



Senior House Tutor – Role Responsibilities

This should be read in conjunction with the job description for this role.

Pastoral Care

- Provide a caring environment for all the students within your House
- Listen and communicate effectively with students
- Act in the best interest of all students at the Collegiate, accepting responsibility (under the Principal) for their pastoral care, behaviour and appearance, academic and extra-curricular activities
- Ensure that you know your students well and have good knowledge of their backgrounds
- Refer any concerns to THRIVE@QE, the Pastoral Senior Leaders, the Pastoral Team or Child Protection, depending upon the nature of the need
- Promote integration throughout the House
- Run activities with the students, both in House and externally where appropriate
- Support THRIVE @QE and promote positive mental health and resilience
- Reward students and take an active interest in their lives

Routines

- Driving school vehicles as and when required
- Helping to ensure the weekend activities programme takes place effectively; including leading weekend trips
- Assisting students in a proper handling of money and valuable property to ensure that unreasonable risks are avoided
- Escorting students to medical and other appointments during the school day
- Escorting students on travel supervisions at the beginning and end of each term and half term
- To ensure that appropriate student records are kept up to date

Policy

- Liaise with the Heads of Boarding on matters of policy affecting residential life
- Implement agreed standards of behavior throughout school
- Maintain high personal standards of behavior, appearance and punctuality

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 School Assistants

- Work with the Boarding Senior Leader to ensure that systems, routines and duties are developed and implemented consistently and professionally. For the purposes of this job description these include:
 - day to day routines (working with the Pastoral Senior Leaders)
 - house prefect system
 - weekend routines and activities
 - prep
 - staff rotas
 - absence and cover
 - mealtimes
- Support House Staff when dealing with difficult situations
- Provide the Principal, Heads of Boarding and other Pastoral and Academic Colleagues all relevant information about individual students
- Liaise with other House Staff and members of residential staff
- Liaise with the Housekeeper, Estates, Catering and Accounts as required
- Attend House Staff meetings
- Attend any relevant training or INSET days as required by the Collegiate

Presence in School

- Return to the Collegiate after holidays at least two days before your students are due to arrive and ensure cover until their departure, taking note of the distributed Boarding term dates
- Be resident in the House during term time, except when you are on your off duty days
- Be available to all students and staff when you are on duty during the week and at weekends
- Support as many Collegiate functions as possible
- Contribute to an atmosphere of positive behaviour when eating meals in the Collegiate dining room

Administration

- In conjunction with the Boarding Senior Leader, take responsibility for the organisation, administration and day to day operation of the House. These responsibilities include, but are not limited to:
 - Keeping personal records
 - Authorising and organising standard weekend and holiday arrangements



- Supervising regular fire practices, ensuring all fire exits are usable and overseeing your House in the event of a fire alarm
- Answering the House telephone
- General administration duties including filing and typing
- Ordering, collecting and distributing pocket money on a weekly basis
- Organising weekend activities and liaising with the Weekend Activities Coordinator
- Entering sanctions onto the school database system
- Ordering House supplies
- Putting together a half-termly newsletter

Support for the School

- 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 school 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