



# MOYLES COURT SCHOOL

## Boarding House Parent

***We are looking to appoint a Boarding House Parent from September 2025***

*Moyle's Court is a co-educational day and boarding school from 2 ½ to 16 years, situated within the beautiful New Forest National Park. It is a thriving, friendly and happy school with a strong belief in traditional family values. Class sizes are small, and the school prides itself on the individual attention it is able to give to all of its pupils. As part of a dynamic and popular team, you will be expected to enthuse, engage and care for our young children within our idyllic Boarding setting. The ideal candidate will have experience of working in schools and be willing to contribute to the life of this very happy and busy school.*

## Boarding House Parent Job Description

Moyles Court wishes to appoint a House Parent to join our Boarding team under the supervision of the Head of Boarding from September 2025.

We are looking for a member of staff who will thrive on supporting the welfare of pupils, as well as the domestic and administrative duties associated with the role. Applicants need to be able to offer evening and weekend hours with overnight duties, providing the pastoral care that children living away from home require. All staff have a responsibility for the safety and wellbeing of the boarders and must enjoy and have the ability to engage with young children in a professional yet compassionate manner, demonstrating appropriate boundaries. You should have experience in either education/working with young people or experience in a role working in a caring environment. You should be someone who can be assertive when required but also be able to demonstrate a caring and empathetic nature. A sense of humour is essential along with good communication skills and a willingness to listen.

Our boarding house is often described as being 'one big family' and is home to children aged 7-16, many of whom are from overseas. It is an exciting opportunity to join a friendly, caring and vibrant community and to play your part in the care and development of our children.

<b>Job Title</b>	Boarding House Parent
<b>Start date</b>	September 2025
<b>Reports to</b>	Head of Boarding / Deputy Headmaster
<b>Salary</b>	Competitive dependant on qualifications and experience
<b>Other benefits</b>	Rent free accommodation and all meals provided whilst on duty  Idyllic New Forest location  A school that places Wellbeing at its heart

## **Duties and Responsibilities for a Boarding House Parent**

### **Main Responsibilities**

- To help create a culture of warmth, community and support within the boarding house
- To work according to the boarding house rota including a combination of days, weekends and overnights as required. Most commonly, two nights on, two nights off
- To ensure and model the highest standards of supervision, support and care for boarders
- To work within and apply the National Minimum Standards (NMS) for boarding together with ISI guidance
- To assist with weekend activity planning and to accompany trips when on duty
- Maintain registration documents, laundry rotas, medical supplies and weekly non-kitchen food orders
- To implement school policies including those pertaining to Safeguarding and behaviour
- Liaise with cleaning staff
- Provide medical assistance for minor illnesses & first aid, and the safe administration of medicines to boarders when deemed necessary
- Occasional doctor/hospital visits with the children
- Assist & supervise the boarders during prep sessions, meal times and evening activities
- Maintain the Handover Log, recording any incidents or information relevant to the follow on staff
- Support meal time supervision and monitoring of boarders' diet
- Support the boarding team in the cultivation of good manners and courtesy
- Ensure communal areas are kept tidy and students take a responsibility for keeping their bedrooms tidy and organised
- Ensure noticeboards are up to-date and presentable
- House parents on overnight duties are responsible for the security of the building and front gates
- To liaise with form tutors of boarders to keep up to date about how they are doing during the school day, with regard to academic and behavioural progress
- Training in all of the above is provided and staff have a responsibility to read the school policies and procedures
- To undertake other duties as required by the Head of Boarding/School needs

### **Responsibilities as a Member of the Moyles Court Community**

- Contribute to the school community, to support its distinctive mission and ethos and to act as a role model to pupils.
- To represent the Learning Support Department at Moyles Court and take part in marketing and liaison activities such as open days and evenings, and events with partner schools.
- To take an active part, with all members of staff, in ensuring good relations are made with all members of the local and wider community and that the School is always promoted positively.

- Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- Engage actively in the performance management review process.
- Comply with the school's Health & Safety policy and undertake risk assessments as appropriate.
- Undertake any other key tasks which the Head may reasonably assign.

This job description is not intended to be exhaustive and the school reserves the right to make adjustments to take account of the skills of the successful appointee or vary responsibilities from time to time, as required for the most effective operation of the school. The post holder will also be expected to comply with any reasonable request from the Headmaster, to undertake work of a broadly similar level which may not be explicitly stated in this job description.

## Boarding House Parent Person Specification

*The following list outlines the further qualities, skills and experiences that the selection panel will be keen to explore with candidates. It is understood by the panel and, we hope, by prospective candidates, that no single person will fulfil every criterion. We encourage candidates who do not “tick every box”, therefore, to apply nonetheless and to be open during the selection process about those areas in which they would wish to develop their skills and experience further.*

	Criteria
<b>Essential</b>	<ul style="list-style-type: none"><li>• An enthusiastic and approachable nature</li><li>• A positive motivation to work with children and young people</li><li>• An ability to form and maintain appropriate relationships and personal boundaries with children and young people</li><li>• A good sense of humour and an optimistic, adaptable style</li><li>• Punctual time-keeper</li><li>• Flexible</li><li>• Good interpersonal skills</li><li>• Calm and diplomatic</li><li>• Effective problem-solving skills</li><li>• Effective judgement and decision-making abilities</li><li>• Well-presented and professional attire</li><li>• Good standard of secondary education, particularly numeracy and literacy skills</li><li>• Good level of IT knowledge and competent use of Microsoft Office 365 and email with efficient communication skills</li><li>• A team player</li><li>• Ability to use initiative</li><li>• Demonstrate honesty, integrity and trustworthiness at all times, with all stakeholders</li></ul>
<b>Desirable</b>	<ul style="list-style-type: none"><li>• Experience in the education sector</li><li>• Previous experience working in an independent boarding school</li></ul>

### **How to apply**

Application forms should be completed and addressed to the Headmaster, Mr. Craig Wardle, and should be sent to Mrs. Lorraine Stoddart, Moyles Court School, Ringwood, Hampshire, BH24 3NF or via email to [School.Manager@moylescourt.co.uk](mailto:School.Manager@moylescourt.co.uk)

Applications will be considered on receipt and to be received no later than Friday 2<sup>nd</sup> May 2025.

Moyles Court School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared when applying. The applicant may post such a declaration in an envelope marked 'Private & confidential for the Headmaster' which will only be opened should the candidate be shortlisted. The successful applicant must obtain List 99 clearance and DBS (Disclosure and Barring Service) clearance at enhanced level.

### **Equal Opportunities**

The School is an equal opportunities employer and is committed to equality of opportunity for all staff. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.