



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
- 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

- To be aware of the school uniform and clothing requirements of students and to ensure that they have all the items they require and that they are labelled
- To oversee the laundry arrangements for the House, including monitoring the return of laundry and assist students in putting away clean laundry
- To ensure beds are changed regularly and linen sent to the laundry
- To provide daily inspections of the House to ensure cleanliness and safety
- Driving school vehicles as and when required
- Escort children to local medical appointments
- Escorting students on travel supervisions at the beginning and end of each term and half term
- 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 the Collegiate
- Maintain high personal standards of behavior, appearance and punctuality

Staff

- Liaise with other House Staff and members of residential staff
- Liaise with the Housekeeper, Estates, Catering and Accounts as required
- Work with counterparts in each boarding or Collegiate area to ensure that systems, routines and duties are implemented consistently and professionally. For the purposes of this job description these include:



- day to day routines
 - house prefect system
 - weekend routines and activities
 - prep
 - mealtimes
- 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 behavior when eating meals in the Collegiate dining room

Administration

- Keeping personal records
- 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
- Organising weekend activities and liaising with the Weekend Activities Coordinator
- Maintaining accurate records of students on the Collegiate database system
- Ordering House supplies
- Contribute to a half-termly newsletter
- Contribute to full Collegiate reports