



Post: Houseparent of St Mary's

Reporting to:

1. Head of Boarding
2. Deputy Head Pastoral

Prior Park Schools

Prior Park Schools is a family of Christian schools based in Bath and Gibraltar. Together, the Schools offer education for students aged between 3 and 18. Since the establishment of Prior Park College in 1830, the family has grown, with The Paragon School joining in 2006, and Prior Park School Gibraltar being opened by Prior Park Schools in 2016.

The Schools' Mission is to steward a thriving family of communities with love for the young people they serve at their heart. These vibrant communities cultivate creativity, foster integrity, and transform lives.

Across three sites, the Schools educate over 1100 young people of all faiths and none. The values underpinning the Mission and the Schools' educational offerings are Curiosity, Generosity, and Courage. The Schools believe that quality education changes lives and that outstanding schools are engines for positive social transformation.

Our Schools provide excellent teaching, equipping our young people to leave for a variety of exciting destinations. The success of what the Schools do in the classroom is intertwined with their co-curricular offerings. The young people undertake a wide variety of activities, which, in addition to being fun, challenge them to persevere to succeed. We work together imaginatively and courageously to hone the skills our young people need to forge their place in the world.

Prior Park Schools (PPS) have long been renowned for the quality of their pastoral care. Grounded in the love that sits at the centre of our Mission, our pastoral ethos allows young people to feel safe and secure to challenge themselves, to learn who they want to be, and to discover the difference they want to make.

Each of the Schools' Heads are supported by a Leadership Team, who together lead the day-to-day educational business of their respective schools. The Board of Trustees provides governance and support for the Heads and their schools via a number of Advisory Committees which include Local Boards for each of the schools, the Finance, Audit, Investment & Risk Committee (FAIR), an Education Committee and Safeguarding oversight.

The Executive management of the schools is devolved to the Prior Executive Board (PEB) which comprises the Heads of each constituent school and Chief Operating Officer. The PEB drives the strategic development of PPS, ensuring that it is on track to deliver its Vision and thereby remains a market leader in independent education.

Purpose of the Role

The role of Houseparent in our girls' Boarding House 'St Mary's' is an exciting opportunity for a candidate with vision, experience, and energy to shape a forward-thinking approach to boarding and pastoral care at Prior Park College. The Houseparent will be a visible presence around the house and will build strong relationships with students, parents, and staff within the Prior Park community. We believe that being a boarder at Prior Park College equips students to thrive in life and the role of Houseparent is essential in helping to create a culture of curiosity, generosity, and courage.

The Houseparent will oversee all areas of the day to day running and management of the boarding house in line with the National Minimum Standards and the School's Policies and Statement of Boarding Principles and Practice.

Contacts

The post holder can expect to have a wide range of contacts with stakeholders both within and beyond the organisation.

The Role

- To oversee all aspects of the running of the boarding house to create a safe, well-ordered, warm, and friendly environment for the boarders to live in.
- To do duties during the week and at weekends as outlined below.
- To contribute in a positive way to the boarding community to include:
 - Attending staff briefing, Pastoral meetings and Boarding Houseparent meetings, Attending relevant staff inset training days.
 - Leading boarding specific CPD where appropriate
 - Attending whole-school and boarding events.
 - Planning and contributing to boarders' activities in boarding time (such as social events or trips). Typically, these will be evening and weekends.
- Work with the Admissions and the Marketing departments to support the marketing and recruitment of students.

Pastoral and Administrative Responsibilities

- To take an active interest in the all-round development of the boarders in their care, get to know the boarders' strengths and weaknesses and aim to promote their wellbeing.
- To support the boarders in their co-curricular activities. Liaise with other boarding and academic staff, the medical staff, and parents in relation to the pastoral wellbeing of students.
- Keep accurate records of disciplinary and pastoral incidents relating to students in their boarding house.
- Create and maintain effective lines of communication with parents.
- Be responsible for monitoring the location of boarders: roll calls, a signing in and out system, monitoring of holiday arrangements and effective communication with parents and guardians regarding the pupil's activities and whereabouts.
- In conjunction with the Estates Manager and the Head of Compliance, ensure that House risk assessments and fire risk assessments are reviewed and updated regularly.
- To ensure that due regard is taken to health and safety considerations of the activities of boarders in boarding time and the fabric of the House and then to report any concerns in a timely manner.
- Complete the training provided and to become an onsite Fire Marshall/Warden.
- To ensure that fire precautions are heeded as directed in the fire risk assessments and termly evacuation drills are carried out whilst boarders are resident.
- To ensure that house handbooks are kept up to date.
- Oversee the safe storage of pocket money, Biometric Resident Permits (BRPs) and passports.
- To work with the school Health Centre to ensure student wellbeing.
- Take an active role in caring for any students with medical needs.

- To inform other house staff and the Deputy Head Pastoral / Head of Boarding when they will not be present overnight in the House.
- Complete the visitors' book they are issued with for overnight guests during term time.
- To manage the budget for the House in consultation with the Finance Department.

