

GD GOENKA HOSTEL

JOB DESCRIPTION

“Shape young minds, while shaping your own career.”

1. JOB TITLE

Dorm Parent

2. DEPARTMENT / REPORTING TO

Department: Admin

Reports to: Head of Boarding / Principal/Administrator

3. JOB LOCATION / POSITION TYPE

Sohna/ Fulltime

4. JOB PURPOSE / SUMMARY

The House Parent is a key member of the boarding team, supporting the delivery of pastoral care to the boarders under his/her care. The role requires an approachable, positive and warm person who is available to all boarders without discrimination or favoritism and who can work well with a range of colleagues

5. ABOUT THE ORGANISATION:

Organisation Culture: At GD Goenka, our culture is built on the foundation of excellence, inclusivity, and innovation. We foster an environment where every individual—whether in teaching, administration, or support—feels valued, respected, and empowered to contribute their best. Guided by our THRIVE values (Trust, Humility, Respect, Innovation, Vision, and Excellence), we create a workplace that balances high professional standards with a deep sense of belonging and care.

Collaboration, continuous learning, and recognition of contributions are central to our ethos. We encourage openness, creativity, and accountability, while also celebrating milestones and personal achievements. With strong emphasis on ethics, well-being, and growth, GD Goenka’s organisational culture is not just about building great careers but about shaping meaningful lives.

Vision: Rooted in a rich legacy of excellence, we aspire to set global benchmarks in education. As a progressive organization, we are committed to creating learning environments that foster innovation, agility, intellectual curiosity, and responsibility.

Mission : We are committed to becoming one of the top 10 respected education brands in India and globally, accredited and ranked by reputed agencies in all categories. Our mission is to support and empower our partner institutions and stakeholders across all disciplines with leadership, culture and resources to ensure their growth and excellence

Values:



6. KEY RESPONSIBILITIES

Duties and Responsibilities

- Report to the Dean of boarding and provide pastoral care for, and supervision of, pupils in the House

Pastoral

- Provide pastoral care, attend care meetings where required and support pupils’ emotional, cultural and intellectual development
- Support pupils as they settle into school life
- Adhere to the principles of discretion, confidentiality and information sharing
- Organize and attend social activities for pupils such as games evenings and birthday parties
- Assist in maintaining high standards of behavior, discipline, manners and courtesy
- Support, promote and implement House policies and procedures
- Ensure that the appropriate duty of care is provided to boarding students at all times.

- Work as a member of the Boarding team and be fully supportive of the Head of Boarding, the other House Parents and fellow Boarding Supervisors.
- Follow GD Hostel policies and procedures to ensure that boarding is a safe, caring, co-operative, bully free and drug free environment.
- Behave in a proactive manner when on duty. Spend time among the students, walk the floor, listen, observe and act. Enjoy conversation with Boarders in your care.
- Ensure that the interaction with all students is positive, fair and consistent.
- Attend boarding meetings when required and communicate your ideas and information at these meetings in a professional manner.
- Maintain an enthusiastic approach to boarding and promote good family values.
- Show flexibility to alter or do an additional duty as requested by the Head of Boarding.
- Liaise effectively with the Head of Boarding and other House Parents on matters pertaining to student health, behavior and general well-being.
- Welcome students on their return to the boarding house at the end of each day.
- Escort students to and from the Dining Hall for the evening meal. Supervise and maintain acceptable standards of behavior and enforce the required dress code.
- Take responsibility to see that boarders' rooms are neat and tidy before they depart for school each day and before going on day/weekend leave. On school mornings, beds are to be made, floors to be clear, room to be tidy, doors and windows open for the rooms to be ventilated.
- Collect mobile devices, iPads and laptops in accordance with Boarding ICT Policy. This applies during prep time and bedtime.

General Administration

- Establish close relationships and good communication with all parents including the production of a regular newsletter
- Maintain detailed student records with particular attention to confidentiality, privacy and sensitivity
- Attend staff meetings as required
- Liaise with the School regarding relevant information about boarders
- Keep any necessary facilities records up to date and organized
- Keep boarders KYC up to date

Academic

- Manage and maintain academic study times during the week
- Be informed and aware of the academic progress of the boarders
- Initiate and facilitate academic support through the school's academic staff.
- Publish remediation schedules, examination schedules, segment specific information and any other important notifications on boarding notice boards.
- Maintain boarder's academic performance records.

- Mailing monthly boarding report of all students to parents on the last working day of the month.
- Supervise prep time diligently and liaise with the tutors if required.

