



**CHARTERHOUSE**  
LAGOS



**HOUSE PARENT / HEAD OF HOUSE**



### House Parent / Head of House

This is an exciting opportunity for a talented and hard-working individual with a desire to work in an environment that strives for excellence in all it does.

We are seeking a House Parent /Head of House whose role is integral to our commitment to providing a safe, nurturing, and enriching boarding experience for our young learners in line with the school's mission, vision, and values.

### Job Description

**Position:** House Parent / Head of House  
**Reporting to:** Chief Operating Officer  
**Line managing:** House Staff  
**Collaboration:** Senior Leadership Team, Teaching staff

**Role Overview:** This role is responsible for overseeing the boarding facilities, developing routines for daily boarding life, ensuring the well-being and development of students, and fostering a homely and supportive environment.

*Charterhouse Lagos staff are committed to safeguarding and promoting the welfare of children and young people. They ensure a secure, stimulating, and well-managed learning environment that promotes a sense of safety, support and wellbeing.*

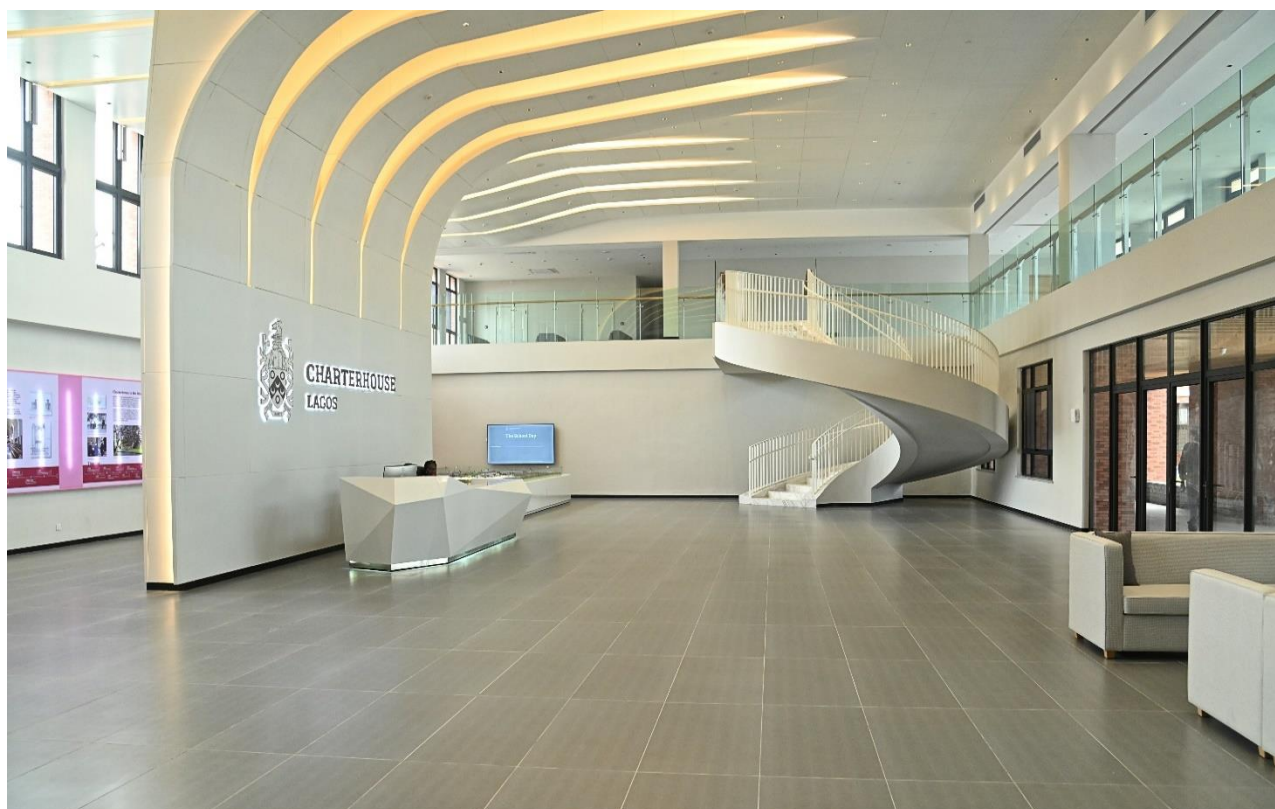






## CHARTERHOUSE LAGOS

Qualifications and Experience	Essential	Desirable
Qualified graduate teacher.	Yes	
Master's degree.		Yes
Proven experience in a boarding school environment, with a minimum of 3 years in a leadership role.	Yes	
Strong understanding of child development and the specific needs of primary and secondary students.	Yes	
Skills & Competencies		
Strong written and verbal communication skills.	Yes	
Proficiency in using office software (e.g., Microsoft Office Suite).	Yes	
Detail-oriented and highly organized, with the ability to manage multiple tasks and prioritize workload effectively.	Yes	
Professional appearance and demeanour.	Yes	
Ability to work collaboratively with staff, students, and parents.	Yes	
Strong organisational and administrative skills.	Yes	
Personal Attributes		
Charismatic, empathetic, and a good listener.	Yes	
Leadership qualities with the ability to inspire and motivate others.	Yes	
Innovative thinker with a passion for creating a vibrant boarding community.	Yes	
Resilient and adaptable to changing circumstances.	Yes	
Problem-solving skills and the ability to remain calm under pressure.	Yes	
Discretion and the ability to handle sensitive information confidentially.	Yes	
Team player with a positive attitude.	Yes	
Commitment to upholding the values and ethos of Charterhouse Lagos.	Yes	





Key Responsibilities	
<b>1.</b>	<b>Leadership and Management:</b>
i.	Oversee the boarding programme, ensuring a high standard of care. Provide leadership and direction to boarding staff, fostering a team environment.
ii.	Strategic Planning: Develop and implement a strategic plan for the boarding department that aligns with the school's overall objectives.
iii.	Staff Supervision: Recruit, train, and mentor boarding staff, including house parents and support staff, ensuring they are equipped to provide exceptional care.
