



JOB DESCRIPTION

Role:	House Parent
ILH Centre:	Ipswich School
Report to:	Head of Boarding (HoB) and Centre Manager (CM)
Residential/Non-residential:	Residential

KEY ROLES

- Ensure the safeguarding and welfare of all ILH students is prioritised at all times.
- Provide and maintain a safe domestic environment for all residents.
- Support and deliver the ILH Activities Programme.

SPECIFIC RESPONSIBILITIES

House Duties

- Assist with the inventory of all the rooms in the boarding buildings before student arrival.
- Assist the HoB with managing student arrivals/departures and airport transfers.
- Assist the HoB with managing the 'Meet and Greet' and settling-in of all students.
- Assist the HoB with induction and ensure students are aware of rules and regulations.
- Check the fire, Health and Safety and medical emergency information and procedures are correctly displayed on the notice boards in the residences, and students are aware of them.
- Assist with the distribution of keys/key cards and maintain accurate rooming lists, as required.
- Assist the HoB with collecting passports, travel tickets, and money for safe storage, if required.
- Carry out wake up/lights-out and pastoral care duties as requested and rostered by the HoB.
- Carry out roll calls and complete registers, reports and any required administration daily.
- Supervise students in the boarding house between lessons and activities, if required.
- Open and close the boarding house as instructed by the HoB.
- Carry out daily bedroom checks and report any issues or damages to the HoB.
- Be present in the boarding house from 22.00 until breakfast time, and any other break times if requested by the HoB.
- Assist with any behaviour management processes put in place and report to the HoB as required.
- Report any medical incidents to the HoB and complete any incident forms as necessary.
- Complete risk assessments as required by the HoB.
- Carry out laundry duties as rostered by the HoB, if required.
- Promote activities and excursions, and ensure students sign up in advance if required.
- Supervise students during mealtimes and breaktimes as rostered by the HoB.
- Attend assemblies and daily meetings with the HoB, CM and Head of Activities (HoA), as required.
- Carry out all reasonable house duties as requested by the HoB and CM.
- Assist with the clear-up at the end of the course at Ipswich School.

Activities Programme

- Ensure you are familiar with all activity procedures and excursion destinations.
- Complete risk assessments and incident forms as necessary and submit these to the HoA.
- Follow all Safeguarding and Health & Safety advice set out by the HoA.
- Lead the safe transfer of students before and after activities and excursions.
- Attend activity briefings prior to afternoon and evening activities.
- Assist with the planning and delivery of evening activities in the residences.
- Supervise and actively participate in afternoon activities, if required.
- Attend excursion briefings prior to half-day and full-day excursions.
- Supervise and actively participate in one afternoon excursion per week (usually on Wednesdays).
- Supervise and actively participate in one full-day excursion per week (usually on Saturdays).
- Encourage full student participation and ensure that students have a positive experience.

Welfare

- Ensure you have read all relevant ILH handbooks and are aware of your duties and responsibilities and have signed all required documentation.
- Ensure you have read, understand and are compliant with all relevant ILH and Ipswich School policies and Health & Safety regulations and procedures.
- Ensure you are aware of Ipswich School fire evacuation procedures in the residences.
- Support the ILH Summer School ethos and encourage students to achieve their individual best to become confident users of English.
- Create an inclusive, positive atmosphere in the residences where all students are motivated and supported.
- Maintain a safe, healthy, and secure boarding environment for all residents.
- Take all necessary steps to minimise any risk and report any concerns/feedback to the CM.
- Act as a Group Leader for individual students, dealing with queries and monitoring their supervision.
- Ensure suitable provisions are made if a child is unwell and you remain in the house with them.
- Ensure all student's cultural, religious and dietary needs are met and respected.
- Ensure all students are happy and adjusting to UK life and enjoying their learning experience.
- Manage student welfare and pastoral needs and report any concerns to the Safeguarding Lead (CM).
- Ensure all concerns and incidents are reported and recorded immediately and followed up within 10 days.

Pre-course

- Take part in the induction at Ipswich School on the Saturday before the start of the course.
- Assist with the set up before the start of the course at Ipswich School.
- Successfully complete a short, **online Safeguarding** course and provide certificate.



INTERNATIONAL
LANGUAGE CENTRES



INTERNATIONAL
LANGUAGE HOLIDAYS

GENERAL ACCOUNTABILITIES AND RESPONSIBILITIES

Ensure compliance with and actively promote the Health and Safety at work legislation, ILC and ILH H&S policies and procedures, Equal Opportunities, Prevent and Child Protection & Safeguarding policies and ILH Code of Conduct.

Comply with the Data Protection Act 1998 (all employees of ILC and ILH will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required within the level of the post and the competence of the post holder.

DATES: **5 July – 2 August 2026**
Set up and Induction at Ipswich School on Saturday 4 July

SALARY: **£460 per week** (+ 12.1% statutory holiday pay, paid in the final week)
There is an additional payment of £20 per week for returning staff (not staff paid hourly)
For the Induction you will be paid £60 + holiday pay for the session

TIME OFF: **One day per week**

If you are unable to carry out your full duties within your contractual obligations, your salary will be adjusted accordingly.

It is the responsibility of all ILH employees to promote and safeguard the welfare of all children and young persons he/she is responsible for or comes into contact with. All employees will be asked to undertake a Disclosure and Barring Service check.





PERSON SPECIFICATION

Essential:

- Extremely high standards of English (= IELTS score of 9 in speaking, writing, reading, understanding or educated at primary and secondary school in English in an English-speaking country)
- Up-to-date knowledge of British life and culture
- Eligibility to work in the UK (no sponsorship)
- Over 18
- Experience working with Young Learners
- Excellent oral communication skills
- Excellent organisational and leadership skills
- Ability to deal with difficult situations
- Ability to make sound decisions
- Understanding of Safeguarding and Prevent Duty
- Ability to work early mornings, evenings and weekends as required

Desirable:

- Experience working with Young Learners
- Experience working at a residential summer school
- Active interest in sport, the arts, and arts & crafts
- Valid, enhanced DBS certificate for the child workforce on the Update Service
- First Aid Training
- Lifeguarding qualification (NPLQ)

PERSONAL QUALITIES

Essential:

- Professional attitude and smart appearance
- Sympathetic and caring
- Willingness to be flexible
- Willingness to participate
- Excellent problem-solving skills
- Ability to remain calm under pressure
- Ability to relate to all staff at all levels and build effective working relationships
- Ability to accept responsibility
- Team player
- Good listener
- Culturally sensitive
- Enthusiastic and energetic
- Tactful and diplomatic
- Self-confident
- Patient
- Innovative