



Heathfield Summer Courses Job Description

JOB TITLE	Housemother
REPORTING TO	Summer School Welfare and Pastoral Manger
KEY PURPOSE OF THE JOB	Responsible for the welfare and pastoral care of all the girls in the Boarding House under the House Parent Supervision, including implementing the Safeguarding and Child Protection Policy and the Good Behaviour and Anti Bullying Policy in the boarding areas.
WRITTEN BY	John Endean
DATE	November 2025

KEY ACCOUNTABILITIES

The **Heathfield Summer School** House Parent key responsibilities are:

- 1. Student Welfare and Safety:** Know where the girls are at all times, make sure they are informed about their chosen academy or activity, remind or guide them to where the academy/activity is taking place, encourage inclusion and belonging by initiating team building activities, group discussions and inclusive games to help build friendships and promote self-confidence.
- 2. Health and Well-being Support:** Provide health and well-being support to the girls in the summer school by creating a safe, nurturing space where they feel cared for and empowered to seek help if needed while always ensuring a holistic well-being approach and the girls' confidentiality.
- 3. Behavioural Guidance and Discipline:** Ensure the house rules are followed, guide the pupils towards positive behaviour, mediate conflicts between the girls and help them find constructive ways to resolve issues.
- 4. Managing Daily Plan:** To implement and manage the daily routine of the house and in accordance with the Welfare Manager instructions, ensuring the girls needs are met. Check and deliver the post to the girls daily.
- 5. Pastoral Care:** To be sensitive to the needs of all students, at all times focussing on 'their' experience in order to create a positive and memorable environment for students and accompanying staff. To constantly be mindful of students' attitude, performance and conduct in order to ensure their physical and emotional well-being and to inform the Director or Deputy Director of any concerns.
- 6. Foreign relations:** To ensure relationships with visiting agents and any parent is always professional and courteous, and that Heathfield School is constantly promoted in a positive light with third parties.
- 7. Health and Safety / Risk Assessments:** To undertake daily facility checks and equipment checks to ensure facilities are kept tidy and safe and all equipment and materials are maintained in a safe and useable manner. To read and understand the relevant risk assessment for all sports or activities sessions, language activity or excursion in which you are involved in, to ensure students' safety at all times.
- 8. Other Duties:** To undertake other in-house tasks, when reasonably required by the Director, Deputy Director, or the Registrar of Heathfield Summer Courses and to ensure that the school runs smoothly and efficiently and that all commitments of the programme are delivered.





KEY PERFORMANCE INDICATORS FOR ACCOUNTABILITIES

To ensure the accountabilities, above, are being met, check that:

- 1. Student Welfare and Safety:** Create a positive safe environment where the girls thrive and are happy during their stay at Heathfield Summer School.
- 2. Health and Well-being Support:** The girls reports that they are happy and enjoy the support offered by the House Mother.
- 3. Behavioural Guidance and Discipline:** Positive feedback about the atmosphere in the house, girls feel safe and their needs are met at the Boarding House, Housemother is caring and supportive and always present when needed
- 4. Managing Daily Plan:** Positive feedback that the house is always in good condition, tidy, warm and comfortable to be in.
- 5. Pastoral Care:** Care and consideration is shown to individuals and the group as a whole. The experience of staying at Heathfield Summer School is as enjoyable as possible. Each individual's needs are balanced appropriately with the needs of the group as a whole. Staff presence around Heathfield School is strong; any concerns are acted upon, logged and followed up. A friendly but professional staff-student relationship is maintained at all times. Agents and parents (if applicable) are able to report pastoral care as excellent and appropriate.
- 6. Foreign Relations:** Attitude towards all foreign nationals, both students' parents and agents, is welcoming, courteous, helpful and approachable, and that assistance is provided whenever required.
- 7. Health and Safety / Risk Assessments:** Health and safety rules are scrupulously observed. Duties to ensure the safety and welfare of our visitors are carried out diligently, whilst ensuring that our service remains an outstanding experience for our guests. Risk assessments are read and understood well before each activity and excursion. Risk assessments are reviewed and updated in order to adapt to changing climate and surroundings.
- 8. Other Duties:** Approach to the job is flexible, supportive and reliable, and that initiative is used to ensure all areas of responsibility work well.