iv.	Performance Evaluation: Regularly assess the performance of boarding staff, providing feedback and professional development opportunities.
v.	Effective Communication: Ensure students, parents and staff across the school are up to date with ongoing events and developments.
<b>2.</b>	<b>Student Welfare:</b>
i.	Prioritize the physical, emotional, and social well-being of boarding students. Implement policies and practices that support students' health, happiness, and academic success.
ii.	Individualised Care: Monitor and support the individual needs of each boarding student, including academic, social, and emotional aspects.
iii.	Guidance and Support: Serve as a mentor and role model to students, offering guidance in their personal development and academic pursuits.
iv.	Health and Wellbeing: Coordinate with the school nurse and counsellors to ensure the health and wellbeing of students are adequately monitored and supported.
v.	Run an effective and detailed induction programme for all new students entering boarding, including the operation of a buddy system.
<b>3.</b>	<b>Parental Engagement:</b>
i.	Maintain regular communication with parents/guardians, providing updates on their children's boarding experience and addressing any concerns.
ii.	Regular Updates: Provide regular updates to parents on their child's progress, including academic achievements and participation in boarding activities.
iii.	Parent Meetings: Organize and conduct meetings with parents to discuss their child's overall experience and address any concerns.
<b>4.</b>	<b>Safety and Compliance:</b>
i.	Ensure the boarding facilities comply with safety regulations and standards. Develop and implement risk management strategies.
ii.	Facility Management: Oversee the maintenance and upkeep of the boarding facilities, ensuring they are safe, clean, and conducive to living and learning.
iii.	Policy Development: Develop and enforce boarding policies and procedures that comply with legal and educational standards.
<b>5.</b>	<b>Programme Development:</b>
i.	Innovate and develop boarding programmes that enhance students' living and learning experiences. Coordinate activities and events that promote social interaction and personal growth.
ii.	Extracurricular Activities: Plan and implement extracurricular activities and programmes that enhance the boarding experience and encourage personal growth.
iii.	Cultural Sensitivity: Promote a culturally sensitive environment that respects the diversity of the student body.
<b>6.</b>	<b>Pastoral Care:</b>
i.	Provide pastoral support to students, offering guidance and counsel. Foster a culture of respect, inclusiveness, and community.
ii.	Conflict Resolution: Manage and mediate conflicts among students, ensuring a harmonious living environment.
iii.	Emotional Support: Provide emotional support and counselling to students as needed, referring to professional services when necessary.



