. As you walk onto our site there is a sense of kind-heartedness, dynamism and positivity which pervades the classrooms, the boarding areas and every corner of the school. What underpins these qualities is the respect and care which can be seen between staff and pupils as well as within the pupil body itself.

We are more than just a school as we are a close knit friendly community. We are a school with a big vision and we hope you take the time to look at our website to discover more about us.



Mrs Jane Evans  
Head



# Boarding Assistant House Parent Job Description

## Nature of the Post:

We seek an outstanding individual for this position available in our Boarding House. The successful candidate will join a dedicated and welcoming team of teaching and support staff. This is an exciting opportunity to join the school as it grows and develops new boarding facilities.

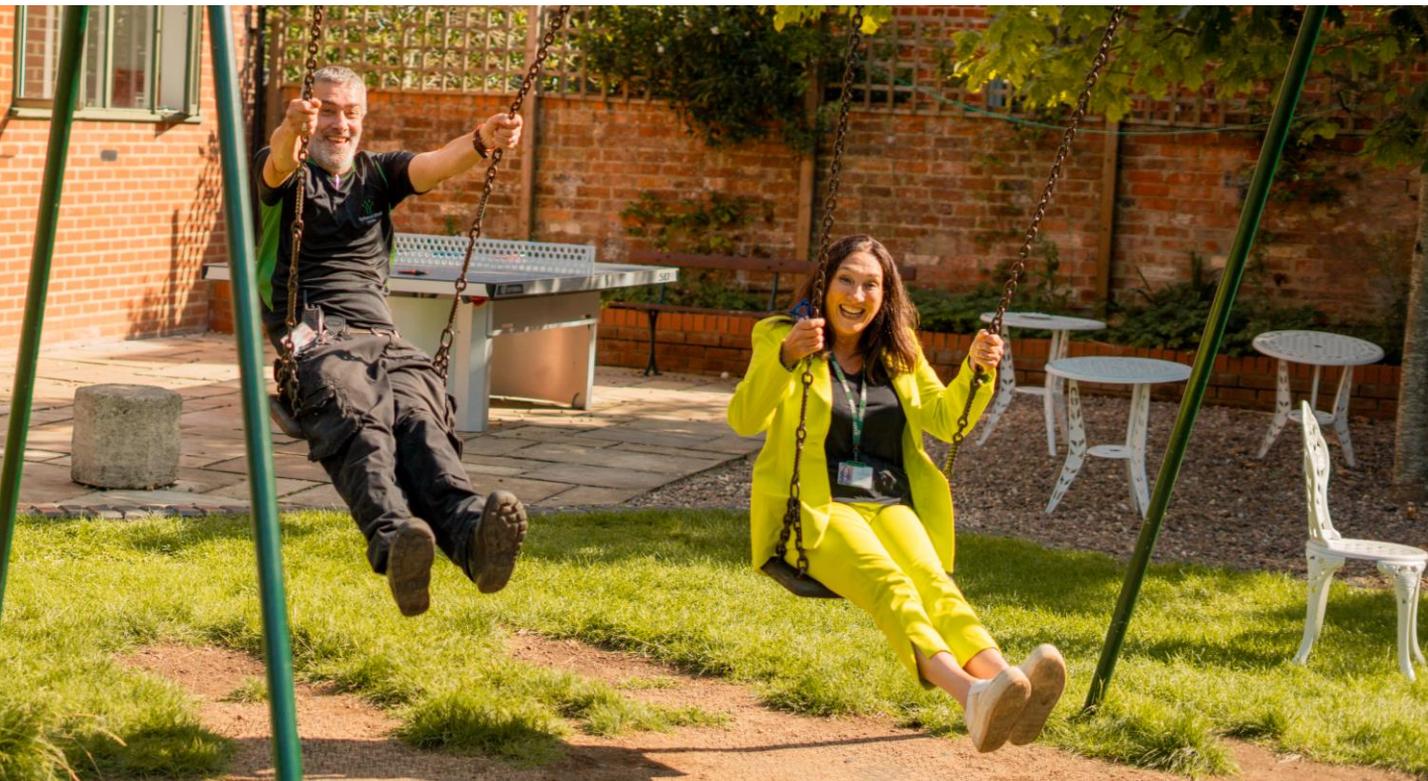
The Assistant House Parent will assist the House Parent to oversee the daily running of the house. They will determine, within the context of general School policy, the ethos of the House and the need to lead by example. The Assistant House Parent will liaise regularly with parents to ensure efficient and timely communication, supporting pupils in their day to day lives and encouraging them to achieve their potential. The Assistant House Parent is also important in the marketing of the school and as part of their role they will be expected to meet with prospective parents as directed by the Admissions Team and to take tours of the House. All boarding staff are expected to contribute to the wider life of the school both in the classroom and by contributing to the programme as well as the wider curriculum programme. The Assistant House Parent will contribute to the academic and wider curriculum as part of the role.

