



# HOUSE LEADER JOB DESCRIPTION

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Updated January 2018

## ABOUT CATS COLLEGE CAMBRIDGE AND CSVPA

CATS College and CSVPA offers an outstanding international pre-university educational experience to students aged 14+ from all over the world. CATS students live and work at the custom built Cambridge campus, studying for GCSEs, A levels and University Foundation Programmes, and preparing for admission to universities across the country and elsewhere. CSVPA students study in buildings in the heart of the City of Cambridge on courses ranges from Pre-Foundation to Masters Levels. We pride ourselves on our approach to teaching and learning, with small class sizes and an informal atmosphere ensuring that students are treated as individuals and build great relationships with staff.

## OVERVIEW OF THE JOB

You will be the senior member of boarding staff within the shift in your house, committed to ensuring the health and wellbeing of our International boarding students. You will assist them in their daily lives and act as first point of contact for boarding matters in your house when on duty.

## REPORTS TO

You will be directly responsible to the Head of House within the Boarding Team of the College. You will work within the framework set by and under the general direction of the Principal.

## MAIN RESPONSIBILITIES OF THE JOB

As a member of the Boarding Team, you should carry out your role to support the needs of the students you work with and the College in general.

### **You will:**

- Wake every student in the morning for breakfast and morning registration and inspect student bedrooms, filling in appropriate paperwork
- Monitor the students' welfare and behaviour and report any problems in the residence to the Head of Welfare & Boarding and report more serious problems to the Vice Principal
- Ensure a quiet College environment during prep time conducive to study (Elizabeth House only)
- Report student illness promptly to the Health centre in the mornings. If emergency attention is required, to use the emergency number or call an ambulance
- Ensure the smooth running of the Boarding House generally in accordance to the student handbook to maintain a friendly, welcoming and happy environment
- At weekends, help the domestic team with maintaining general cleanliness and tidiness in the Boarding House
- Report any maintenance issues through the College system
- Assist with laundry requirements of the students
- Issue keys/cards as each Boarding House requires
- Ensure a visible presence in the Boarding House at all times when on duty
- Ensure curfew times are kept; filling in associated paperwork as requested and reporting issues of lateness
- Help with student arrivals, student induction and departures when required
- Attend boarding meetings
- Attend College boarding and welfare training days
- During the period of Summer School, undertake supervision of activities and assist with trips as directed by the Boarding Duty Manager



**Specifically, in your role as House Leader you will:**

- Be responsible for reporting any issues directly to the Boarding Duty Manager whilst your team is on duty and holding keys or emergency phone if required
- Prepare rotas for your duty team
- Send prompt overview handover notes to other duty team and senior staff
- Liaise with Programme Directors and senior staff as requested

**AS PART OF YOUR WIDER ROLE WITHIN THE COLLEGE, YOU WILL ALSO:**

- Follow the guidelines of the staff handbook
- Support the College and its leadership
- Continue personal development as agreed
- Engage actively in the performance review process
- Comply with any reasonable request from the Principal to undertake work not specified in this job description
- Be courteous to colleagues and parents and to provide a welcoming environment for all visitors to the College
- Maintain standards of ethics and behaviour in and out of College

**In particular, you will:**

- Treat students with dignity, building relationships rooted in mutual respect
- Have regard for the need to safeguard students' well-being
- Show tolerance of and respect for the rights of others
- Maintain high standards of attendance and punctuality
- Help to create and maintain a safe working environment for everyone
- Understand and act within the relevant College, national and statutory frameworks

**PERSON SPECIFICATION**

The job requires that you have:

- The ability to work with, care for and supervise young people
- High levels of energy, an even temper and a sense of humour
- Willingness to reprimand and/or report students who are not adhering to the College rules
- The ability to relate to young people
- The ability and willingness to work in a multi-cultural environment
- Willingness to work unsociable hours
- The ability to work as a team member and lead by example, to be proactive, flexible and reliable
- A full understanding of current child protection procedures

**ABOUT CEG**

Cambridge Education Group (CEG). CEG is a leading provider of pre-university academic courses and English language courses in the UK. We provide programmes including A Level, IB and University Foundation, as well as English Language Study, to a growing number of international students seeking to win places at UK universities.



We operate a number of different educational brands: CATS Colleges in Cambridge, Canterbury and London; CATS Academy in Boston; CSVPA; On Campus programmes at universities in the USA and Europe; and Stafford House English language schools and study holidays. We benefit from being part of a global team focused on teaching and learning.

## AND FINALLY

CEG is committed to safeguarding and promoting the welfare of children and young people and expect everyone connected with the College/s to share this commitment.