Hours of Work

A flexible approach to the specific hours worked is necessary in meeting the pastoral needs of the resident students. The broad expectations of the term time duty rota are:

- The postholder is expected to be in the House at 'wake up' on Monday - Friday and work from 7am to 9am.
- Responsible for getting the students up and off to breakfast and school.
- Expected to be in the House from 4pm - 6pm every afternoon Monday - Friday to be a visible presence when students are returning from the school day.
- Expected to attend Whole School Assemblies and Masses
- Be on duty three days per week from 6pm until the students are in bed and settled (usually 11pm).
- Expected to be on duty two weekends in four. This would require covering the House throughout the weekend from Saturday morning 'wake up' to the students being settled and in bed on Sunday night.
- It is a residential position, and it is expected that the Boarding Houseparent would sleep in the House every night during term time except for special occasions when they are off duty, such absence would need to be agreed by the Head of Boarding.
- Expected to be on duty the first and last day of each half term to welcome and see off the boarders in their care.
- Expected to work during the three half-term holidays. The level of commitment may vary and will be determined by the Head of Boarding.
- In the case of illness or other unforeseen circumstances the postholder may be required to cover duties in other areas of the school, e.g. the Health & Wellbeing Centre. In such instances time off in lieu or overtime will be paid at normal rates of pay.

Other Responsibilities

- Attend the weekly staff briefing in the Staff Room.
- Attend HsMs Meetings and Pastoral Committee Meetings.
- On occasion, they may be required to escort students in their House to appointments during the days they are on duty.
- There is an expectation that sufficient time will be put into preparing the House for the arrival of students on the days before the start of the Michaelmas term. This will require the Houseparent to be on site for at least three working days before the first INSET day at the start of the Michaelmas term.
- The Houseparent will need to be in the House from 9am on days when boarders are due to return to the boarding house at the start of each term and half term.

Line Management

Manage and support all the House staff including duty staff and House Prefects.

Liaise with the Domestic Services Manager to support the cleaning staff and laundry staff in performing their duties in the House.

The tasks listed above are not exhaustive. The post holder may be required to carry out other duties reasonably requested including those, which may arise in relation to Prior Park Schools and any of its constituent schools.

JD reviewed November 2025

Professional Specification and Personal Attributes

The post holder must have good interpersonal and communication skills and be able to liaise with visitors and staff at all levels in a friendly and professional manner. A commitment to boarding life and the exemplary care of students is a prerequisite of the post. He or she will be expected to maintain the utmost confidentiality and will need excellent organisational skills.

	Essential	Desirable
Qualification	<ul style="list-style-type: none"> Minimum of 5 GCSEs including English and Maths at Grade C or above or equivalent 	<ul style="list-style-type: none"> BSA Qualification Degree level PGCE/School Training in Teaching
Experience	<ul style="list-style-type: none"> Previous experience working with children or young adults Proven experience of building good working relationships Confident IT user with experience of Microsoft Word, Outlook, and Excel to increase efficiency of adminfunctions. 	<ul style="list-style-type: none"> Previous experience of working in a residential position in a school or other educational establishment
Knowledge	<ul style="list-style-type: none"> Knowledge of safeguarding Knowledge and awareness of the importance of confidentiality and data protection 	<ul style="list-style-type: none"> Knowledge of National Minimum Standards in Boarding
Skills and competences	<ul style="list-style-type: none"> Excellent written communication skills Ability to prioritise workload and at times work under pressure Ability to follow direction and refer decision to others when appropriate A good sense of humour Excellent level of interpersonal skills to enable liaison with staff and external organisations Excellent organisational skills, able to work to strict and often conflicting deadlines An ability to work collaboratively across many departments and develop and maintain positive and supportive working relationships A flexible attitude towards duties and working patterns to fulfil the requirements of the role Ability to build strong relationships with both staff and students 	
	<ul style="list-style-type: none"> A commitment to the school's ethos, aims and its whole community. Willingnessto uphold the Christian Catholic values of the school 	



Child Protection

All staff employed by Prior Park Educational Trust must be committed to safeguarding and promoting the welfare of children and young people across our 3-18 Trust, both in and out of our Schools. All staff are expected to adhere to and always ensure compliance with the Trust's Child Protection Policy Statement. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Data Protection

In the course of employment at Prior Park Educational Trust, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. The School is registered under the Data Protection Act 2018 and operates under policies that meet General Data Protection Regulations (GDPR). Staff must not at any time use the personal data held by the school or disclose such data to a third person.

Special Working Conditions

Prior Park Schools operates a policy under which smoking, including e-cigarettes or vaping, is not permitted anywhere onsite.

Schools are physically demanding environments, and the Houseparent can expect to be involved in activities which may require physical exertion, as and when required, always observing health and safety regulations and practices.

We offer a supportive working environment, a competitive salary as well as free lunch each day the kitchen is operational. We also offer access to benefits including free parking onsite, generous fee remission for eligible children, a contributory pension scheme, and use of the onsite gym.