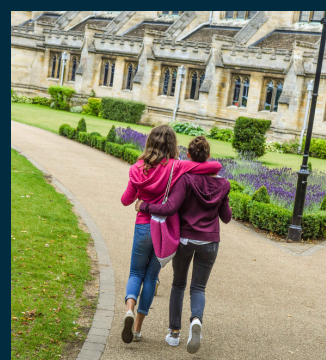


# exportise

SUMMER SCHOOLS

Recruitment Guidance

# HOUSE PARENT



**JOIN  
TEAM  
ORANGE**



# TEAM ORANGE

For 35+ years, we've been pioneers in our field, not defined by size but by excellence. Our philosophy goes beyond traditional Vision and Values; we immerse ourselves in the unique "**Team Orange experience**," the heart of our summer school magic.

Our **mission** is crystal clear—to provide an unforgettable learning experience. **We're a family that cares passionately, supports, challenges, and grows together.** At our core lies sports, the Orange Magic that moulds our summer school, imparting life skills alongside the English language.

Our motto is: "**Tell me and I forget. Teach me and I remember. Involve me and I learn.**"

Our **aim** is to ensure that all students leave us with **improved language proficiency and confidence, motivation to participate in their Specialist Academy, with friendships and memories that will last a lifetime.** As well as providing English tuition, we help our students to discover their **True Me.** This enables them to gain the learning skills, insight and self-motivation that will help them get ready for their future, adult life.

**Team Orange Members** are carefully selected for their passion, enthusiasm, and dedication. We are immensely proud that a **large majority of our team returns year after year, while new additions are often former students or friends & family** of existing members. Together, they contribute to the vibrant atmosphere. Being on Team Orange is a responsibility we all take very seriously, as **we collectively uphold the standards** that make us fiercely proud of the way we operate and of the powerful summer school experience and memories we create for - and with - our students.



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ORANGE**

# 2024 KEY INFORMATION: HOUSE PARENT

## KEY JOB PURPOSE

To create a safe, supportive and structured living environment that fosters the personal and social development of Exsportise students

## REPORTING TO

Welfare Manager  
Centre Manager

## SALARY

From £615 per week  
(including holiday pay)

## LOCATIONS

- Clayesmore School
- Oundle School
- Seaford College
- Teikyo School
- Worth School

## WORKING HOURS

Typically 7:30 - 10.30 and 18.00 - 23.00 (based on the needs of your students)