KEY DIMENSIONS IMPACTED BY THE JOB:

- Heathfield Summer School operates for 5 weeks in the summer. 6th July to 9th August 2025
- Heathfield Summer Camp operates from the 13th July to the 9th August 2025
- Summer School Student age range 8 – 17
- Summer Camp girls age range 7 – 15
- Summer School Expected enrolment - 150 girls, over 300 student weeks, over a 5-week period
- Summer Camp Expected enrolment – up to 200 girls over a 4-week period.
- Average Class size of 12 students for EFL lessons
- Academy and Activity session numbers vary depending on the Academy or Activity
- Summer School girls and Boarding Camp girls are in care of Heathfield Summer School 24-7





PERSON SPECIFICATION

Essential:

- Native/ near-native competence in English (written and spoken).
- Good educational background. A Levels, Degree.
- At least two years' experience in a residential pastoral role.
- Exceptional at working with and understanding children of differing ages.
- Proficiency in time management.
- Strong and demonstrable organisational skills.
- Excellent Communication skills
- Strong IT skills.
- Ability to multitask and work to deadlines.
- An outstanding team leader and team player with the ability to instil confidence and motivate others.
- A strong awareness of Health and Safety, specifically as it relates to leading and managing activity sessions.
- Safeguarding in Education qualification.
- Energetic, enthusiastic, have a sense of humour and thrive in a lively atmosphere full of change and development.
- An outstanding team leader and team player with the ability to instil confidence and motivate others.
- First Aid Experience and holds in date First Aid qualification.

Desirable:

- Qualifications in any extra-curricular activity
- Previous experience working with Young Learners and in a summer school setting.
- Experience working with multicultural/multilingual groups

KEY INTERFACES:

1. Director of Summer Courses
2. Pastoral & Welfare Manager
3. Deputy Director of Summer Courses
4. Summer School Activities and Academy Coordinator
5. Summer Camp Coordinator
6. Other staff of Heathfield School (particularly Catering, Cleaning and support staff)
7. Overseas Students
8. Agents, parents (and overseas group leaders, if applicable)
9. Coach Drivers of different companies
10. Attraction guides, operators and their staff.





OPERATING ENVIRONMENT AND CONTEXT OF THE ROLE:

Heathfield Summer School offers students from overseas the opportunity to experience learning in a traditional English boarding school location, whilst improving their oral and written English and providing an insight into British culture.

Students are accommodated on site and thus are spared the merits and demerits of home-stay accommodation, but this adds to our challenge of keeping them gainfully occupied for longer than the normal school day.

Our operating environment is within the campus of Heathfield School and is generally perceived as a safe area. All personnel who work on the site around the school buildings have to hold an Enhanced DBS certificate. Heathfield Summer School and Camp's nucleus in the summer will be in the main school building. Meals are taken in the School Dining Hall, and our students will use all the sports facilities and other facilities available at Heathfield School. The whole of Heathfield School area is a no-smoking zone.

Whilst we place a strong emphasis on having a great time, this does not detract from the serious purpose of learning English in a British contextual environment, where idioms, accents, practices and attitudes are realistically experienced. Our service is provided to our young students, but our customers are their parents who pay the bills. It is thus vital that we constantly ensure that the students take home great memories, improved language, improved knowledge, and proof of their experience and progress. Moreover, it is essential that any visiting agents or parents (or group leaders, if applicable), who may not be English specialists, have a memorable visit and appreciate the advantages of their students/ children coming to Heathfield School.

Maintaining the strong reputation of Heathfield School is crucial to the continuing success and future development of Heathfield Summer Courses. The role requires energy, awareness and consideration. Every student, whether visiting as an individual or as part of a group, requires careful attention and must always be greeted and treated with abundant enthusiasm. Lessons, sports and activities must be instructive and fun. The schedule is busy and must run to tight timescales. Attention to detail, from timekeeping to pastoral care is fundamental at all times, as is effective team working to ensure the programme runs seamlessly and all pupils are encouraged to engage fully in each activity; the concept of "tell and they forget...involve and they remember" underpins the ethos of Heathfield Summer School and our tailoring towards the individual needs of the student.

All staff are considered ambassadors for the school, who excel in working in an ever-changing environment, striving to contribute to our shared objectives.

