

D'OVERBROECK'S COLLEGE

RESIDENT HOUSEPARENT

Post details

**Please note that the closing date given in the advert for this post was incorrect.
The correct closing date for applications is 24th March 2010**

We are seeking to appoint a full-time resident Houseparent to take responsibility for the running of one of our Sixth Form boarding houses, Hayfield House. We hope that the successful candidate will be able to start in late August 2010.

THE COLLEGE

Founded a little over thirty years ago, d'Overbroeck's College is a co-educational independent school for students from age 11 through to Sixth Form. The College is based in central and north Oxford. Current student numbers stand at around 430.

d'Overbroeck's College consists of three parts:

- Leckford Place: age range 11 – 16; day pupils only; based on Leckford Road (off the Woodstock Road) in central North Oxford. There are currently around 150 pupils at Leckford Place.
- The Sixth Form: based in two main teaching buildings, one on the Banbury Road and the other in Summertown; 245 students; day and boarding.
- The International Study Centre: based on St Giles; around 40 international students who follow a one-year GCSE course that prepares them for entry into a sixth form, either at d'Overbroeck's or elsewhere.

In addition, we run creative arts courses in the summer holidays for children aged 8 – 14, as well as summer English language courses for international students as part of our International Study Centre.

All in all, this is a busy and happy educational environment in which staff and students enjoy positive relationships based on mutual respect and a shared sense of purpose. For more information about d'Overbroeck's College please visit our website at www.doverbroecks.com.

d'Overbroeck's College is affiliated to the ISC (Independent Schools Council) and is in dual membership of ISA (the Independent Schools Association) and SHMIS (the Society of Heads of Independent Schools).

In common with all ISC affiliated schools, we are subject to regular inspection by the ISI (Independent Schools Inspectorate). Our most recent ISI inspection took place in October 2007. The full text of the inspection report is available on our website and can be accessed by going directly to www.doverbroecks.com/inspection.

THE HOUSE

Hayfield House provides residential accommodation, mostly in single rooms, for 18 Sixth Form students consisting of roughly equal numbers of boys and girls. The house is at 338/340 Banbury Road, just to the North of Summertown. It is a spacious and well maintained house with mostly large, airy bedrooms, generous communal space and a lovely big garden. The Houseparent occupies his or her own self-contained flat within the house.

THE POST

We like our boarding houses to run as close-knit residential communities with a family-like atmosphere. Our ideal candidate for the post of Houseparent will be someone who enjoys the company of young people of this age (16 – 17) and who will enjoy creating such an environment in the house.

DUTIES AND RESPONSIBILITIES

The role of the Houseparent is crucial in that s/he is in essence responsible, in a pastoral and practical sense, for all aspects of the running of the house. The responsibilities and duties associated with the role are diverse and wide-ranging. They include, but are not limited to, the following:

- Exercising an important pastoral role and looking after the welfare of the students living in the house.
- Ensuring that the house rules are being followed at all times and addressing any infringements that may occur. Among other things this will include supervising the evening 'study period' and ensuring that the house is quiet and the students are working during that time; also ensuring that students are always back in the house by the prescribed time in the evening.
- Maintaining a happy, safe, positive atmosphere which is conducive to the students feeling at ease and being able to live and work happily in the house.
- From time to time, showing prospective students and parents around the house as necessary.
- As a member of staff with pastoral responsibilities being available to attend internal meetings with other staff and occasionally also with parents / guardians as well as attending training events as appropriate.
- Maintaining regular contact with the staff in the College's Accommodation Office, with senior academic and pastoral staff and with the parents / guardians of the students living in the house.
- Overseeing the cleaners, and ensuring that the house is kept in good order at all times. This will involve close liaison with the Bursar, the Buildings and Maintenance Manager and with the maintenance staff.
- Taking responsibility for Health & Safety within the house including routine fire drills and health and safety in the kitchen, etc.
- Serving and clearing away the evening meal. Under present arrangements, Houseparents are responsible for cooking the evening meal, ordering supplies and managing the weekly menu. However, we are hoping, with effect from September 2010, to move to a different system where the evening meal is freshly cooked (probably in the kitchens of one of the Colleges of Oxford University nearby) and then delivered to us on a daily basis. The Houseparent would then need to take delivery of the food and be responsible for serving it and clearing away afterwards, carrying out the necessary health and safety checks,

such as probing for and recording temperatures, along the way. This arrangement is likely to apply on weekdays only and the Houseparent will still be required to do some basic food preparation at the weekends.

- As part of creating a warm, family atmosphere in the house, the Houseparent is normally expected to have dinner with the students.
- Running a residential boarding house is a multi-faceted job and the Houseparent will be expected to deal with any emergencies or unexpected situations that may occur.

ACCOMMODATION

The Houseparent will occupy a one bedroom flat on the ground floor of the house consisting of one bedroom, a sitting room / office, a small kitchen and a private bathroom. One half of the garden is also set aside for the Houseparent and can be accessed directly from the Houseparent's flat.

