



PORT·REGIS

Houseparent

Port Regis is one of the country's leading co-educational day and boarding schools for children aged two to thirteen. A school in which tradition and innovation have gone hand in hand for more than a century, we provide a thoughtful, rounded education that enables children to thrive. This education goes well beyond our beautiful buildings and outstanding facilities – it is rooted in our culture and values.

Role Profile

Our Houseparents play a vital pastoral role, ensuring the smooth running of our boarding houses. Their primary role is to provide outstanding pastoral care; and a caring, nurturing, happy and organised boarding environment, for our boarders. The successful candidate will be required to live on site. Applications are invited from candidates who are forward-thinking and big-hearted, who model great drive and enthusiasm.

Remuneration and Benefits

The successful candidate(s) can expect:

-  Competitive salary, pension and holiday benefits
-  An employee assistance programme with extensive support in relation to wellbeing and wellness; counselling, legal, medical, care, probate and bereavement support and services
-  Free car parking
-  Complimentary use of the School's staff gym and Sports Centre
-  Delicious meals in our Dining Hall during term time
-  A beautiful setting in which to work
-  To join a delightful team and an exceptional working environment
-  Competitive school fee remission

Hours of Work

-  3 overnight boarding duties each week (spread across Monday to Friday) from 18.00 until 08.15 the next morning
-  Boarding duties every other weekend from 12.30 on Saturday until 08.15 on Monday morning

Start Date

January 2027

Job Description

Houseparent

These details are subject to change as the Headmaster or any person acting on behalf of the Headmaster may reasonably direct.

Responsible to

Heads of Boarding

Purpose

To provide outstanding pastoral care; and a caring, nurturing, happy and organised boarding environment.

Key Responsibilities

- 🏠 Overall responsibility for your Boarding House and its pupils
- 🏠 Ensure that the Boarding House is a safe and nurturing environment in which pupils feel at home
- 🏠 Maintain, with the pupils and other staff, a clean, tidy and cosy Boarding House
- 🏠 Ensure that pupils are well cared for, clean and well presented
- 🏠 Ensure that all Boarding House staff understand and implement the objectives of the Boarding House and Port Regis' Vision and Values
- 🏠 Be sympathetic to the needs of pupils who may be a long way from home and their cultural context
- 🏠 Administer vitamins and any medication as advised by the Health Centre and be responsible for basic first aid/health care for the boarders overnight and on Sundays
- 🏠 To keep a daily house diary to ensure that there is continuity and an awareness of any concerns
- 🏠 To be a key figure, particularly during meals, rec and games, ensuring that good behaviour is maintained
- 🏠 To photograph activities and email parents with updates of how boarders are progressing (birthday tables etc)
- 🏠 Attend weekly boarding meetings and liaise with colleagues to ensure the medical and pastoral needs of the children are met
- 🏠 Ensure parents are regularly and fully informed about their child's progress and welfare
- 🏠 Ensure that the Boarding House operates in accordance with School policies and procedures and the National Minimum Standards for Boarding Schools

Training and Other Responsibilities

- 🏠 All Houseparents must attend a relevant training course or conference every three years
- 🏠 Other responsibilities are detailed in the School Handbook or other school policy documents

General

- 🏠 Safeguarding and compliance with our Child Protection & Safeguarding policy and procedures
- 🏠 Ensure compliance with data protection and health safety legislation and school policies and procedures
- 🏠 Maintain positive and effective communication with all members of the Port Regis community including pupils, staff, parents and Old Port Regians (OPRs); external users; the local community; and outside agencies
- 🏠 Ensure the reflection of Port Regis' values in all communications
- 🏠 Adhere to the school's policies as contained in the Staff Handbook
- 🏠 Undertake any other duties as may reasonably be required

Person specification

Essential

- 🏠 A commitment to promoting and safeguarding the welfare of children
- 🏠 A kind, caring and cheerful nature
- 🏠 A commitment to, and ability to deliver, an exciting and engaging boarding provision
- 🏠 Excellent communicator and team player with the ability to develop strong links with children, parents and colleagues
- 🏠 Excellent organisational and ICT skills, behaviour management and pastoral care
- 🏠 Proactive, with the ability to work independently, and take responsibility for actions
- 🏠 The ability to prioritise and share the workload with/support your team as required
- 🏠 A collaborative team player
- 🏠 Diplomacy, integrity and the ability to maintain confidentiality when required
- 🏠 Patience and a sense of humour
- 🏠 Adaptable, flexible and calm under pressure

Desired

-  Proven experience of working in a similar role in a school setting
-  Paediatric first aid training

Application Procedure

If you feel you can meet the requirements of the post, I would be delighted to hear from you. Please complete the application form on our website [Work With Us | Port Regis](#) and send it, along with a covering letter, to Clair Beaty-Pownall at peopleteam@portregis.com or via post to Port Regis, Motcombe Park, Shaftesbury, Dorset SP7 9QA at your earliest convenience and to arrive before 12.00 on Friday 23rd October 2026. We reserve the right to close this vacancy should we receive sufficient applications; **therefore early applications are encouraged.** Please read the Safer Recruitment Pack, Child Protection & Safeguarding Policy and Staff Code of Conduct Policy in conjunction with your application.

Diversity and Inclusion

Port Regis is committed to equality, diversity and inclusion. We encourage applications from a diverse range of suitably qualified candidates, including candidates wishing to work flexibly or requiring reasonable adjustments.

Safeguarding

Port Regis School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.