



BREDON  
SCHOOL



ASSISTANT HOUSEPARENT  
Appointment Brief  
January 2024 Start



# About Bredon School

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Bredon School is situated on a rural site in the magnificent Gloucestershire countryside, with uninterrupted views of the Malvern Hills.

The school is centred around Pull Court, a large house dating from the 17th Century, which was remodelled in the early 19th Century to resemble as it stands today. In addition to the academic school buildings, boarding houses and playing fields, the Bredon community makes full use of a working school farm, various agricultural buildings, and direct access to the River Severn. Two large areas of woodland are also used for educational purposes, and are rich in native wildlife.

Bredon School offers each and every pupil a magnificent range of traditional and vocational qualifications in an outstanding pastoral environment which ensures that each pupil thrives as an individual. Taught in small classes individuality is both nurtured and celebrated by our highly qualified, passionate staff who strive to secure a love of learning in our pupils enabling them to realise their full potential.

Offering a broad spectrum of subjects, activities, opportunities and experiences we are able to build our pupils confidence and self belief. This is just one of the reasons why we are judged as 'Excellent' by the Independent School Inspectorate (ISI) for both academic achievement and all-round personal development.

Bredon School is ten minutes away from the market town of Tewkesbury, with easy access to the M5 and M50. The Forest of Dean, Wye Valley, the Cotswolds and the Malvern Hills are all well within an hour and we are equidistantly placed between the cathedral cities of Gloucester and Worcester. House prices in and around Tewkesbury sit just below the national average.

# Appointment of Assistant Houseparent

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Bredon School is searching for an outstanding Assistant Houseparent at Bredon who will add value to multiple areas of school life, playing their part in staffing our boarding houses and contributing within the school day across our curriculum. This role would be perfect for an individual with a “can do” attitude who is keen to immerse themselves fully in the life of a busy day and boarding school.



**Job Title:** Assistant Houseparent

**Responsible to:** Director of Boarding

**Responsible for:** Care and wellbeing of boarders residing in our boarding houses

**Hours of work:** Morning and evening hours, all weekend and 10 hours per week in the school day. Term-time only, 34 weeks per year (excluding 5 exeat days per year).

### **Summary of main purpose of the job**

To take a role in support of the Director of Boarding for the operational management of the boarding houses in order to ensure that pupils are given the highest quality of residential experience. This will be achieved by providing a secure, homely environment in which pupils can flourish as happy individuals in a caring community and in an appropriate family atmosphere.

### **Collaborative Responsibilities**

- Support the Director of Boarding in the planning, documentation and development of the boarding provision at Bredon School in order to ensure that it meets statutory requirements and the dictates of best practice
- Assist with the continued growth of the boarding provision at Bredon School with particular reference to the National Minimum Standards for Boarding Schools
- Work collaboratively with the school pastoral team and the Health and Wellbeing Centre in order to proactively support each pupil in their care with each and every aspect of school life
- Contribute to the planning and implementation of the staff duty rota under the direction of the Director of Boarding, showing a willingness to adopt a flexible approach

### **Communication responsibilities**

- Effectively build positive relationships with each and every pupil in their care
- Be able to contribute to communications with all parents and guardians, ensuring they are informed in a timely manner of any aspect of a boarder's life at Bredon

### **Communication responsibilities (continued)**

- In conjunction with the Director of Boarding and the rest of the boarding team, keep an accurate record of social aspects of pupil development on pupil logs and ensure these records are well maintained and effectively integrated within the general system of record keeping (Schoolbase) at Bredon
- Contribute to the school reporting system from a boarding perspective, again in conjunction with the Director of Boarding
- At the direction of the Director of Boarding, play a full part in the organisation of boarders' travel at Exeat weekends and at the end of term

### **House management responsibilities**

- Ensure each new pupil in their care has a comprehensive induction into boarding at Bredon
- To ensure regular inspection of bedding and tidiness of pupils' property in dormitories
- Have the highest of expectations of standards of appearance regarding the uniform of boarding pupils on a daily basis
- Take a leading role in the preparation of dormitories at the beginning of term and the "shutdown" procedure at the end of term, by assisting with packing, as appropriate
- Assist with collection and distribution of laundry
- Ensure that attention is drawn to the furnishing/fabric of the boarding area that needs replacing and/or repair
- Set and maintain standards of discipline; cleanliness and personal hygiene amongst the boarding pupils

Liaise with other colleagues such as houseparents, laundry staff, catering, maintenance and cleaning staff in order to achieve the above.

