



# Marymount

INTERNATIONAL SCHOOL LONDON

## *Candidate Information Pack*

### *Relief Houseparent*



Marymount International School, London is an independent day and boarding school for girls, nurturing the limitless potential of curious, motivated students (ages 11 – 18) of diverse faiths and backgrounds. Inspired by the charism of the RSHM, we proudly stand as the first all-girls' school in the UK to adopt the International Baccalaureate curriculum, which promotes independent thought within and across a broad range of disciplines.

Marymount girls love to learn and learn to love in an inclusive environment that challenges and supports them as they develop into their best selves. They are empowered to build confidence, spirituality, leadership skills and a sense of self on a seven-acre idyllic garden campus conveniently located just twelve miles from London.

Who we are teaching is as important as what we are teaching. Whether innovating in our STEAM Hub, debating in class, dancing on the stage, or learning a new world language, students are encouraged to sharpen their critical thinking skills, collaborate with others, and celebrate our diverse community of over 40 nationalities.

The School's holistic approach to learning delivers a well-rounded education that promotes excellence in all areas of school life. Securing top university placements beyond Marymount, our graduates are global citizens prepared to make a difference in the world.



Marymount International School, London is seeking a Houseparent to join our residential Boarding Team on a casual and relief basis.

### *Purpose*

Each Houseparent is a member of the residential team and is directly responsible to the Head of Boarding, Deputy Head of Boarding and the Headmistress. As part of the Boarding team each houseparent is responsible for the well-being and pastoral care of all boarding students, and that a happy and welcoming environment is provided in which students can thrive and enjoy their boarding experience.

The Houseparent acts as loco parentis, leading by example and challenging students to be the best versions of themselves each day, always considerate of their boarding companions and especially roommates. The Houseparent works with the boarders, implementing rules, regulations and recommendations with consistency and fairness. In their work and in their dedication and commitment to the students they will undertake the philosophy and charisma of Marymount – “that all may have life”.

The Houseparent works as part of a larger Boarding team, comprised of other residential staff, non-residential staff and School Nurse. The Houseparent will also work with Faculty Advisors and the pastoral team in order to promote an understanding of the wellbeing and academic progress of students. Each Houseparent will act as a mentor for a small group of students so that individual academic and social needs can be supported.

**This position is casual, with accommodation and meals provided during working hours.**

**Term-time only.**

## *Duties and Responsibilities*

### **Pastoral**

- To act as loco parentis and to be an appropriate role model for all boarders.
- Encourage the development of each boarder; socially, emotionally, academically and spiritually.
- Communicate regularly and effectively with the Boarding and wider Pastoral team on issues relating to the general welfare of boarders, in particular matters causing concern.
- Be aware of all aspects of safeguarding and attend relevant training; make appropriate referrals to the School's Designated Safeguarding Lead.
- Establish and maintain appropriate standards of boarders' behaviour in support of the School's Rewards & Sanctions policy.
- To demonstrate care, compassion, availability, common sense and above all reliability and accountability.
- Work with the School Nurse to ensure student's medical needs are fully met by the boarding team; including attending hospital and doctor appointments whenever necessary to assist the Boarding team.
- To encourage a culture of learning, creativity and development in the House, to ensure that the conditions and supervision in evening study are conducive to academic progress; and to check the girls are working in designated study times.
- To be aware of the academic progress of students and to communicate with respective teachers any areas of concern. To attend meetings which will promote support for student progress.
- To undertake all supervisory duties as required by the schedule of events and activities, according to the duty rota. To work flexibly in accordance with the requirements of other members of the Houseparent team in order to ensure a harmonious and professional environment.
- To oversee the order of the bedrooms, bathrooms, kitchen and lounge of the Boarding House, assisting Housekeeping to promote a sense of pride and ownership of the halls, encouraging and assisting the boarders to develop healthy and independent attitudes to their own personal space and person.
- To complete waking night duties, which include a final check every evening of the students in each Boarding House at the time of lights out, so as to ascertain that each student is accounted for and precautions are taken in case of an emergency during the night.

### **Administration**

- To work closely with the Boarding team to plan appropriate leisure activities both during the week and at weekends. To actively promote a spirit of positivity, creativity and activity within the boarding halls, working together to encourage the participation of the boarders in community games, events and activities using the facilities and opportunities provided, bringing personal hobbies, skills and interests into the work place to further the development of a community/family spirit.
- Attend Faculty Days throughout the year in support of their continual professional development.
- Support the administrative work of the Boarding Office, as required by the Head of Boarding.
- To meet regularly with the Boarding team to ensure clear and professional communication regarding the care of the students.

- To complete and read the daily handover spreadsheet every day in order to be fully aware of ongoing issues. To read all handover material and team meeting agendas when returning from scheduled time off.
- To be aware of fire alarm procedures and evacuation of the buildings, and all safety and security procedures required.
- To attend any called meetings with the Head of Boarding and the Headmistress.
- Be abreast and keep updated on all boarding legislation.

## Cultural

- Ensure that the Catholic ethos of the school is enhanced through management, organisation and communication.



## The Person

### Essential

- Warm and friendly disposition
- Sensitivity, tact and diplomacy
- Energetic and imaginative
- Ability to create a calm, caring and stimulating environment

## Ethos & Whole School Values

### Essential

- Committed to Marymount as a school with high academic standing, providing a holistic education and outstanding pastoral care.
- Committed to the RSHM values
- An understanding and affinity with the School's Catholic ethos.
- Committed to operating as part of the School community

## *Qualifications and Training*

The successful candidate will have the following:

### **Essential**

- Education to GCSE standard including English Language and Mathematics (grade C and or equivalent qualification)
- Full UK driving licence

### **Desirable**

- First aid qualification
- Degree and/or Teaching Qualification
- Counselling qualification
- Nationally recognised boarding qualification

## *Skills, Knowledge and Experience*

### **Essential**

- Excellent communication skills
- Good organisation skills

### **Desirable**

- Good knowledge of technology and electronic systems

## *Safeguarding & Pastoral*

### **Essential**

- Committed to safeguarding and promoting the welfare of children and young people
- A satisfactory Enhanced Disclosure from the DBS



## *How to apply*

To apply, candidates should complete the School application form and e-mail it, together with a covering letter (both as PDF files please), to Mrs Rebecca Macefield at [hr@marymountlondon.com](mailto:hr@marymountlondon.com). Mrs Macefield can also be reached by calling the Business Office on 020 8949 0571.

Please address your letter to Mrs Annabel Plumridge, Deputy Head of Boarding, Marymount, International School, London.

**Closing date for applications:** Friday 30<sup>th</sup> September by 9.30am

**Interviews at school:** w/c 3<sup>rd</sup> October 2022

**Salary:** £12/hour (inclusive of holiday pay)

**Start date:** September 2022 – Casual hours as and when required

Marymount International School, London is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced DBS check and satisfactory references.

Marymount International School, London is proud to be an Equal Opportunities employer and welcomes applications from all sections of the community. Our Marymount family is richly diverse with many different backgrounds and cultures represented. This diversity is valued and respected. All job applicants will be considered solely on their ability to do the job.