SAFEGUARDING:

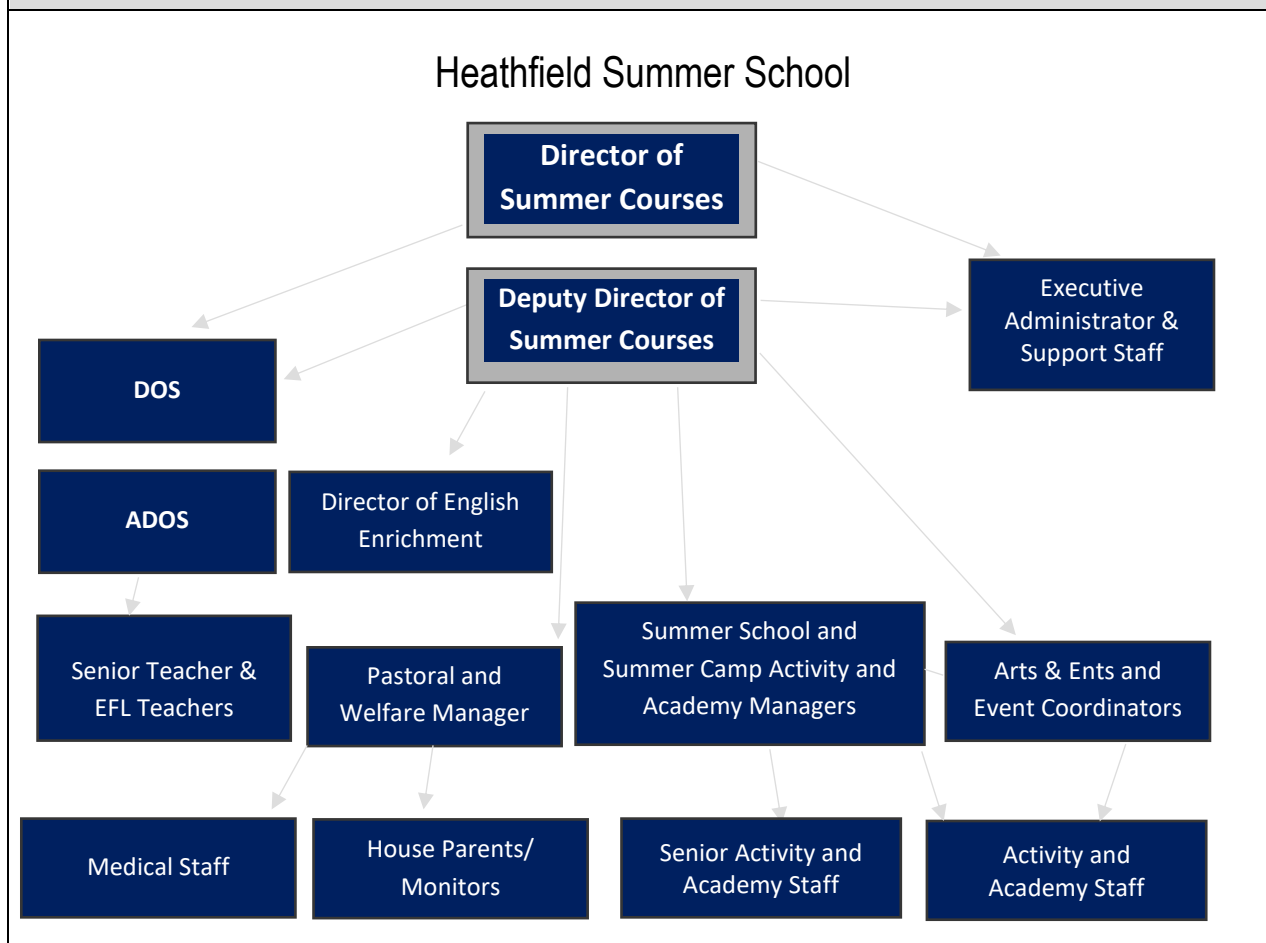
Heathfield is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding Children and Child Protection policy and procedures at all times.

Heathfield School is an equal opportunity employer, committed to diversity and the creation of an inclusive environment for all employees. Employment selections are made according to suitability for the post, irrespective of background or protected characteristics.





ORGANISATION CHART:



DELEGATED AUTHORITY:

There is no delegated authority for Housemothers employed in our summer period, but it is expected that all Housemothers use their own initiative when faced with any in house issues or problems that may occur.

APPROVAL/ACKNOWLEDGEMENT:				Signature
Job Holder:	Name:		Date:	
	Job Title:			
Approved by Head of Summer School	Name:	J. Endean	Date:	
	Job Title:	Director of Summer Courses	November 2025	

