



<b>Job title:</b>	Senior House Tutor
<b>Reports to:</b>	Heads of Boarding
<b>Line Manager:</b>	Boarding Senior Leader
<b>Responsible For:</b>	House Tutors
<b>Hours:</b>	To work according to the rota
<b>Salary:</b>	QE Pay Scale dependent upon qualifications and experience + Accommodation

### **Job purpose**

To develop a House that both students and staff are proud to be part of. To provide and be ultimately accountable for a cohesive structure in all aspects of day to day running of the Boarding Houses. This job description is written at a specific time and is subject to change as the demands of the Collegiate and the role develops. The role requires flexibility and adaptability and the employees of the Collegiate need to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description.

### **Duties and responsibilities**

As a Senior House Tutor you are accountable to the Boarding Senior Leader within the Key Stage. You will work within a team led by the Boarding Senior Leader for whom you may be asked to deputise when they are off duty. Your principle role is to ensure that the students are safe and well cared for. The provision of effective daily systems, excellent pastoral care and positive liaison with all teaching and non-teaching departments is fundamental to your position. You will work a seven day rota with 48 hours off duty each week, reducing to 1.5 days either side of a holiday, and up to 4 hours off during each working day if the needs of the House allow. Please note that in the cases of emergencies or severe staff shortage you may be called upon to assist outside your normal working hours. You are expected to be resident on site during term time, except on your off duty days.

Your general duties and responsibilities are as follows; the specific duties and responsibilities are listed in the separate Role Responsibilities document.

### **Students**

- Monitor the individual needs of all students in your care, taking into account the experiences of the House Tutors



- Act in the best interest of all students at the Collegiate, accepting responsibility (under the Principal) for their pastoral care, behavior and appearance, academic and extra-curricular activities

#### **Policy**

- To be fully conversant with the Collegiate policies as they apply to the Houses and to operate in line with those policies, ensuring a consistent approach is taken in line with other areas of the Collegiate
- To have a clear understanding of the statement of national minimum standards for boarding schools (NMS)
- Provide support with pastoral concerns, ensuring they are referred to the Safeguarding Team
- Provide support with developing THRIVE@QE
- Keep fully conversant with any updates to the NMS and any relevant inspection or compliance criteria, ensuring all staff within your team are aware and understand the criteria
- Work with your team to ensure that the NMS and inspection requirements are at least met, preferably exceeded, and all evidence is collated and stored both in house and electronically
- Support the Boarding Senior Leader with reviewing policies and ensuring that appropriate house handbooks are produced and utilised

#### **Parents/Agents/Guardians**

- Build positive, professional relationships with parents, agents and guardians and act as a point of contact for them.
- Understand and oversee the Collegiate requirements for professional communication to include: parental phone calls, meetings, emails and reports

#### **Staff – to include House Tutors, Day and Weekend House Tutors and the Collegiate Assistants**

- Listen and communicate effectively with staff, sharing plans and developments in order to provide stable continuity and a positive environment for staff and students.
- Take an active role in the recruitment and retention of suitable staff, taking a part in the interview process as required
- Work with the Boarding Senior Leader to effectively implement the Collegiate system for boarding supervisions
- Liaise with the Boarding Senior Leader regarding staff training needs, ensuring that these needs are fully met
- Work with the Boarding Senior Leader to ensure that systems, routines and duties are developed and implemented consistently and professionally



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#### **Administration**

- In conjunction with the Boarding Senior Leader, take responsibility for the organisation, administration and day to day operation of the House

#### **Support for the Collegiate**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the Collegiate
- Attend and participate in regular meetings, inset and directed time
- Participate in training and other learning activities as required
- Recognise your own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Supervise pupils on visits, trips and out of Collegiate activities as required
- Attend a range of assemblies
- Work with the Pastoral Leadership Team on current and future planning for boarding
- Promote the Collegiate and its pupils positively at all times

#### **Package**

- QE Pay Scale dependent upon qualifications and experience + Accommodation
- Full board during term time

#### **Benefits**

- Free staff gym for use during off duty periods following gym use protocol
- Annual free family summer barbecue
- Annual free black tie Christmas Ball for staff and a guest.
- We enroll all our employees in the Workplace Pension Scheme

**The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the Collegiate's Child Protection Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the Collegiate s/he must report any concerns to the Collegiate's Designated Safeguarding Lead.**

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