Royal Alexandra and Albert School

JOB DESCRIPTION

Post: Head of House

Responsible to: Deputy Head (Pastoral and Boarding)

Start Date: September 2018

Applications will be actively considered for teachers, who wish to teach as part of the role, and for candidates with relevant experience or training who are not teachers.

A Head of House is provided accommodation for the better performance of their duties by the School, in the boarding house itself.

The Role

The Head of House is directly responsible for the routine operation of their boarding house and for the good order and discipline of the house at all times when on duty. S/he shall take an interest in the welfare and progress of all the students in the house and support the house as appropriate in house activities, house competitions and the like.

All employees and volunteers are required to comply with the relevant legislation and guidance in relation to working with and the protection and safeguarding of children and young people. If in the course of carrying out the duties, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school he/she must report any concern immediately to the School's Designated Safeguarding Lead (DSL), the Deputy Head (Pastoral and Boarding), one of the Deputy DSL's in the Safeguarding Team or the Headmaster.

The job may involve any or all of the following specifications. Above all, there is an expectation of a figure who is generous with their time and responsive to the needs of the students. The list is neither definitive nor exclusive and the range of tasks would embrace many incidents and situations which are not stated, but require initiative to be applied.

Allocation of Boarding Hours

Assuming the HoH is teaching then their teaching load will be 15 lessons a week, where full-time teachers at the school teach 29 lessons a week (out of 34 lessons)

In addition to undertake 25 hours of boarding duties, which consist of the following:

- Co-curriculum involvement with one or two 4 to 5 pm activities.
- At least 2 duty blocks one must be either Saturday or Sunday evening.
- The remaining hours being directed time (e.g. breakfast supervision, wake up, boarders' supervised prep/cover to free up staff to supervise whole school prep session etc.) and wherever the Deputy Head (Pastoral and Boarding) instructs.
- The HoH will be expected to cover any short term absence along with the Deputy Head of House (DHoH) and non-teaching boarding tutor (NTT).

Furthermore, the teaching HoH will be given 6 curriculum periods of protected time, which equates to 5 hours. This is primarily for admin and to meet weekly with both the DHoH and NTT.

If the HoH is non-teaching then they will be expected to do 45 hours of boarding duties, which consist of the following:

- 5 hours of administration time
- Co-curriculum involvement with one or two 4 to 5 pm activities
- The remaining hours being directed time (e.g. breakfast supervision, wake up, boarders' supervised prep/cover to free up staff to supervise whole school prep session etc.) and wherever the Deputy Head (Pastoral and Boarding) instructs.
- The HoH will be expected to cover any short term absence along with the Deputy Head of House (DHoH) and non-teaching boarding tutor (NTT).

It is expected that the HoH will be flexible and will attend to the needs of the House when required. This maybe to deal with issues, talk to parents or dealing with staff etc.

1. **Leadership**

1.1 Create a positive atmosphere within the House which is supportive of the school as a centre for teaching and learning, and to develop a culture which is:
- based on high standards and expectations
- both caring and demanding
- shows commitment to the needs of all pupils
- where pupils show pride and responsibility towards the House which sets the foundation for House discipline, mutual support, and tidiness/care of the House physical environment

1.2 Ensure a pro-active role in the leadership of the House by being present as much as possible.

1.3 Be responsible for the leadership, training/induction and support of the House staff and to work with the Senior Leadership Team in the implementation of school policies.

1.4 Appraise the performance of tutors and matrons through the school's system of Performance Management for Boarding Staff and to report such performance evaluation to the Deputy Head (Pastoral and Boarding)

1.5 Take responsibility for the organisation and operation of the House Team (normally five staff plus a matron) to ensure continuous and appropriate cover and supervision of the students in the House.

1.6 Participate in the School duty rota for the supervision of meals and other duties within the School as directed by the Deputy Head (Pastoral and Boarding)

1.7 Operate his/her house in accordance with School policies and procedures and in a manner which conforms to the National Minimum Standards for Boarding.

1.8 Ensure that students in his/her House make full use of the opportunities for co-curricular activities and that they adhere to the high standards of discipline and appearance as required by the Headmaster.

1.9 Act as line manager for the Deputy Head of House, Boarding House Tutors and House Matron and ensure that all duties are properly discharged.

1.10 Participate in the promotion of boarding within the School and elsewhere, including assistance as required with the interviewing of candidates for boarding places, the organisation of House Open Days and Open Evenings and the attendance at marketing events.

1.11 Be in residence 48 hours before and after the commencement and termination of the school term to ensure all preparation and clearing away is completed. Holiday entitlement, apart from above, will be as the published school holidays.
1.12 Other than in exceptional circumstances and with the agreement of the Headmaster, to reside in his/her boarding house whilst the School is in session.
1.13 Undertake such other duties connected with boarding in the School as the Headmaster or Deputy Head (Pastoral and Boarding) may from time to time reasonably require.
1.14 Attend regular Heads of House meetings and participate in the annual Boarding Development Day.
1.15 Lead, or to arrange for others to lead, House Assemblies or Chapels each week

2. **Pastoral role**

2.1 Be responsible for the welfare of all pupils in the House and to know them as individuals.
2.2 Provide and implement pupil guidelines for the efficient running of the House in line with school expectations.
2.3 Select, train and support suitable pupils to act as House prefects and those with positions of responsibility.
2.4 Provide advice, guidance and support for pupils.
2.5 Hold weekly House meetings.
2.6 Monitor and maintain standards of uniform.
2.7 Foster an inclusive House identity based on high standard, expectations and mutual respect.
2.8 Maintain regular communications with parents, staff and other agencies on all matters concerning pupils.
2.9 Ensure House participation in all school events such as the activity programme, trips and any House events.
2.10 Organise a programme of activities and events, especially at weekends.
2.11 Administer pupil pocket money.

3. **Domestic role**

3.1 Be in residence 48 hours before and after the commencement and termination of the school term to ensure all preparation and clearing away is completed as directed by the Deputy Head (Pastoral and Boarding).
3.2 Be responsible for all aspects of the domestic operation of the House.
3.3 Provide a stimulating and pleasant environment which pupils respect and where they feel valued and secure.
3.4 Be responsible for the cleanliness, maintenance and security of pupils' clothing and possessions within the House and to liaise with the School Laundry staff.
3.5 Ensure that pupils are escorted by a member of staff to the dining room, Chapel and on other occasions when the House is part of a School event.
3.6 Be responsible for the maintenance of the fabric and display within the House and to liaise with the Bursar on this matter.
3.7 Provide and oversee an equitable and fair structure by which pupils assist in the care and cleanliness of their House environment.
3.8 Liaise with the School Medical Centre on pupils' health matters and to accompany pupils to medical appointments where necessary.

4. **Behaviour and the Learning Environment**

4.1 Ensure sufficient adult presence at all times to support good pupil behaviour in the House.

4.2 Ensure that prep is supervised by a member of staff and is in accordance with school guidelines so that a good atmosphere and environment supporting quality learning is maintained.

4.3 Monitor and encourage individual pupil's academic progress through the pupil diary, student intervention programme, school assessments and reports, and to liaise where necessary with teaching staff.

Administration

5.1 Be responsible for all Health and Safety matters in line with school policy and to liaise with the Bursar on such matters.

5.2 Be responsible to the Bursar for all financial matters concerned with the House.

5.3 Oversee the maintenance of a daily House Diary and other administrative tasks linked to the running of the House.

The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including an Enhanced DBS check.