Except when on holiday and in periods when s/he is not on duty (such as days and weekends off), the Houseparent will be expected to reside in the accommodation provided, which will be seen as their home.

Please note that the sitting room / office needs to be made available for use by the relief Houseparent on the Houseparent's days off.

HOURS OF WORK

Hours of work will vary according to responsibilities during normal term time and College vacations.

A. In term time, and during our six week Summer School

The core hours of duty are 4.00 pm to half past midnight, 6 days per week. During this time the Houseparent is required to be on the premises and on duty without interruption, though the working arrangements will allow for appropriate rest-breaks during this period.

There is no obligation for the Houseparent to be permanently on the premises before 4.00 pm though s/he should be reasonably available for some periods of duty between the hours of 9.00 a.m. and 4.00 p.m. to carry out their responsibilities. In particular, the level of presence during the daytime hours of 9.00 a.m. to 4.00 p.m. needs to be sufficient to ensure that the house is run in an orderly manner and that the house rules are being kept at all times.

The Houseparent will also need to sleep each night in the accommodation provided and to be available to deal with anything exceptional that may arise during night time hours, though this happens rarely in practice.

B. Out of normal term-time and when the Summer School is not running

There are no core hours of duty and the Houseparent will not need to be available overnight during the school half terms, Christmas and Easter holidays, and in the summer holidays other than when our Summer School is running. However, the Houseparent will need to work for one day either side of each holiday period. There may be also some duties to be performed at other times relating to the end of term or to the preparation of the house for the start of the following term that fall within the Houseparent's duties. These will be advised from time to time but the Houseparent will not otherwise be required to work during these periods.

During holiday periods when our own students are not in residence, the College may from time to time hire out the premises to another organisation that would use them to run its own courses. The Houseparent's accommodation will continue to be available during these periods though other organisations may use other parts of the house.

TIME OFF IN THE WEEK

A relief Houseparent is employed to allow the Houseparent a break on one day per week until 10.30 pm. This arrangement applies during normal term-time and when the College's own residential courses, such as the English Summer School, are running.

A relief Houseparent will also cover two weekends per term (one in the first half of term and one in the second half of the term). The Houseparent will also have one weekend off during our six week Summer School. During these 'weekends off', the Houseparent will usually be free from Friday afternoon until Sunday afternoon. Precise dates and other practical arrangements for these weekends off must in all cases be agreed well in advance with the Accommodation Office.

HOLIDAY ENTITLEMENT

The post carries a holiday entitlement of 6 weeks or 36 working days plus an entitlement to time off in lieu of statutory bank holidays. All holiday dates must be agreed in advance with the Accommodation Office and may only be taken at certain times of the year as indicated in the following guidelines.

Please note that:

- Holidays may not be taken during the College's term-time.
- Holidays may not be taken the day after term ends (including half terms) or the day before term starts (including half terms)
- Holidays may not usually be taken during residential vacation courses that we run out of our normal term-time.
- Holidays may not usually be taken during the summer half-term when students do not normally leave Oxford or the boarding house

REMUNERATION

(i) Salary

At present, the post carries a salary of £18,000 per annum though please note that this figure is currently under review in time for August 2010.

Staff salaries are reviewed annually on 1 July each year.

(ii) Pension

The College runs a stakeholder pension scheme operated by Scottish Widows. Membership of the scheme, which is open to all staff, is optional. An employer pension contribution is made in the case of any member of staff who elects to join the scheme and who contributes at least 5% of their annual salary to the scheme. The employer contribution will exactly equal the employee contribution between a minimum of 5% and a maximum of 7%.

GENERAL POINTS

- The house will have a strict non-smoking policy throughout and it is part of the Houseparent's responsibility to ensure that this is being respected by the students at all times. This non-smoking policy applies equally to the Houseparent's quarters.
- Small household pets *may* be permitted in the Houseparent's quarters, but subject to the prior agreement of the Principal at all times.

DISCLOSURE AND EQUAL OPPORTUNITIES

d'Overbroeck's College aims to promote equality of opportunity for all with the right mix of talents, skills and potential, without respect to race, age, gender, gender reassignment, disability, sexual orientation, religion or belief, and welcomes applications from diverse candidates. As the College meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be asked to apply for an Enhanced Disclosure of criminal background from the Criminal Records Bureau before their appointment is confirmed. This will include details of cautions, reprimands and final warnings, as well as convictions. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Further information about the disclosure scheme can be found at www.disclosure.gov.uk.

APPLICATIONS

Written applications, consisting of a letter of application, a full CV and a completed copy of the College's own Application Form for Non-teaching Staff, should be sent, by post or email, to:

The Accommodation Office
d'Overbroeck's College
The Swan Building
111 Banbury Road
Oxford OX2 6JX
Tel: 01865 888935

Email: accommodation@doverbroecks.com

Please ensure that you give the names, addresses, telephone numbers and, where possible, also the email addresses of two referees.

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