## TIME OFF

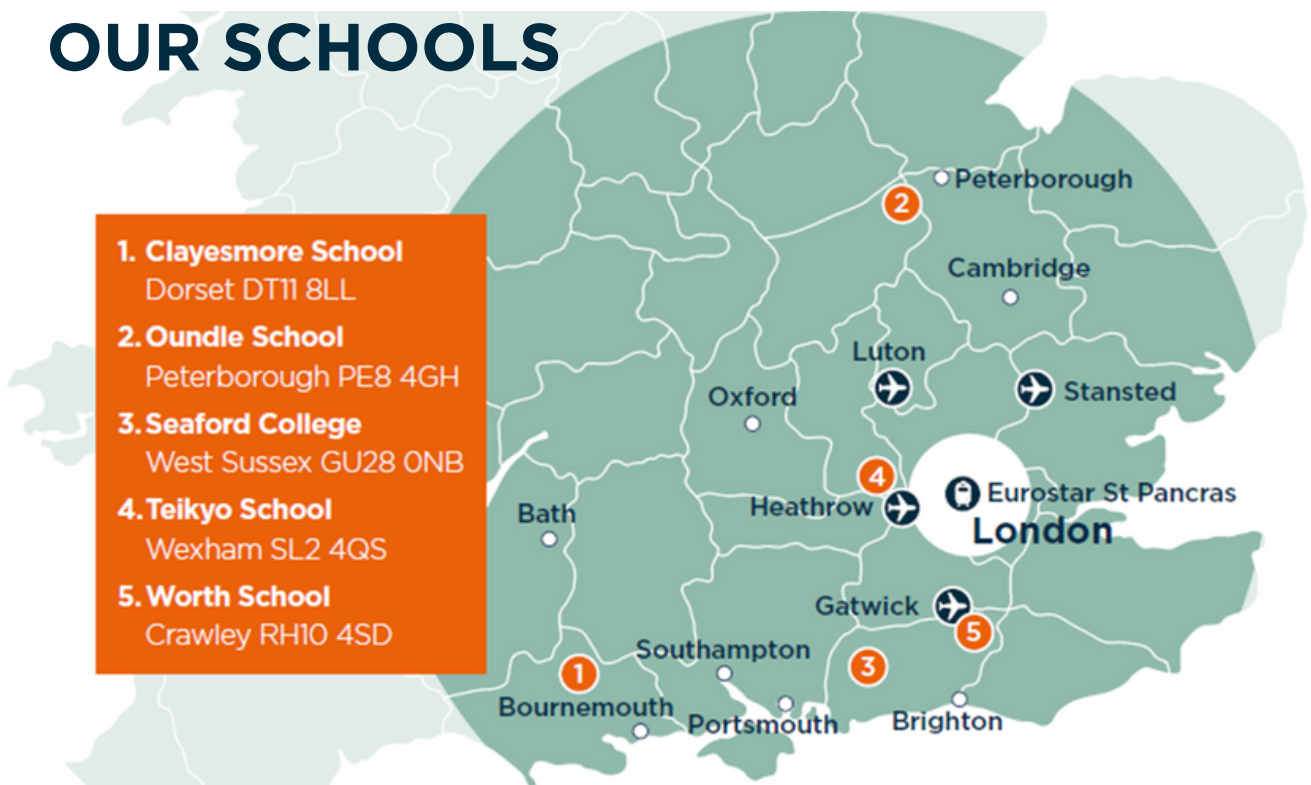
Minimum one full 24 hour period, usually during the week or Saturdays

## SAFEGUARDING

Exsportise is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment, whether on or off duty. All staff are subject to a Disclosure and Barring Service (DBS) check.

## OUR SCHOOLS

- 1. Clayesmore School**  
Dorset DT11 8LL
- 2. Oundle School**  
Peterborough PE8 4GH
- 3. Seaford College**  
West Sussex GU28 0NB
- 4. Teikyo School**  
Wexham SL2 4QS
- 5. Worth School**  
Crawley RH10 4SD



# OVERVIEW

House Parents are responsible for the welfare and well-being of the students living in their assigned residence or "house." This role requires a high level of care and attention, as House Parents serve as surrogate parents for the students who are away from home and are crucial to creating a supportive and nurturing environment. House Parents will prioritise the students' safety, welfare, and enjoyment throughout their time at the centre, working to deliver an outstanding experience. House Parents report to the Welfare Manager and Centre Manager and work closely with the Medical Officers and Admin.

All staff are responsible for ensuring the efficient operation of the centre. Our top priority is the safety of children and maintaining the highest standards. We require staff members to exhibit high personal standards and to be friendly, positive, and approachable while maintaining a professional and calm demeanour. Staff should be adept at handling sensitive situations, adhering to confidentiality and data protection guidelines, serving as good role models, maintaining professional boundaries and contributing to a positive summer school environment.

## ACCOUNTABILITIES

- To manage and be responsible for the day-to-day running of your boarding house by holding welcome and house meetings and fire drills, ensuring the upkeep of cleaning, laundry and maintenance of your house, overseeing bedtimes, carrying out registers, room inspections and Health & Safety checks. All records must be stored securely on the Company's database.
- To be a "parent" to all students in your house, particularly if they are not used to being away from home; this includes dealing with homesickness, ensuring that students are wearing the correct clothes, ensuring that hygiene standards are maintained (using the toilet correctly, wash regularly, change clothes, assist with laundry etc.)
- To ensure relevant students in your house always carry any lifesaving medical devices, like inhalers and epi-pens, etc., with them.
- To ensure the safety and emotional well-being of all students and staff in your boarding house, visit students during their activities throughout the day, at meal times, and check in on every room each night. A welfare/concerns log must be kept and updated each morning.
- To work closely with the other welfare staff to ensure all students and staff's physical and emotional well-being. Concerns, including bad conduct and behaviour, should be shared between welfare staff to deal with any bullying or aggressive behaviour quickly and effectively and to promote a harmonious camp atmosphere.