## Responsible to:

Boarding House Parent and the Head

## Remuneration:

Competitive



## **The Assistant House Parent will:**

- Act in loco parentis at all time to the boarding pupils
- Be the second point of contact for boarding parents
- Liaise with the House Parent, the boarding team and other staff as required to ensure the well-being of the boarders
- Complete records daily when on duty
- Observe all Health and Safety requirements in order to maintain a safe environment
- Act as house Fire Warden after appropriate training
- Be prepared to share in the First Aid cover for the school after appropriate training
- Ensure appropriate standards of behaviour of the students in their care at all times
- Have an overview of pupils' behaviour and attitudes within the boarding community, disciplining as appropriate
- Report to the Director of Operations any areas in need of minor or major repair in boarding areas
- Ensure that boarding areas are clear at the end of term so that cleaning staff have access
- Liaise with kitchen staff and cleaning staff when necessary
- Report pupils in and out at the beginning and end of terms, half terms and when necessary
- Create and monitor bedtime reporting registers
- Attend and implement appropriate CPD for boarding staff
- Attend school-related functions involving boarders
- Ensure that any pupil with a religious faith may practice their faith in accordance with our belief in mutual respect and tolerance
- Be aware that pupils are eating properly and receiving adequate nutrition
- Take part in major trips and activities at weekends when on duty, being responsible for bookings, administration, re-charging and staffing when planning such trips
- Organise regular smaller activities for boarders on the premises or in the local area
- Support the evening Activities programme monitoring pupil attendance
- Contribute towards the duties on our residential courses in the holiday periods
- Undertake any other task reasonably requested by the head.

## **Safeguarding Responsibilities:**

- To have read the School's Child Protection Policy and updates to this policy as required by the School.
- To adhere at all times to the School's Child Protection procedures and to undertake responsibility to safeguard pupils.
- To be aware of and adhere to at all times the School's Staff Behaviour and Code of Conduct and confidentiality.
- A duty to report and discuss any concerns about the safety of children and their wellbeing to the Designated Safeguarding Lead (DSL).
- A duty to report any low-level concerns about colleagues to the Designated Safeguarding Lead (DSL).
- To be informed and trained to an appropriate level and to complete mandatory safeguarding training as required by the School.

## **Person Specification:**

The Assistant House Parent will have:

- Degree level qualification and teaching experience (all subjects considered)
- Previous experience in pastoral position
- Emotional intelligence
- High level of resilience
- Excellent inter-personal skills
- Excellent administration, oral and written communication skills
- Be committed to upholding all Health and Safety regulations in force, safeguarding the welfare of children and demonstrate a commitment to equality and diversity

*It is the duty of independent schools and in particular boarding schools to promote and safeguard the welfare of children in their care. Wychwood School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, the Disclosure and Barring Service (DBS), and online and open social media checks. At Wychwood we are aware that pupils may suffer physical, sexual, domestic, emotional or other forms of abuse either at home or away from the school, or within school itself. There are clearly laid down and recognised policies and procedures for dealing with abuse which are available to see on request. The school follows the DfE statutory guidance given in the latest version of Keeping Children Safe in Education.*

## **How to Apply:**

For more information or to download an Application Form, please visit: [www.wychwoodschool.org/about-us/work-with-us/](http://www.wychwoodschool.org/about-us/work-with-us/) or contact the school office on 01865 557976.



Wychwood School Oxford  
74 Banbury Road  
Oxford OX2 6JR  
01865 557 976  
[bursar@wychwoodschoo.org](mailto:bursar@wychwoodschoo.org)