



<b>Job title:</b>	House Tutor
<b>Reports to:</b>	Heads of Boarding
<b>Line Manager:</b>	Senior House Tutor
<b>Responsible For:</b>	N/A
<b>Hours:</b>	To work according to the rota
<b>Salary:</b>	QE Pay scale

### **Job purpose**

To help in developing a House that both students and staff are proud to be part of. To provide a cohesive structure in all aspects of day to day running of a Boarding House. 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 House Tutor you will work within a team led by the Boarding Senior Leader and Pastoral Senior Leaders for that Key Stage and are accountable to the Senior House Tutor within the Key Stage. You will work within a team led by the Boarding Senior Leader for that Key Stage. 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**

- To be responsible, in conjunction with other House Tutors, for the care, supervision, cleanliness and presentation of students in the House
- To provide a sympathetic presence in the House; to liaise closely with House and other staff concerning the progress and welfare of students



### **Policy**

- To be fully conversant with the Collegiate policies as they apply to the Houses and to operate in line with those policies
- To have a clear understanding of the statement of national minimum standards for boarding schools (NMS)
- Keep fully conversant with any updates to the NMS and any relevant inspection or compliance criteria
- Work as a 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
- Provide support with pastoral concerns, ensuring they are referred to the Safeguarding Team
- Provide support with developing THRIVE@QE

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

- Build positive, professional relationships with parents, agents and guardians
- Understand the Collegiate requirements for professional communication

### **Staff**

- Provide the Principal, Heads of Boarding and other Pastoral and Academic Colleagues all relevant information about individual students
- Take an active part in the recruitment and retention of suitable staff as directed by the Senior House Tutor
- Liaise with the Senior House Tutor regarding training needs, either your own or other staff members
- Work with counterparts in each boarding or Collegiate area to ensure that systems, routines and duties are implemented consistently and professionally

### **Administration**

- Within a team carry out all administrative duties within the House

### **Support for the Collegiate**

- Recognise your own strengths and areas of expertise and use these to advise and support others
- Supervise pupils on visits, trips and out of Collegiate activities as required
- Attend a range of assemblies

**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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