

JOB DESCRIPTION

NLCS (Singapore) believes that each employee makes a significant contribution to our success and that contributions should not be limited by the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee, nor NLCS (Singapore), to only the work identified. It is the expectation of the school, that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organisation.

Our School is committed to safeguarding and promoting the welfare of children and young people. The School expects all teaching staff, non-teaching staff and volunteers to share and uphold this commitment.

Position/Job Title	Head of House
Classification	Pastoral Leadership
Reporting to	VP (Pastoral)
Duties and Responsibilities	<ol style="list-style-type: none">1. Ensuring that the pastoral care available to each student is of the highest quality, is supportive, innovative and responsive to the needs of students2. Leading the team of tutors and ensuring that the work of tutors in the House is consistently of the highest professional standard in providing pastoral care and support to students3. Assisting and supporting the Vice-Principal (Pastoral Care) in the process of development planning and the formulation of pastoral strategy4. Overseeing the safeguarding, well-being and conduct of students in the House5. Ensuring meaningful extra-curricular participation of all students in the House6. Organisation of events and strategies which promote a spirit of “house identity” and social inclusion, (including the co-ordination of relevant contributions to charity and community service initiatives)7. Monitoring and tracking the progress of students, co-ordinating interventions where necessary and taking appropriate action to ensure that all students make excellent progress and achieve their best socially, emotionally and academically8. Organising and leading thought provoking and engaging assemblies9. Supporting the Vice-Principal (Pastoral) in all aspects of the admissions process10. Liaising with relevant colleagues within both the Junior and Senior schools and admissions, to ensure a successful induction programme and transition of pupils in the House when they join the Senior School.11. Contributing to the development of an innovative PSHE programme (and teaching PSHE, when required)12. Ensuring effective communication systems with parents are developed, with particular regard to the welfare, conduct and progress of students.

	<p>13. In collaboration with the MYP Coordinator, liaise with teaching staff to all students, so that no student is allowed to slip through the net</p> <p>14. In collaboration with the MYP Coordinator, overseeing arrangements for reporting and parents' evenings as directed by the Principal or Vice-Principals.</p> <p>15. In collaboration with the MYP Coordinator, co-ordinating arrangements for internal examinations</p> <p>16. Assisting with the recruitment and appraisal of staff when required</p> <p>Safeguarding</p> <p>17. Abide by the school safeguarding policy and keep abreast of any changes</p>
Last JD Review	