7.	<b>Administrative Duties:</b>
i.	Manage the boarding budget, oversee admissions for boarding students, and maintain accurate records.
ii.	Record Keeping: Maintain comprehensive records of boarding students, including health records, academic progress, and disciplinary actions.
iii.	Ensure that all boarding documentation, such as Handbooks for staff, parents and students is up to date and shared in a timely manner
iv.	Operate and further develop administrative systems across the house to ensure a cohesive, effective and efficient administration of all boarding matters.



Primary School Library





**CHARTERHOUSE**  
LAGOS



Official signing of the Charterhouse Lagos Agreement at Charterhouse UK

### **About our School**

We opened in September 2024 and we are setting a new standard in education provision in Nigeria and West Africa. With world-class facilities and a focus on excellence, we are creating students with a passion for learning, for excellence and for leadership.

The school community is self-contained and lies in Ajah on the Lekki Peninsula, Lagos. The secure compound offers the best educational facilities in Nigeria. 24-hour security ensures that our students and staff can take advantage of the amazing facilities. We expect our older students to board at the school.

Facilities include fully connected classrooms, science and STEM labs, music, art, drama and library spaces, an 800-seat professional standard theatre, a 25-metre competition pool, along with a learn to swim pool, an NBA standard indoor basketball stadium, outdoor and indoor football pitches, and a beautifully landscaped campus that offers relaxation as well as a connection to nature.



Primary School STEM Room

The school offers an international education for students aged 5 to 18 (Years 1 to 13) using the British curriculum and leading to the IGCSE and A level qualifications. These will allow our students to aspire to the very best universities worldwide.

Opening a new school is a huge challenge and adaptability will be key. We aim to create British style international school reflecting the heritage and culture of the great UK independent schools. We are seeking leaders who will bravely tackle challenges and challenge expectations; we want individuals who will set aspirational targets for students and staff and lofty goals for our school.

Phase 1 of our building programme opened in September 2024 and phase 2, with the secondary school facilities is now completed. Phase 3 will follow over the next few years. Years 1 to 6 are already established in our primary school, and we just added Years 7, 8 and 9 in September 2025. In September 2026, Year 10 (IGCSE) and Year 12 (A levels) will open to complete our educational offering.

We hope that you will consider joining us to create an exciting new future in Lekki, Lagos.



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## **TERMS AND CONDITIONS**

### **Contract**

This is a permanent full-time, residential position. Working hours are 6 days per week during term-time, including evenings and weekends

Work in the school holiday periods is required to ensure the efficient set up and preparation of the Houses (approx. 6 weeks per annum)

The post will be considered probationary for a period of up to 6 months.

### **Salary**

Competitive

### **Benefits**

#### **Professional Development**

Professional and international working environment. Professional Development and training opportunities.

#### **Health Insurance**

HMO coverage for employees and their families.

#### **Meals**

Free meals and refreshments are available to staff whilst on duty and when catering is in operation.

#### **Holiday**

The holiday year runs from August- July, in line with the academic year and leave entitlements are usually taken in the school holidays. This leave is in addition to Federal Public Holidays.

