



Brooke House Summer School & Short Courses 2015

Job Specification

Host Family (28 days or less, per student)

Being a host family provider is incredibly rewarding; meeting students from many different cultures, learning about their countries, customs and family lives are just some of the reasons for it being such an enriching experience, not to mention making lifelong friends from hugely interesting destinations. Being able to share our culture with the students is also extremely valuable to them; it gives them a genuine understanding of how we live in the UK. There is an obvious financial benefit, but this is certainly not the focus.

Reporting to

- Reporting to the Summer School Director or his nominated deputy.

Essential Requirements

- As a host family, you will agree to and uphold the British Council Code of Practice for host family accommodation (see below)
- English will be the language of communication within the homestay home
- Completing and providing Brooke House with a copy of a DBS Check, for each adult (18+) in the house – Paid for by the college

Desirable Requirements

- First Aid
- Child protection training

British Council Code of Practice for Host Family Accommodation Providers:

- To encourage the student to speak English as much as possible in your home.
- To encourage the student to feel at home and to treat him/her as a member of the family rather than a paying guest.
- Not to host another student of the same native language at the same time, unless by special arrangement with both students and the college.
- To provide a clean and comfortable student room meeting the physical requirements laid down by the British Council (see below).
- To provide a home environment in which it is possible for the student to carry on his/her English studies properly.
- To provide the student with a balanced and appropriate diet. *Please note host families are usually responsible for all breakfasts and 50% of evening meals. All other meals are provided at the college.*
- To show concern for the welfare, safety and security of the student during his/her stay.
- To give the student reasonable and regular access to bathroom and laundry facilities.
- To maintain a close liaison with the college and so be in a position to help resolve any problems that the student may encounter during his/her stay.
- To respect the student's different cultural background and be sensitive to the particular needs of the student.

British Council Student's Room Requirements:

- To provide a table or desk for private study and adequate hanging and drawer space for clothes.
- To provide adequate heating and lighting.
- To provide adequate washing facilities and access to the bathroom as a member of the household, with bath/shower available daily.
- To provide change of bed linen each week and a good supply of blankets.
- To provide sufficiently spacious bedroom, adequately equipped and with natural light.
- To provide a proper state of cleanliness and repair in the home.

Dates & Requests

- Various dates throughout the academic year, from 7 to 28 days.
- Each time a request is received for a host family; Brooke House will email the pool of host families the requirements. If the dates and requirements are agreeable, Brooke House would finalise the details and confirm in writing.
 - Current Requests
 - 60 x 14 year old Italian students for one week. Two students per host family. Last week of January.
 - 40 x 16 – 18 year old Japanese girls for three weeks. One student per host family. Late July to mid August.

Remuneration

- Host families should submit an invoice for payment, with BACS details, after student departure
- Invoice paid within 7 days of receipt
- £95 per week, per student