

Embassy Summer House Parent

EC English Language Centres Helping students succeed in a global community

EC offers superior English language programmes in the top English-speaking destinations around the world, together with French in Montreal. Our world-class facilities and an outstanding team have allowed us to evolve into a globally recognized and trusted brand. Our vision is to maintain our growth while helping students from all over the world succeed in a global community.

EC has a Young Learners division which incorporates EC Academy, EC Study Tours and Embassy Summer and welcomes students from over 140 countries helping them to improve their language skills, meet new friends and take part in a wide range of activities and cultural excursions that will help them develop important life skills.

Position Summary:

The House Parent is responsible for the pastoral care and well-being of all the pupil's resident in their allocated accommodation building.

Key Responsibilities:

- Promoting and safeguarding the welfare of students for who you are responsible and with whom you come into contact
- To ensure the excursions operate to the highest standards of relevant Health & Safety, safeguarding and HR practices
- Ensure the student behaviour and discipline is maintained in the boarding house
- Through supervision and observation, the House Parent minimises the occurrence of damage and reports occurrences to the Centre Manager

Specific duties include:

- To be responsible for the pastoral care and well-being of all the pupils who are resident in the allocated house
- To liaise with the Group leaders and Centre Manager when issues of welfare arise
- To act as guardian (see separate guidance) for individual students (those not part of a group) resident in the house. This may include supporting with laundry
- To assist in the activity & excursion programme, particularly working with the Onsite Manager to organise and support evening entertainment in the houses and supporting groups on trips
- To be familiar with, and enforce at all times, the school rules and regulations - particularly the Welfare, Health & Safety and Fire procedures

- To monitor student behaviour and report and any problems to the Group leader and Centre Manager
- To undertake daily inspections of all rooms and to ensure damage is kept to a minimum and reported to the Centre Manager and Group leaders when found
- To ensure students are aware of all housekeeping and laundry facilities
- To assist the Centre Manager in the allocation of students to houses
- To welcome and assist in the rooming of students and Group leaders on arrival and assist with student departure procedures
- To implement a House Points system under the guidance of the Centre Manager & Activity Management team
- Attend regular meetings with the Centre Manager & Welfare Officer
- Promote and safeguard the welfare of students in line with legal, accreditation and company requirements
- Maximise student and group leader satisfaction by ensuring their experience meets or exceeds their expectations
- Play an active role in the development of student's life skills throughout their Embassy experience

Your working day will typically be broken down into the following shift patterns:

- Morning House Supervision Shifts/Room checks (approx. 30mins)
- Lunchtime House Supervision Shifts (approx. 1hr 30mins)
- Evening House Supervision Shifts/Activity Leading from the Boarding House Common Room (approx. 5hr 30mins)
- Team meetings, activity planning & support sessions where required

Organisational Compliance:

The job holder will be expected to operate in accordance with the company's Code of Conduct, and any local policies and operating procedures relating to academic, welfare and safeguarding matters.

Employees are required to cooperate fully with all arrangements in place related to Health and Safety which include implementation and compliance with control measures resultant from risk assessments and engagement with, and completion of, any relevant Health and Safety training.

Qualifications & Training:

- Educated to A Level or equivalent/or working towards (Essential)
- Valid First Aid Certificate (Desirable)
- Safeguarding Level 1 and 2 (Desirable)

Essential criteria:

- Excellent communication and interpersonal skills
- Ability to deal with complexity and resolve difficult problems and issues varying in nature
- Ability to engage students in activities occurring inside the boarding house common rooms



**YOUNG
LEARNERS**

Desirable criteria:

- Experience working with juniors
- Experience in a summer school environment or boarding school

Personal Attributes:

- Demonstrates the ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Demonstrates an approachable and upbeat demeanour
- Demonstrates emotional resilience in working with challenging behaviours
- Demonstrates a positive attitude to the use of authority and maintaining discipline
- Possess a caring and compassionate nature, demonstrates authority and approachability