- To create a house duty rota to include free-time supervisions, bedtimes and wake-ups, ensuring adequate levels of supervision when students are in your boarding house. Staff on duty are to report back to you, as an end-of-duty task, with a summary of their duty, including concerns about any students.
- To liaise with Administrators to create and keep bed registers updated. The Administrators must approve any room change request to ensure the Company's guidelines are followed.
- To be mindful of both the advantages and disadvantages of mobile phone use and follow the Exsportise "phubbing" guidelines. Additionally, no phones should be used in bedrooms unless to make calls to parents (particularly after 21:30), regardless of the age of students.
- To monitor mealtimes, ensuring students are in attendance, eating well, and integrating well with other students (all staff should look out for this).
- To co-ordinate student laundry in your boarding house.
- To be aware of all medical, diet and allergy information for all staff and students in your boarding house and to assist the Medical Officers with in-house supervision for any sick students or staff who need to stay in bed, making sure they are cared for and are provided with food and water.
- To assist with student check-in by welcoming them into your boarding house, ensuring they have everything they need, settling in quickly, and being introduced to new friends. All students should be reminded to contact home if they haven't already done so.
- To assist with students' check-out by ensuring they have packed all their belongings, rooms have been checked, and students are reminded to collect valuables from the office.
- To be thoroughly familiar with both the accident and emergency procedures.
- To liaise with parents or agents regarding the wellbeing of students where necessary.
- To liaise with Administrators and Medical Officers about setting up houses before students arrive and ensuring information boards and signage are up to date.

## Additional Duties

- To follow guidelines as outlined in the Staff Handbook
- To help set up / pack up camp as required by Head Office
- To carry out any other reasonable duties as requested by the Welfare Manager or Centre Manager

# PERSONAL SPECIFICATIONS

## REQUIRED

- Proven pastoral/welfare experience
- Experience working in a residential environment, ideally with international students
- Possess a caring and compassionate nature
- Responsible nature (up to 60 students and staff per boarding house)
- Able to problem-solve with/between students
- Excellent communication skills with people of all levels, as well as interpersonal skills
- Flexible and adaptable approach to working hours
- Able to work as part of a team and independently
- Able to deal well with pressure and to multi-task
- Enthusiastic and friendly

## DESIRED

- Relevant qualifications, e.g. First Aid, Mental Health, Fire Safety, Safeguarding
- Completed or studying degree in Education, psychology or social care

## WORKING CONDITIONS

- You are entitled to one 24-hour period off per week
- You will be asked to sign the 48-hour working week opt-out agreement.
- Time off in lieu will be given for any overnight emergencies.
- You will be provided on-site accommodation, usually in single rooms with shared bathroom facilities.
- 3 buffet-style meals are provided by the schools' catering departments, and, by prior arrangement, most special dietary requirements can be catered for.
- As part of the onboarding process, you will be asked to attend an online meeting before our courses start.

