



Primary Hostel Parent (Female) – Chengelo Primary School

Reports To: Head of Primary

Location: Zambezi Hostel, Mkushi, Zambia (on-site accommodation)

Purpose of the Role

To provide transformational, Christ-centred leadership of the Primary Hostel (Zambezi & Zongwe), ensuring a caring, safe, and structured home-away-from-home for weekly and termly boarders. This role is integral to Chengelo's mission of nurturing spiritually grounded, academically confident, and character-strong leaders.

Pastoral Care & Spiritual Formation

- Provide daily pastoral care: spiritual guidance, emotional support, counselling, and discipleship grounded in Christian values.
- Serve as the first point of contact for parents regarding boarding-related concerns, communicating promptly, empathetically, and professionally.
- Build strong, collaborative relationships with class teachers and tutors, keeping them informed about student well-being, behaviour, and social-emotional development.
- Liaise regularly with the school clinic on matters of student health, medication, and physical well-being.
- Ensure that student records—pastoral notes, health logs, incidents—are accurately maintained and updated on the school management system.
- Act as a key link between the hostel team, Headteacher, heads of department, academic staff, clinic, and parents, ensuring continuity of care and aligned support strategies for each child.
- Foster a strong sense of belonging, trust, and inclusion within the hostel, supporting each child's individual growth and faith journey.

Student Experience & Skill Development

- Foster independence, resilience, responsibility, life skills, and digital literacy through structured routines and informal mentoring.
- Train young children in personal care skills such as bathing, practicing good personal hygiene, folding clothes, tidying up their belongings, and maintaining their living spaces.
- Organize evening and weekend enrichment—arts & crafts, sports, computing labs, games, and nature activities—aligned with Chengelo's holistic adventure philosophy.



- Encourage collaboration, creativity, and global awareness within the hostel community.

Wellbeing, Discipline & Safeguarding

- Establish and maintain a calm, structured, and caring environment that promotes student well-being and character growth.
- Uphold and consistently enforce hostel rules in alignment with Chengelo's behaviour policy, using restorative practices, age-appropriate consequences, and positive reinforcement.
- Support students in developing self-discipline, respect for others, and healthy conflict resolution skills.
- Ensure all hostel staff are trained in safeguarding, and that their certifications and first aid qualifications are kept up to date.
- Monitor day-to-day compliance with safeguarding protocols and create a culture of safety, openness, and accountability.
- Serve as the Primary Hostel Safeguarding Coordinator, taking responsibility for reporting procedures, staff briefings, and liaising with the school's Designated Safeguarding Lead (DSL).
- Maintain secure and confidential safeguarding records and act swiftly and appropriately in the event of disclosures or concerns.

Operations & Facilities Management

- Oversee all hostel facilities to ensure a clean, organised, and comfortable environment that supports student well-being.
- Supervise hostel inventories, laundry systems, personal belongings, and storage processes.
- Work closely with the School Site Manager and maintenance staff to ensure hostel infrastructure is well-maintained, safe, and compliant with school standards.
- Monitor and ensure adherence to safety protocols, including the regular servicing of fire extinguishers, smoke alarms, emergency lighting, and exit signage.
- Promptly report and follow up on maintenance needs, ensuring minimal disruption to student life.
- Together with the Head of Primary, manage hostel budget allocations, procure domestic supplies, and implement furnishing upgrades as needed.

Communication & Stakeholder Engagement

- Maintain clear, proactive communication with parents, teachers, clinic staff, and administrators regarding student well-being, progress, and any concerns.
- Serve as a central liaison between hostel staff, the Headteacher, academic staff, the clinic, and parents—ensuring consistent, coordinated support for each child.
- Provide weekly updates and incident reports to the Headteacher, as well as termly board reports on hostel operations, student welfare, staffing, and facility needs.

- Engage parents through phone calls, meetings, and visit weekends, fostering positive, supportive partnerships.
- Prepare a summary of the term for Board reports.
- Participate in staff briefings and contribute pastoral insight to whole-school planning, events, and decision-making.
- Administrate hostel parent WhatsApp group on the school community WhatsApp page
- Use digital tools and the school management system to maintain accurate records, communicate efficiently, and track student development.

Leadership & Strategic Oversight

- Lead hostel operations with a vision of modelling Christian ministry and servant-hearted leadership.
- Oversee and develop a team of Assistant Houseparents, weekend staff, maids, and gardeners. Encourage training, scheduling, performance, and mentoring with clarity and compassion.
- Design and implement termly routines, weekend rosters, and handovers, ensuring continuity and consistency.

Teaching Role: Teaching & Co-Curricular Involvement

- As part of their professional responsibilities, the Head of Primary Hostel also teaches **a maximum of 7 hours** within the Primary School and participates in co-curricular activities.

Key Teaching & Co-Curricular Involvement Responsibilities

- Plan and deliver engaging, content-appropriate lessons to the level of primary students.
- Integrate cultural elements and practical communication skills to foster both linguistic competence and cultural appreciation.
- Assess student progress, provide feedback, and maintain clear records of attainment and participation.
- Support Afternoon Sports and Sports Events, as well as other key calendar events such as World Book Day and prizegiving, contributing to the physical development and teamwork skills of students through structured, supervised activities.

Skills & Core Competencies

- **Emotional Intelligence & Empathy:** Engage with students and staff from diverse backgrounds with warmth and insight.
- **Leadership & Collaboration:** Build a high-performing, mission-aligned team; collaborate cross-departmentally.
- **Resilience & Adaptability:** Thrive in a dynamic boarding school environment; manage challenges thoughtfully.

- **Digital Literacy & Communication:** Use digital tools for record keeping, reporting, and parent communication.
- **Critical Thinking & Problem-Solving:** Respond calmly and effectively to student or operational issues.
- **Global Citizenship & Cultural Awareness:** Promote respect, inclusivity, and Christian values across the hostel community.

Living & Working Environment

- Residency in an attached housing unit with direct access to the hostel, ensuring pastoral presence and continuity.
- Be part of a close-knit Christian staff community; active involvement in weekend and holiday maintenance activities is integral to the role.

REVIEW AND AMENDMENTS

This job description should be seen as enabling rather than restrictive and will be subject to regular review in consultation with the post holder.