**Ael y Bryn Head of House**

**JOB DESCRIPTION**

**Post Ref: Head of House**

**POST TITLE: Head of House – Project ECIGC**

**RESPONSIBLE TO: Head of School**

**LIAISING WITH: Head Teacher International Curriculum & Head of Activity Coordination**

**Start Date: September 2018 Spain/South Wales**

**REQUIREMENTS**

Residential Experience

Experience working with KS2 pupils

Current disclosure

Child Protection Training

Clean driving license

**Preference given to:**

Qualified Teacher Status/Outdoor Education qualifications

Knowledge of Spanish or willingness to learn

Knowledge of the local area (South Wales)

Minibus license

**PURPOSE**

**Spain**: To form part of El Centro Inglés (ECI) team. Get to know families, pupils & staff by carrying out some teaching and supporting the ECI Global Challenge Award activities.

**Wales**: To manage all aspects of the boarding facility for mixed groups of pupils aged 10/11 including budget and support staff, and provide pastoral care and academic guidance of Spanish pupils on the ECI Global Challenge programme.

**KEY FUNCTIONS**

* To ensure the safety and wellbeing of El Centro Inglés pupils at all times
* To lead all aspects of the pupils lives outside of school whether around the boarding house or out on excursions
* To monitor all aspects of pupil progress and co-ordinate with ECI staff
* To be responsible for ensuring good behaviour by establishing and maintaining good practice and promoting achievement through the framework set out in the ECI Global Challenge programme
* To coordinate staff taking part in the ECI Global Challenge programme
* To coordinate and deliver the ECI Global Challenge Award programme
* To ensure the ECI Global Challenge programme has a positive reputation with all stakeholders in the local community.

**SPECIFIC RESPONSIBILITIES**

* To spend time in Spain at El Centro Inglés prior to the programme to get to know the school, the curriculum, the culture and the programme. A teaching commitment is required.
* To maintain all appropriate legal requirements of the programme (fire safety, data protection, risk assessment, child protection)
* To maintain clear records of all pupils
* To reinforce the school Mission, Vision and Values at all times
* To lead educational activities in the local community, liaising with contacts and evaluating all aspects of the programme
* To implement and support a programme of personal development for the pupils around the house (independence, responsibility, duties, free time, personal relationships)
* To supervise all work that is required from the pupils during their time out of school (project work, homework, diaries etc.)
* To draw up a duty rota with the house staff to ensure that pupils are safe and secure at all times
* Manage all systems in the house including liaising with the maintenance team
* Manage budget and present accounts at Ael y Bryn
* Take part in developmental meetings for the ECI Global Challenge programme in Spain
* To take promotional images and videos of all aspects of the programme and to write articles for social media
* To run an environmentally friendly house that ensures the pupils are aware of the local environment and their place in it
* To prepare and present a weekly report on the running of the ECI Global Challenge programme

**SAFEGUARDING**

* Be aware of the responsibility for safeguarding children and to help lead the application of the Safeguarding and Safe Practice policy within the programme
* Comply with the programme´s Safeguarding Policy in order to ensure the wellbeing of children
* To take primary responsibility for safeguarding issues relating to pupils at Ael y Bryn and ensure that the Senior Designated Person (and Safeguarding team) are informed of concerns
* To lead on the provision of guidance to students at Ael y Bryn on safeguarding and safe practice
* To liaise with outside agencies as appropriate including the appropriate contacts at St. Michael´s School and El Centro Inglés.

**NOTES**

* The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
* This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed
* This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post
* The duties may be varied to meet the changing demands of the programme at the reasonable discretion of the Director.
* This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing