



Job Description Residential House Parent



1. About us

Discovery Summer, with over **20 years' experience**, is a leading British Council-accredited provider of short summer courses in the UK. In our 2023 British Council inspection, we were awarded 12 strengths.

As a **student-focused company**, we create a safe, rich, and happy environment for children and teenagers to learn and explore during the summer.

Many of our **staff come back year after year – over 60% in 2024** - excited by the opportunities for personal and professional development while working on multi-talented, friendly teams.

2. Job Overview

In close conjunction with the Course Director, you will be responsible for the **pastoral care** of students and English Student Hosts in your house.

You will help **create a happy, and caring environment** in the house, maintain good discipline and ensure all course participants feel at ease. We are looking for people with **strong leadership skills** to provide high-quality residential care - you will act as a first aider, look after students who are unwell and **administer medications**. You will participate in activities as required.

We aim for the **highest professional standards** in every aspect. This is an excellent opportunity to gain pastoral experience with children and teenagers in a professional environment.

3. What we are looking for

Legal

- Hold a valid UK work permit by the start of your employment
- Aged 18 and over

Qualifications (desirable)

- Relevant training in First Aid, Mental Health, Fire Safety
- Holds or studying towards a qualification in education, psychology or social care
- Have a car and be willing to use your car for business purposes (due to the location this is essential for work at Benenden)

You need to be able to:

- Provide a clear and accurate model of the English language
- Effectively supervise and motivate groups of children/teenagers
- Create an orderly, homelike boarding house environment where students feel parented
- Set boundaries and solve problems with cultural sensitivity and tact
- Respond and adapt to feedback, be flexible

To succeed in this role, you should already have:

- Previous experience in a residential setting
- Leadership experience e.g. with groups of children/teenagers
- Proven capacity to contribute effectively to a team

We love working with people who are:

- Expert communicators and team players
- Resourceful and can take the initiative
- Genuinely enjoy working with young people
- Comfortable working in a fast-paced, intensive environment
- Strong time management/organisational skills
- Highly professional, keen to learn new skills
- Ready to participate in activities and assist with pastoral duties
- Creative, energetic, and fun

4. All Discovery Summer staff must

- Commit to **safeguarding and promoting the safety and welfare of all course participants** (students, staff, English student hosts, staff, group leaders and Discovery Summer visitors) at all times
- Follow the **staff code of conduct** and guidelines in the Staff Handbooks regarding the standards expected in your job
- Act in a **thoroughly professional manner** to uphold the good reputation of Discovery Summer
- Follow our **alcohol, smoking and substance abuse policy**. As you are working with children, consuming alcohol and substance abuse are not permitted at any time on campus or during working hours. Smokers may only smoke in designated areas when off duty. **Staff must be fit to supervise students at all times.** Failure to abide by these rules will be treated as a serious disciplinary matter and could lead to immediate dismissal.

5. Work at leading independent schools



Benenden School, Kent

English Plus

Juniors: 8-12 years

Teens: 13-15 years

Staff induction: Mon 7 July - Tues 8 July

Dates: Wed 9 July - Wed 6 Aug

Staff depart on Thursday 7 Aug at 09:00

Contract length: 2,3 or 4 weeks

Car essential



Winchester College, Hampshire

Global Young Leaders/English Plus: 13-16 years

Pre-University: 15-17 years

Staff induction: Wed 2 July - Thurs 3 July

Dates: Fri 4 July - Fri 1 Aug

Staff depart on Saturday 2 August at 09:00

Contract length: 2,3 or 4 weeks



Shrewsbury School, Shropshire

Academies

11-16 years

Staff Induction: Mon 30 June - Tues 1 July

Dates: Wed 2 July - Wed 30 July

Staff depart on Thursday 31 July at 09:00

Contract length: 2,3 or 4 weeks

6. Salary and working conditions

Age	Gross weekly salary for new staff Returners are paid a supplement
Under 21 years	£594 (£530 + 12.07% holiday pay)
21+ years	£706 (£630 + 12.07% holiday pay)



- You'll work 6 days a week
- You'll be asked to sign a waiver regarding the 48-hour working week
- You will have one 24-hour period off per week



- Working hours may be unpredictable. You will need to be flexible. If you assist students in the night, you will be given time off in lieu.



- Our programmes are fast paced - expect the days to be long and the work to be intense



- You will be accommodated at the course centre, normally in a single room in a student residence



- Whether you are on or off duty, you will always be expected to put the welfare of the students and staff first



- Dress Code: neat and tidy e.g. no no short shorts, ripped jeans etc. Wear DS yellows when required



- Full board accommodation is provided **worth £74.62 per week**
- Fully paid enhanced DBS check
- Two-day induction and training, paid pro rata
- Work as part of a strong team and gain experience working with international students
- 1 day first aid training is offered (subject to availability) + additional one-off payment of **£85.50** to compensate your time.
- Opportunities for professional development e.g. performance review, training and shadowing

7. Day in the life of a house parent

Times and duties will vary from centre to centre but typically include the following:



Morning 'knock knock'

Wake up students following the DS protocol
Remind students what they need for the day



Meeting with students

Register the students and set the tone for the day
Share a fun fact or celebrate an achievement



Mealtimes

Be present as students select food, make sure they are eating balanced meals
Encourage students to mix



Meeting with Course Director (CD)

Share any concerns or observations about students
Tell the CD if you have any feedback about catering, domestic or works



Chill out in houses

Set up games/competitions in the common room/gardens
Strongly encourage students to participate and not disappear into their rooms



House systems

Check your registers are up-to-date and all medicines are labelled
Safely charge student phones (if required)
Ensure laundry is returned and lost property minimised



Down time

Relax in house or get off campus for a few hours



Bedtime 'knock knock'

Make sure everyone is ready for bed on time
Write comments on the DS Portal about student welfare and behaviour

8. Role and responsibilities

Pre Course Preparation

- Read the staff handbook and checklist
- Take part in online House Parent training and online 'getting-to-know-you' (2 hours in June)
- Reply to emails from the Course Director so that we can get to know you

Pre Course (at course centre)

- Clarify with CD centralised systems for: administering medication, storing mobile phones, supervising students, keeping valuables safe, lost property
- Familiarise yourself with the DS Code of Conduct, Health & Safety and Fire procedures
- Discuss with the senior team which sanctions can be used to address misdemeanours e.g. removing phones, last into the meal queue
- Be clear about the layout of the boarding houses and label rooms and shared spaces
- Create a welcoming house board ensuring there are colourful and informative notices

Student supervision/welfare/house systems

- Warmly welcome and settle in all course participants, ensure they understand and respect rules
- Be a “mum” or “dad” to all course participants in your house; this includes dealing with homesickness, ensuring good hygiene (using the toilet correctly, washing regularly etc.)
- Be on wake up/bed time duty 6 mornings and 6 evenings per week. Liaise with the other staff members on duty with you
- Run daily house meetings to share notices, motivate and inspire the students
- Attend daily meetings with the Course Director to discuss student welfare and house systems
- Be proactive in getting to know students and log comments on the DS Portal
- Monitor students at mealtimes to ensure they are eating well and mixing with other students
- Ensure all students are in/out of the accommodation at the correct times
- Manage the lost property system; ensuring laundry is returned to students in an orderly way
- Ensure that students are phoning home regularly
- Actively supervise students in your house during house nights and chill out time
- Assist with activities, break supervision and other duties as required
- Be sufficiently flexible to respond to unexpected situations
- Carry out other reasonable duties

Medical

- Act as a first port of call for all minor first aid issues and administer medicines e.g. Calpol.
- Be responsible for all medical issues in your house e.g. keeping records, looking after unwell students who are too ill to attend class
- Liaise with non-residential nurse to ensure they see unwell students and care plans are recorded and implemented
- Take students to the medical centre/A&E as required (due to the location it is essential you have a car if working at Benenden)

Post course

- Manage pack up of your residence; ensure it is left as found and assist with packing/cleaning other areas
- Ensure all lost property is set aside and labelled
- Ensure all course records are complete and uploaded to the DS Google Drive, if required

9. Next steps

- Read the [Information for Applicants](#) to find out about the safer recruitment process and pre-employment checks
- Apply with the [2025 online application form](#)
- Contact leo@discoverysummer.com with any questions