House Parent
Job Description Summer 2025

An extraordinary opportunity to stay in one of the most famous and influential schools in the world. It's going to be a very British summer school!

ABOUT KKCL HARROW SCHOOL

KKCL has over 23 years of experience in providing international students with a unique English language study experience in the UK and abroad. Under the KKCL umbrella, we proudly present two distinct brands: KKCL English and KKCL Juniors, catering to the educational needs of both adults and young learners, aged 7 to 10 and 11 to 17.

KKCL Juniors offer study experiences all year around at our flagship school located in a Grade II listed building in Harrow. In addition to our flagship school, our renowned Summer School programme takes place in one of the most famous and influential schools in the world - ***Harrow School***, with state-of-the-art facilities and safe & secure on-site residential accommodation.

Many schools offer workshops and standard English lessons, but very few can offer the integrated experience that we do, through our unique project-based Go Create! English syllabus, taught by dynamic and inspirational teachers. These one-of-a-kind, dynamic and challenging classes are second to none, allowing our students to use their imagination and language skills to produce creative work in English that is uniquely theirs. Our programmes have been carefully designed to maintain a strong focus on English progression whilst at the same time appealing to young people's sense of creativity and fun.

We believe strongly in the value of the teacher, that's why we select and develop teachers who have more than just qualifications. Our teachers combine a passion for education with skills and interests in a wide range of fields, from drama to art and music.

Details of Position:

House Parent will support the Accommodation & Welfare Manager and other staff member in the running of the student residence at the prestigious Harrow School this summer. They are responsible for all aspects of student welfare at the centre, ensuring their wellbeing and safety, and take part in the leisure activities as an Activity Leader.

The students will be aged 9-17, with up to 100 students per week (50 students per boarding house). There will be evening activities running every evening and the Student Welfare Officer will help to prepare and then lead activity leading staff who will also assist in the running of these.

During our previous British Council inspection strengths were noted in the areas of course design, teaching, care of under 18s, leisure opportunities, care of students and student administration and our Student Welfare Officer plays a key role in the pastoral and leisure opportunities side to summer school.

Department: Welfare
Reports to: Centre Manager
Centre: KKCL Harrow School
Employment type: Temporary, fixed term
Hours: 48 hours over 6 days per week
Job start date: 03/07/2025
Job end date: 10/08/2025

MAIN DUTIES

Leisure and Activity Leading

- Plan and lead evening activities on a daily basis, together with Activity Manager.
- Encourage full and enthusiastic involvement by students in the scheduled Activities Programme.
- Activity leading work as required.

Student Arrivals and Departures

- Assist with student arrivals and departures, checking bedrooms and facilities, escorting students etc.
- Assist with the arrival welcome and induction of students including ensuring that each student has a welcome pack on arrival
- Take an active role in meet and greets
- Review accommodations for arriving students, organising pre-arrival and departure checks and damage surveys

Student Awareness

- Ensure that each student's culture, religious and dietary needs are met and respected
- Provide leadership for individual students and integrate them with other students. Provide care and support for individual students, particularly if they are not used to being away from home e.g. wake up duty and dealing with homesickness

Student Supervision

- Be responsible for students in the residences, together with the Activity Manager and Accommodation & Welfare Manager.
- Maintain student discipline in the Boarding House, liaising with management team and Group Leaders. Report all damages to Centre Manager and Group Leaders immediately
- Work with Group Leaders to ensure they understand KKCL policies and school rules, and are supervising their students effectively
- Pastoral duty, which includes: breakfast duty/roll call, lunch duty and dinner duty and night duty on a rota basis.
- Ensure that all students attend the scheduled activity/lesson, and deal with any issues appropriately
- Manage lights-out and night duties, supervise other staff on pastoral care duties
- Nighttime duty 6 nights per week
- Ensure that accurate rooming lists are kept and assist in the fire drills that are carried out on a regular basis

Health and Safety and First Aid

- Provide First Aid for students and staff as and when required
- Ensure information relating to fire, Health and Safety and medical emergency is correctly displayed on the information board, in residences
- Administrative work as required.
- Always communicate key information to wider welfare team and Centre Management

SKILLS & QUALIFICATIONS
Required:

- Complete fluency in English
- Previous residential experience
- Good administrative and prioritising skills
- Good interpersonal skills
- Computer literate
- Good problem solving skills
- Demonstrate initiative towards taking on extra tasks
- Able to adapt quickly to change and be flexible
- Enjoy working with children and young people from other cultures
- Able to address large groups of young people
- Professional appear
- Keep calm under pressure
- Sense of fun!

Desirable:

- ✓ Current first aid certificate
- ✓ Experience of working with children
- ✓ Previous experience of working in a residential summer school
- ✓ Able to maintain long periods of physical activity

Salary and Benefits
Gross salary per week
£710 (£633.53+ 12.07% holiday pay)
All meals and accommodation included
We will pay for your DBS application
Receive free TEFL training course, post qualifying contract

The successful candidate must have permission to work in the UK by the start of their employment.

Should you be successful...
We will require the details of two recent and relevant referees who we will contact.
Any gaps in your CV will be enquired about, and must be explained satisfactorily.
KKCL is committed to safer recruitment so you will be required to undergo a Disclosure and Barring Service check (previously called a Criminal Records Bureau check), or equivalent if living outside the UK, and you will be asked to sign the Childrens Act 1989 declaration safeguarding the welfare of children, and state that you have no known reason why you cannot work with children.

2 types of official identification and certificates (either originals or certified copies) will be required for our records.
KKCL is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We have a comprehensive Child Protection Policy and procedures in place which all employees, volunteers and contractors are expected to adhere to.

Student Welfare Officer / House Parent Sample Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
08.00	Breakfast Duty	Breakfast Duty	Breakfast Duty	Breakfast Duty	Breakfast Duty	Breakfast	Breakfast Duty
Morning	Evening Activity Planning	Arrival/Departure	Evening Activity Planning	Evening Activity Planning	Evening Activity Planning	Free Time	Full Day Excursion/ Administrative Work e.g. helping with Arrivals
12.20 – 13.30	Lunch Duty	Lunch Duty	Lunch Duty	Lunch Duty	Lunch Duty		Lunch
Afternoon	Evening Activity Planning	Afternoon Activities Supervision	Evening Activity Planning	Evening Activity Planning	Afternoon Activities Supervision		Full Day Excursion/ Administrative Work e.g. helping with Arrivals
18.30	Dinner Duty	Dinner Duty	Dinner Duty	Dinner Duty	Dinner Duty	Dinner	Dinner Duty
Evening Activity 19.30-21.30	Evening Activity	Arrival/Departure	Evening Activity	Evening Activity	Evening Activity	Free Time	Downtime Supervision
Night Duty 22.00-23.00	Night Duty	Night Duty	Night Duty	Night Duty	Night Duty	Free Time	Night Duty