Health and Safety

- Keep borders healthy and safe, in line with School policies
- Keep parents informed about their children's health, safety and wellbeing
- Support the administration of first aid and medicines to boarders by the nursing staff
- Maintain close liaison with the medical center staff at all times concerning pupils, medical protocols and provision
- Ensure hygiene and cleanliness of boarders (including appearance and uniform) are maintained
- Contribute to a programme of continual risk assessment within the House
- Be familiar with the school's health, safety and security policies and procedures

Safeguarding & Child Protection

- Be thoroughly familiar with the school's policies on safeguarding and other areas of professional practice
- Be responsible for confidential information and documentation and ensure this sensitive material is handled appropriately and accurately

Facilities

- Liaise with domestic staff concerning laundry and cleaning services
- Ensure necessary preparations are in place for the start and end of term
- Help report and monitor maintenance and repairs in the House

Transport

- Coordinate transportation arrangements with the Boarding Administrator
- Accompany pupils to medical and dental appointments and call for emergency treatment, if required
- Help coordinate airport pick-ups and drop-offs

Professional Development

- Participate in the School's programme of performance management and continuing professional development, including annual safeguarding training

Additional Responsibilities

- Undertake other duties and responsibilities as the House Master may reasonably require
- Promote and support the boarding and whole school objectives of GDGWS at all times
- Promote and support boarding and day school events and activities

Required skills and personal qualities

- Be flexible, conscientious, positive and solution-focused

- Able to respect, understand and appreciate diversity of culture, nationality, race and gender
- Conduct oneself professionally and in a calm and patient manner
- Have strong organisation, writing and IT skills
- Able to establish a healthy rapport with pupils, staff, parents and careers
- A high level of professionalism and consideration of the well-being of children
- Able to work effectively and harmoniously as part of an energetic, cohesive and hardworking team
- Strong organisation, writing and IT skills
- Consistent involvement in extracurricular activities
- Respect for all members of the school community, irrespective of position, gender, age and ethnic background
- Previous experience working with students for whom English is not their first language

On Duty and in Residence

- Whilst on duty the post holder is required to have a visible and active presence within the communal areas of the community. In residence requires the post holder to reside within official boarding accommodation and respond to calls and alarms in line with protocols.
- House parent has to ensure that they don't consume liquor or smoke in the boarding or on school premises.

Holidays

- School holidays can usually be taken in their entirety except for the requirement to work for a maximum of 3 working days before the start of each term and 3 working days after the end of term

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff and will be reviewed annually.

9. GENERAL REQUIREMENTS

- Adherence to all organizational policies is mandatory.
- The elements contained in this job description are subject to amendment as the needs of the school/organization change. Any other duties that go naturally, customarily and conventionally with the work and job of Dorm Parent which are implied in the effective and smooth running of the school/organization and/or such other professional

duties, responsibilities or assignments as GDG may delegate from time to time as, it may, deem appropriate.

- In addition to the above, responsibilities will include any other tasks/assignments or work assigned by the Principal/Administrator/Management /Respective CXO/Promoters.

HOUSE PARENT - DAILY CHECKLIST		
	YES/NO	REMARKS
Buddy allotted (New admission)		
Beds made		
Trash put in its proper place		
Laundry put in its proper place		
Lights/Straightener /turned off		
Dresser drawers closed		
Any discipline issue		
Nails cut		
Haircut		
Medical/Health condition		
School uniform/House uniform(Wednesday)		
Study material/School bag		
Home work done		
Attendance at sports		
Attendance at remediation		
Attendance during prep time		
Ipads and laptops collected		
Head count at dinner time		
Informal conversation with atleast 4 students under your care.		
Attendance at night &Lights off		

HOUSE PARENT FORTNIGHTLY CHECKLIST		
Personal Check	Remarks	Action Required
Hostel & School uniform		
Nails		
Haircut		
Health Condition		
Room condition		
Progress Check		
Academic		
Dance & Music		
Sports		
Discipline		
English Communication		
Dining Etiquettes		
Maintenance Check		

Doors		
Windows		
Almirah/Rack		
Air Condition		
Fan		
Lights		
Switches		
Washroom		
Curtains		
Taps		
Furniture		
Television		
Dish TV		
Telephone		
Bell		
Intercom		
Floor condition		
Roof Condition		
Internet connectivity		
Cleanliness of building		
Water leakage		
Room Marking		
Softboard/Notice board		
Inspection Check		
Room		
Books and Copies		
Drawers/Racks/Amirah		
Home Work		
Almanac		
Use of library		
Updates Check		
Notice Board		
Meals/ Menu		
Weekly/Weekend Schedules		
Important Mobile Nos. -KYC		
Student File		



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