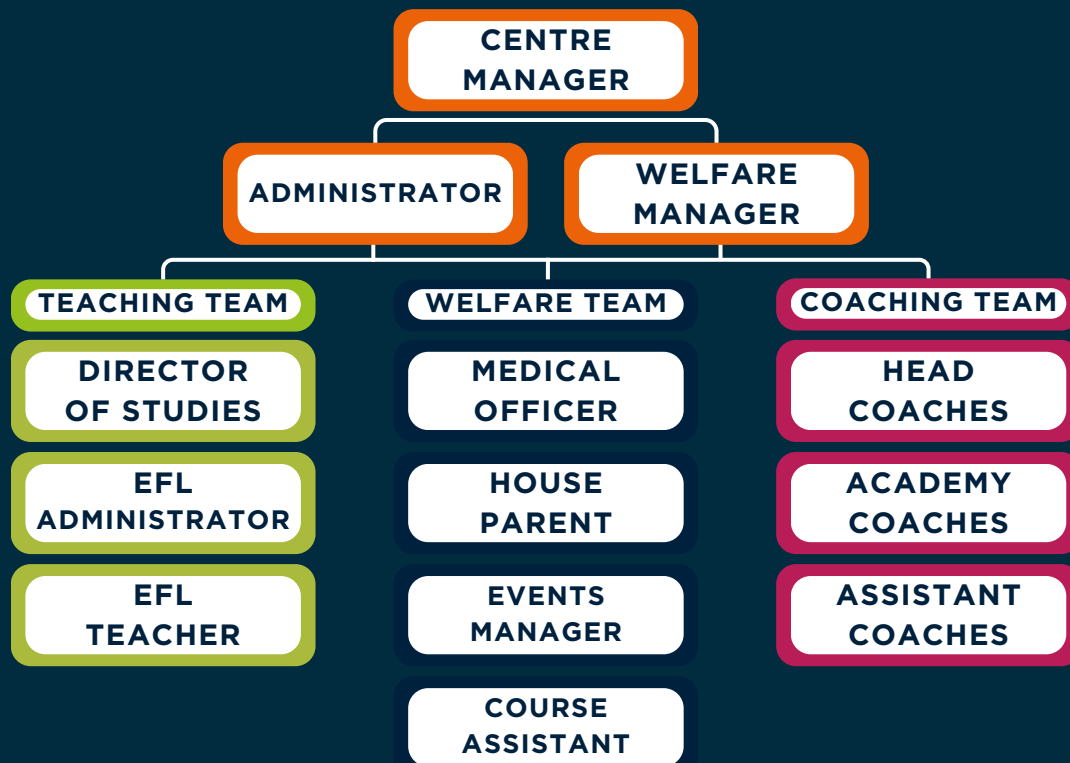
# EARN, LEARN, GROW



- Full board accommodation is provided (worth £69.93 per week)
- Two-day in-person induction, paid pro rata
- Grow in a personal and professional capacity
- Work with international students
- Excellent Professional development opportunities

\*Salaries are depending on the number of students/size of the house

## CAMP STRUCTURE



# SAMPLE WEEK

The weekly rota and days off are scheduled by the Centre Manager and, based on the camp requirements, may change on a weekly basis. Any days off requests must be approved by Head Office / Centre Manager.

The example below highlights what the daily routine of a House Parent may look like. Please note this is a sample only and may vary based on the requirements of the students and the camp.

## MONDAY - FRIDAY



## WEEKENDS



### Saturdays

#### Student Departures

Ensure your students have packed all their belongings, checked-out, recollected their valuables and are leaving camp on their scheduled departure transfer. If students are being collected by their parents at camp, hand them over to the parents and summarise their stay



### Sundays

#### Student Arrivals

Ensure your boarding house is clean and "new" beds have been made. Assist with students check-in at camp and tours of accommodation (incl. bathroom facilities and fire exits). Hold a House Welcome meeting at night and run a fire drill (arrangements vary between school)



# OUR POLICY ON ALCOHOL, SMOKING AND SUBSTANCE ABUSE

Given your role with children, the possession and consumption of alcohol and substance abuse is strictly prohibited on site or during working hours. Smoking, including the use of electronic nicotine delivery systems (ENDS) such as e-cigarettes, vapes etc. is only permitted in designated smoking areas and when off duty. Staff members are required to be in a condition that allows them to effectively supervise students at all times. Failure to adhere to these rules will be regarded as gross misconduct and may result in immediate dismissal.

**For more information or to apply visit:  
[www.exsportise.co.uk/summer-jobs](http://www.exsportise.co.uk/summer-jobs)**



Accredited by the  
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Centre of Excellence  
**2023-2024**

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