

Houseparent Pack

Bowden House School

Firle Road, Seaford, East Sussex BN25 2JB

01323 893138

<https://bowdenhouse.school>



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Welcome from the Chair of Governors

Thank you for your interest in the advertised post.

Bowden House School is a residential, special school maintained by the London Borough of Tower Hamlets. All students attend on a weekly, residential basis although there is the facility to admit students who live local to the school, to attend on a daily basis. All students have Statements of Special Educational Needs or EHC Plans aimed at addressing their Social, Emotional and Mental Health difficulties.

The Job Description and Person Specification fully outline the requirements of this post and we welcome applicants who are clearly able to demonstrate their knowledge and experience in a similar role. Ofsted Reports; Policies & Procedures together with details of the specialist staff supporting the work undertaken in this school are available on the school's web-site

<https://bowdenhouse.school/>

The school delivers a comprehensive Induction Programme and the successful candidate will be required to undertake a range of mandatory training courses. Where appropriate, external training will be made available as part of the postholder's Continued Professional Development.

To meet the needs of our students, the school aims to:-

- create a school community where students participate, excel and are proud of their achievements
- nurture and support all students to make consistent and positive progress in their educational and social development
- encourage the students, staff, parents/carers to work together as a team.

The Statement of Purpose included in this application pack, provides information on all aspects of the school.

We look forward to receiving your application.

Emmanuel Lawal

Emmanuel Lawal

About Us

Bowden House School offers an effective, educational programme delivered in a safe, stable and supportive environment with an increased opportunity to improve school attendance; raise the attainment and achievement of its students and is committed to enabling each student to strive to reach their full potential. The Care Team work closely with the Education Team and contribute to the stability and learning aspirations of the students. This whole school approach ensures that students receive consistent, high-quality education and care; school placements have the potential to be long-term, where appropriate and the reputation of the school is enhanced by the quality and stability offered.

Bowden House School is maintained by the London Borough of Tower Hamlets and is situated in Seaford, East Sussex. The majority of our students are from Tower Hamlets with others from outer London Boroughs and a limited number of placements for day students who live local to the school. A limited number of Tower Hamlets students remain in our post-16 provision which includes college attendance and independence training.

The residential students attend on a weekly basis arriving in school on Monday morning returning home every Friday afternoon. There are occasions when days/times might vary due to INSET Days, beginning/end of terms and event days in school.

BOWDEN HOUSE SCHOOL – FIRLE RD SEAFORD EAST SUSSEX

OFSTED - OUTSTANDING RESIDENTIAL SPECIAL SCHOOL

**Competitive salary and working hours, excellent staff welfare package
and Local Government pension scheme**

HOUSEPARENT

**Full time - 13 weeks holiday per year (school holidays), no weekend
work.**

Annual salary - Scale 6 Pt 18 to 20 = £31,537 to £32,597

Location - Approximately 8 miles from Eastbourne and 12 miles from Brighton.

Due to increasing demand we require a Houseparent to join our established Care Team at Bowden House Residential Special School.

The successful candidates will be an innovative, flexible, conscientious individuals who is caring, kind and passionate.

Experience within a care/education environment is required even though full training will be given through our extensive CPD programme.

All candidates will be required to either have passed or be prepared to undertake a Health & Social Care Diploma (L3) course, unless an equivalent qualification has been awarded.

To obtain an application pack, contact the school on 01323 893138

or email admin@bowdenhouse.towerhamlets.sch.uk.

Closing date: 19 October 2025

The school is committed to the Safeguarding and Protection of Children. We appoint staff in positions of trust and it is our duty under Safer Recruitment to ensure that they are fit to work with vulnerable young people. References and an enhanced DBS that are satisfactory to us, will be a condition of the appointment. It is an offence to apply for this role if you have been barred from engaging in regulated activity relevant to children.

We shall ensure fairness and equal opportunity throughout our workforce and in service delivery. We welcome applications from suitably skilled candidates regardless of ethnicity, gender, disability, sexuality, religion or age.

Online searches may be carried out as part of due diligence checks for shortlisted candidates.