#### **Fitness Centre Membership**

All academic and business staff are entitled to join the Fitness Centre, with access to the swimming pool, gym and fitness activities.

#### **Pre-Employment Checks**

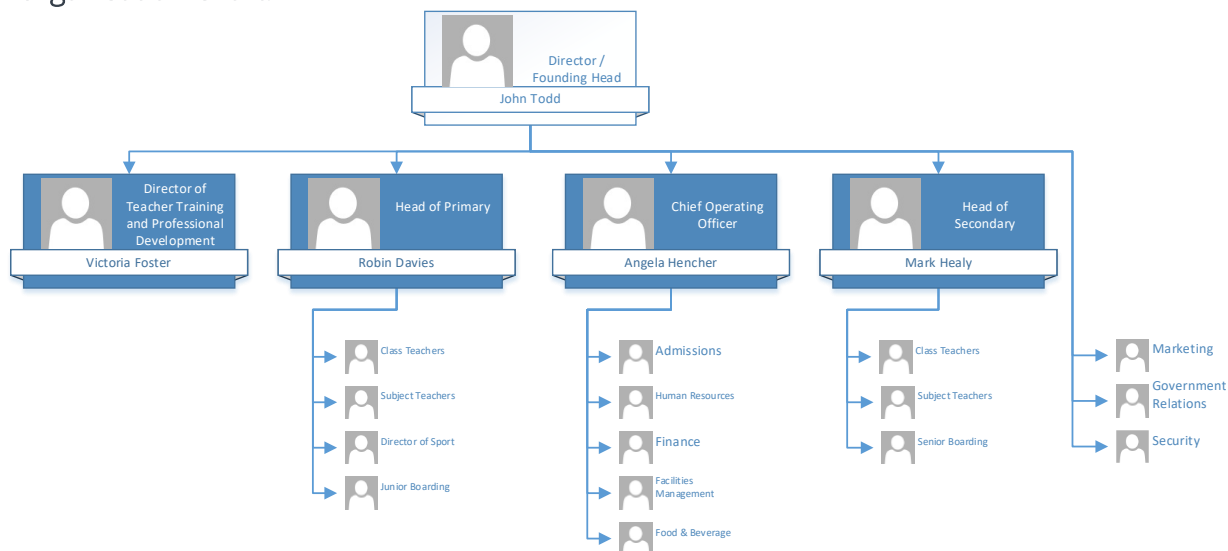
Any offer of employment is subject to numerous checks to comply with our Safer Recruitment processes and our Safeguarding Policy (available to view on our website), please see our link for

[APPLICATION AND RECRUITMENT PROCESS EXPLANATORY NOTE.docx](#)





### Organisation Chart:



### ***Safeguarding***

Charterhouse Lagos is committed to safeguarding and promoting the welfare of all our students and expects all applicants to share this commitment. We follow safer recruitment practices which are aligned with recommendations from the International Task Force on Child Protection. We aspire to the highest international standards of recruiting practices with specific attention to child protection. All appointments are subject to interviews, identity checks, criminal record checks, social media checks and successful references.

### ***Data Protection***

The personal data relating to candidates, including personal data provided in, or along with the enquiry and application forms, is required to be collected by Charterhouse Lagos/The Huntington Education Group, for purposes of candidate evaluation, and facilitating the recruitment process. By providing us with your personal data, you give your consent to us for collecting, retaining, processing, transferring (including cross-border transfer) and disclosing personal data to any third parties (including intra-group) for achieving the above purpose.

### ***Diversity, Equality and Inclusion***

At Charterhouse Lagos, we want everyone to feel valued, appreciated, and free to be who they are at work, whilst remaining true to the culture and laws of Nigeria. Our recruitment processes are designed to prevent discrimination regardless of gender identity or expression, sexual orientation, religion, ethnicity, age, neurodiversity, disability status, citizenship, or any other aspect which makes them unique.