# **House Parent Application Form**

Please read the following information carefully and then complete this form as fully as possible. The closing date for applications is 5pm on 1 May 2019.

Our House Parents are an integral part of the Summer School team, their primary responsibility being to look after our Foxhole accommodation area and all of the participants, volunteers and orchestra players who call it home. House Parents are the first point-of-call for participants staying at Foxhole and must be able to deal with queries and problems in a swift and professional manner, escalating them upwards when necessary. There is a minimum of three House Parents located in Foxhole in any week of the festival, forming a team who will rota duties and support each other in delivering the responsibilities of the role. **Due to the nature of this position, applications are limited to those who have attended the Summer School at least once before.**

A key task of our House Parents is to run the check-in on the first Saturday of their week and the subsequent check-out the following Saturday, they will be supported by staff from Dartington in this process. Throughout the rest of the week the House Parent role is largely pastoral, supporting the wellbeing and safety of those participating in the festival. They share custody of a mobile phone acting as the main contact for participants with between 7am and Midnight, whilst also being available in person and remaining on call overnight in case of emergencies. The House Parent team takes responsibility for the distribution of the daily programmes in their area and also for driving the minibus between Foxhole and the Great Hall in the mornings and evenings. A Category D driving licence is preferable for this position, but not essential.

House Parents are encouraged to participate in courses and attend concerts throughout the week as their duties allow, but must remain on call and ensure that responsibility to their role takes priority in all cases. We will provide board and meals to our House Parents for the duration of their stay. The House Parent role involves near constant interaction with the rich and varied Summer School community; as such, our ideal candidate is friendly, approachable, calm and capable. Strong communication skills are essential and a successful House Parent requires equal measures of patience, understanding and initiative.

House Parents are managed on a daily basis by the Bookings and Participant Liaison Officer, who is supported by the Arts General Manager and the wider Summer School team. All House Parents will be subject to a DBS background check. As part of this identity check we will ask you to provide a selection of supporting documents. House Parents must adhere to the Code of Conduct set out below.

**Code of Conduct:** Inappropriate behaviour, consumption of illegal substances, or intoxication while on duty will not be tolerated; you will be asked to leave and further applications to volunteer in the future would not be considered. Please remember that while you are here you are acting as representative of the Dartington Hall Trust, and as such we expect you to behave in a professional manner at all times.

**Personal Details**

|  |  |
| --- | --- |
| Forename |  |
| Surname |  |
| Address |  |
| Postcode |  |
| Country |  |
| Telephone number |  |
| Mobile number |  |
| Email address |  |
| Special requirements (e.g. dietary, access) |  |

#### Application Information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Which week(s) are you available?  *Please list the appropriate week number(s)* |  | | | |
| Have you volunteered for Summer School before? *Please list years and positions.* |  | | | |
| If no to the above, have you attended the Summer School in any other capacity? |  | | | |
| Do you currently hold a valid category D driving licence? *Please mark box* | Yes |  | No |  |
| Do you currently hold a valid driving licence of any kind? *Please mark box* | Yes |  | No |  |
| Additional languages spoken & fluency  *(excluding English)* |  | | | |
| Please list the courses you would like to attend during your selected week(s). Please include a back-up option for each session where applicable.  *N.B. places are allocated on a first-come first-served basis and some require a certain standard. Duties take priority over courses. Your place on courses will be confirmed in writing along with your offer. If you are applying for an advanced course, you must still submit the extra materials as detailed on our website.* | Session 1 |  | | |
| Session 2 |  | | |
| Session 3 |  | | |
| Session 4 |  | | |
| How did you find out about volunteering opportunities at Summer School? |  | | | |

#### Personal Statement

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| --- |
| Please explain how you think your experience and personality makes you suitable for the role of House Parent. Think about the duties mentioned and the skills required when writing your statement. |

|  |  |
| --- | --- |
| Name: | Relationship to you: |
| Telephone: | Mobile: |

#### Emergency Contact Details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Rehabilitation of Offenders Act 1974 | Do you have any convictions not spent under this Act?  *Please mark box* | Yes |  | No |  |
| Asylum & Immigration  Act 1996 | Are you entitled to volunteer in the UK?  *Please mark box* | Yes |  | No |  |

**In signing this form:**

* **I have agreed that if I am selected to become a volunteer I will be guided by the rules and regulations of The Dartington Hall Trust and code of conduct.**
* **I understand that the information I have provided may be verified, if necessary, by contacting persons or organisations named in this application.**
* **I confirm that the information I have given on this form is true and correct.**

|  |  |
| --- | --- |
| Signed: | Date: |

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| The information contained within this form will be held and processed in a computerised or manual filing system in line with the provisions of the Data Protection Act 1998. |

Thank you!