BOWDEN HOUSE SCHOOL
JOB DESCRIPTION & PERSON SPECIFICATION

POST: Houseparent

Responsible to: Senior Houseparents; Head of Residential Provision, Deputy Head and Headteacher

Bowden House is a maintained, special residential school providing education and care to students with social, emotional and behavioural difficulties some of whom have associated learning difficulties. The students' ages range from 9 – 16+ years and require a stimulating curriculum with opportunities to improve their academic and social skills within a nurturing environment to prepare them effectively for the adult world. Houseparents will work within a team to support the students outside the classroom environment promoting the importance of education whilst assisting in the development of appropriate social skills.

Main areas of responsibility

- To contribute to the whole school's approach in providing a safe environment within which all students can live and learn
- To recognise, praise and develop the aspirations and talents of all students assisting them in making choices that will enhance their self-esteem and confidence
- To work effectively as part of the whole school team
- To work on a shift basis including evenings and sleep-ins and as part of the escort duties
- To organise and supervise a wide range of recreational activities taking account of all aspects of Health & Safety whilst working within a clearly defined budget
- To work within the school's Behaviour and Behaviour Management Policies ensuring that there are effective, consistent and safe practices in managing unacceptable behaviours

- To attend weekly meetings with the Head of Residential Provision and other members of the Residential Team to discuss student development; areas of concern and strategies to manage behaviour and improve school attendance

Main duties

- To maintain positive working relationships with parents/carers/social workers
- To organise and supervise a wide range of activities both within and outside of the school encouraging students to participate in new activities to develop confidence and increase self-esteem
- To ensure that Individual Learning Plans are implemented and that any amendments are recorded via the Senior Houseparents
- To write and maintain a range of written Risk Assessments to ensure that they remain current at all times and accurately reflect the needs of the individual student or activity. Risk Assessments must be monitored and amended to indicate any changes in behaviour or likely risks in respect of activities in or outside of the school site
- To monitor the students' health needs and ensure that these are reflected in their Health Care Plans including support in attending doctor/hospital/dentist appointments
- To support the students to take responsibility for their personal care and school clothing.
- To ensure that care reports are written to a high standard for the students' Annual Reviews; to attend the Annual Review meeting and support the student to express his views
- To have an acceptable level of literacy
- To ensure that individual Development Plans are completed within the required timescale and that they form an effective and relevant aspect of the whole school's Development Plan. These plans must be monitored and reviewed with evidence that they are being delivered as stated in the written plan
- To ensure that entries are recorded in the students' diaries that create a visual documentary of their school career

- In collaboration with the Senior Houseparent, to assist with the safe keeping and issuing of students' pocket money
- To work effectively within The Equality Bill 2011 to ensure that the staff and students of this school are treated with respect and dignity at all times. As a member of the Care Team, to work actively to promote opportunity for all students and collectively undertake to improve their educational and social outcomes.

Person Specification

Essential:

1. To maintain a non-judgmental approach to the students and their families
2. A commitment to completing all mandatory training courses and a willingness to undertake further training, when necessary, as part of the school's CPD programme
3. An ability to work contracted hours on a shift basis involving unsocial hours including evenings and sleep-ins
4. To work effectively as part of a team
5. To undertake additional duties as the Senior Management may from time to time reasonably require
6. To possess sound communication skills
7. To be educated to at least GCSE standard or equivalent
8. To be able to write a range of reports to a high standard
9. A commitment to assist with the transport/escort of students to a variety of locations and activities
10. To be able to manage a group activities' budget
11. To comply with the Policies and Procedures of the school
12. To act as an Ambassador for the school and to present, at all times, as a positive role model to the students and staff of this school.

Desirable:

13. At least one year's experience of working with children in an education or care setting
14. Experience of working with young people with Special Educational Needs and/or who have been disadvantaged by experiences within their lives
15. Category D1 driving licence
16. To possess a Level 3 Health & Social Care qualification (Diploma/NVQ or equivalent) in working with Children & Young People or a written commitment to complete this qualification within the specified period of time (usually a maximum of 1 year). Candidates should be aware that this course will require some study in non-duty time