

QUEEN'S

APPOINTMENT OF

HOUSEPARENT

SENIOR GIRLS



SUMMARY

POSITION: FULL TIME, PERMANENT
RESPONSIBLE TO: HEAD OF BOARDING/
DEPUTY HEAD PASTORAL

The Houseparent is responsible for the welfare and development of pupils within the Senior Boarding House and for the effective day-to-day running of the House. They will create a warm, safe, and supportive environment that fosters personal growth, academic progress, and wellbeing, while ensuring compliance

with the [National Minimum Standards for Boarding Schools](#) and the School's [Statement of Boarding Principles and Practice](#).

This position is open to non-teaching and teaching applicants. For non-teaching, we expect staff to offer a pupil-facing role within the wider community.



MAIN DUTIES



Pastoral and Community Responsibilities

- Ensure and promote the wellbeing of all pupils and staff within the boarding house.
- Take an active interest in the holistic development of boarders, getting to know their strengths, challenges, and individual needs.
- Provide guidance, support, and encouragement, liaising with academic, wellbeing and, medical staff, parents, and guardians where appropriate
- Contribute positively to the wider boarding community, including attending houseparent meetings, formal dinners, and community events.
- Support the evening, Saturday and Sunday off-site activity programme

MAIN DUTIES

House Management

- Oversee all aspects of the running of the boarding house to maintain a safe, well-ordered, warm, and friendly environment in line with the National Minimum Standards.
- Undertake weekday and weekend duties, following established routines as outlined in the staff house handbook.



- Ensure the boarding house is prepared for the start of term and appropriately closed down at the end of each term, including communicating with new families ahead of their arrival.
- Ensure house handbooks are accurate and kept up to date.
- Monitor boarders' whereabouts through roll calls, signing in/out systems, and effective communication with parents, guardians, and host families.

MAIN DUTIES

- Oversee the secure storage of boarders' passports, pocket money, and travel documentation.
- Maintain the visitor's book for overnight guests during term time with your boarding house team.
- Support the Sixth Form Outduction programme and the Life Skills programme for younger pupils to prepare them for life beyond school.

Safeguarding, Health & Safety, and Compliance

- Attend annual safeguarding updates and complete all other training as required in line with College expectations.
- Uphold the highest standards of safeguarding and child protection in line with statutory and school policies.



MAIN DUTIES

- Keep accurate pastoral and disciplinary records for boarders within the house.
- Ensure house risk assessments and fire risk assessments are regularly reviewed and updated in partnership with the Site Manager and Operations Director.
- Take due regard of health and safety in all aspects of boarding life, reporting concerns promptly.
- Oversee and participate in termly fire drills, ensuring that fire precautions are adhered to.
- Record and monitor pupil travel details in line with UKVI requirements



MAIN DUTIES

Leadership and Management

- Manage and support all boarding house staff and house prefects.
- Foster teamwork and a positive working environment within the house.
- Contribute to the recruitment and marketing of the school by working with Admissions and the Marketing Department, showcasing the quality of the boarding provision.
- Ensure effective communication and engagement with parents and guardians, including writing pupil house reports.



PERSON SPEC

Essential

- Experience of working with young people in a pastoral, educational, or residential context.
- Strong interpersonal and communication skills with pupils, staff, and parents.
- Commitment to safeguarding and promoting the welfare of children and young people.
- Organisational skills, reliability, and ability to manage competing demands.
- Warmth, empathy, resilience, and the ability to set firm but fair boundaries

Desirable

- Experience in a boarding school environment.
- Relevant qualifications (e.g., teaching, youth work, counselling, nursing).
- First Aid or mental health training.
- Willingness to support the wider co-curricular life of the school.



BENEFITS

- Accommodation: A self-contained house within the boarding house.
- Meals: Provided during term time.
- Salary: Competitive, dependent on experience.
- Professional Development: Ongoing training and CPD in pastoral care and safeguarding.



Child Protection and Safeguarding

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child (KCSiE 2025).

You must comply with the [Queen's College Child Protection and Safeguarding Policy](#) and the requirement to report any concerns relating to the safety or welfare of children.

Additional Duties:

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College.

The post-holder will undertake assigned duties and responsibilities, ensuring that all actions are discharged within the regulatory and legislative requirements to which the College is subject.

October 2025

This job description is current at the above date. In consultation with the post holder it is liable to variation by the School to reflect actual, contemplated or proposed changes in or to the job.