## Additional Responsibilities

- Having a visible presence, where possible, in whole school Assemblies
- Attending and supporting other school events as far as possible e.g. Sports Day, 6th form dinners
- Managing, by liaising with the Bursary Office and under the direction of the Director of Boarding, a pocket money account system that is consistent across the houses
- To be a role model for staff and pupils in all aspects of personal and professional conduct and by exemplifying Bredon's Staff Code of Conduct
- Be willing, if necessary, to drive a school minibus (9 seater), on appropriate occasions
- Accompany pupils on the train to London on exeat weekends.
- Be proactive in staying up to date with all current Boarding Schools' Association (BSA) literature and professional development opportunities
- Contribute to risk assessments in line with Bredon's Health and Safety Policy
- Oversee arrangements for the safety of pupils and staff in school and on visits or excursions, in liaison with the Director of Boarding and/or Headmaster

In addition to the boarding and pastoral duties detailed above, the successful applicant will also make a significant positive contribution to the daily life of the school, ideally through the games programme or School Farm or any other enrichment activity as required by their line manager.

A strong and lasting commitment to our extensive activities programme is what sets Bredon apart as being unique. We welcome applicants from all disciplines and a range of backgrounds who are able to demonstrate their passion for Bredon's unique educational model.

## **Generic Accountabilities**

The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the role.

## **Safeguarding Children**

In accordance with the school's commitment to adhere to the Department for Education's Keeping Children Safe in Education and all other relevant guidance and legislation in respect of safeguarding children, you will be required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the school.

## **Confidentiality**

During the course of employment the holder of the role will have access to information of a confidential nature. Under no circumstances may this information be divulged or passed on to any unauthorised person or organisation.

## **Data Protection**

During the course of employment, you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulation and properly applied to pupil, staff and school business/information.

## **Benefits**

- Competitive salary
- Onsite accommodation
- Free onsite parking
- Meals provided during term-time
- Beautiful working environment

# Person Specification

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	Essential	Desirable
Qualifications	<ul style="list-style-type: none"><li>• Full clean driving licence</li></ul>	<ul style="list-style-type: none"><li>• Qualifications in the area of social care i.e. NVQ in Caring for Children and Young People or the equivalent</li><li>• NPLQ lifeguarding qualification</li><li>• Degree / BSA qualifications</li></ul>
Experience and Knowledge	<ul style="list-style-type: none"><li>• Knowledge of the Independent school sector</li><li>• Ability to coach sport</li></ul>	<ul style="list-style-type: none"><li>• Previous experience working with children / young people</li></ul>
Skills and Aptitudes	<ul style="list-style-type: none"><li>• Understanding of, and commitment to, the principles, ethos and values of Bredon School</li><li>• Willingness to learn new tasks and undertake further training</li><li>• Excellent communicator</li><li>• Willingness to work as part of a team</li><li>• To work within the framework of the school plan, aims, policies and procedures of Bredon School and to support the objectives of the school</li></ul>	



## Person Specification (Cont)

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	Essential	Desirable
Skills and Aptitudes (cont)	<ul style="list-style-type: none"><li>• To be committed to the development of opportunities for inclusion by all pupils attending the School</li><li>• To accept a personal commitment to the corporate responsibility for the education, care and development of all pupils attending the School</li><li>• To promote and develop a team approach across all professional disciplines to the work of the School</li><li>• To be a role model for staff and pupils in all aspects of personal and professional conduct and by exemplifying the school's Code of Conduct.</li></ul>	
Personal Attributes	<ul style="list-style-type: none"><li>• Commitment to share responsibility for the education and care of pupils</li><li>• Cheerful disposition</li><li>• Team player</li><li>• Sense of responsibility and confidentiality</li><li>• Professionalism and integrity</li><li>• Dedication and enthusiasm</li></ul>	