

Thames Hightech Ltd

Job Description for Homestays 2025/26

Registered address: Hurlingham Studio, Ranelagh Gardens, London SW6 3PA

Job title

Homestay / Primary Carer

Reporting to

Director / DSL / main Thames Hightech Ltd contact

Purpose of the role

To provide a safe, suitable and welcoming family environment for students placed by Thames Hightech Ltd, and to support their day-to-day welfare in accordance with agreed arrangements, safeguarding duties and organisational expectations.

Main duties and responsibilities

- Provide suitable accommodation, meals and day-to-day care in line with the Homestay Handbook and agreed arrangements.
- Help create a welcoming home environment and support students to settle safely.
- Take account of dietary, medical, allergy, religious or other relevant needs where notified.
- Support laundry, practical routines and reasonable day-to-day supervision.
- Communicate promptly with Thames Hightech Ltd about significant issues affecting the student.
- Report safeguarding, welfare, behavioural, medical or accommodation concerns without delay.
- Follow agreed supervision, curfew, travel and permission arrangements.
- Maintain professional boundaries and treat students with dignity and respect.
- Keep the accommodation suitable and notify Thames Hightech Ltd of any significant household or property changes.

Safeguarding responsibilities

The homestay has a responsibility to safeguard and promote the welfare of children and young people placed in the home. This includes understanding and following Thames Hightech Ltd safeguarding procedures, maintaining appropriate boundaries, reporting concerns promptly and participating in required safeguarding awareness or training.

Person specification – essential

- Suitable to host children and young people.
- Able to provide a safe, clean and appropriate home environment.
- Able to communicate effectively with Thames Hightech Ltd and, where relevant, with students and parents.

- Willing to follow policies, procedures and agreed arrangements.
- Able to respond calmly and appropriately to welfare or emergency situations.

Person specification – desirable

- Experience of caring for children or young people.
- Experience of supporting international students.
- Understanding of cultural sensitivity and the needs of students living away from home.
- Ability to provide practical support such as transport or additional day-to-day assistance where agreed.

Checks and compliance

Approval as a Thames Hightech Ltd homestay is subject to satisfactory safer recruitment and suitability checks. These may include application form, references, identity checks, DBS checks for relevant adults, accommodation checks, household information, training requirements, gas safety or other property-related evidence, and any other checks reasonably required by Thames Hightech Ltd.