



SHERBORNE QATAR

Job Description for Head of House

Title: Head of House

Responsible to: Deputy Head Pastoral

Responsible for: nurturing a House identity and camaraderie (for pupils and teachers), giving pupils the opportunity to showcase their talents and encouraging friendly competition between the Houses.

Liaising with: teaching and support staff, parents, pupils, the PTA, the Senior Leadership Team and other Sherborne Qatar schools.

Roles and Responsibilities

The role of a Head of House is to:

- be responsible for the effective organisation of the House.
- act as a point of contact for pupils attached to the House.
- engender a spirit of collegiality, mutual support and foster the ethos of the House.
- promote the School values.
- work closely with teachers and support staff attached to the House.
- attend Head of House meetings.
- work with the other Heads of House to produce a variety of activities for the monthly inter-house events.
- promote the House via external publications such as the website, social media, and the Qatar Shirburnian.
- work with colleagues in coordinating events and fundraising - including charity days, the PTA Winter/Spring Fayre and sports day.
- organise House assemblies and contribute to the end of term achievement assemblies.
- encourage active contribution to community action, fundraising and the House Charity Cup.
- works with Heads of Year to resolve any pastoral issues which may have occurred during house events.
- ensure as many pupils as possible have an opportunity to contribute within the House.

- encourage healthy interaction between older and younger pupils within the House.
- award positions of House responsibility and coordinate different roles.
- act in accordance with all school policies and liaise closely with Senior staff, colleagues and parents.
- ensure the House noticeboard is kept up-to-date.

Professional Specifications

The Head of House will have an ability and willingness to:

- foster community involvement, for example by encouraging all staff and pupils to participate in or attend events.
- plan and organise activities and events for the House.
- communicate effectively with parents, pupils, colleagues and other interested parties.
- listen to and encourage others to contribute their views; communicate information to relevant people; present a convincing argument.
- help induct new staff into the House community.
- monitor progress, involvement and development of staff.
- accept the authority of line managers.
- negotiate and agree a way forward.
- keep a sense of proportion in a range of situations.
- act as a good role model in behaviour, personal standards and hygiene.
- display the school Values at all times.
- maintain confidentiality and act with discretion.
- recognise the needs of individuals within the context of the School community.
- work beyond the normal school day when necessary.

This job description, roles and responsibilities are not exhaustive.

All members of staff are expected to fulfil any reasonable request made by the Headteacher.

Safeguarding and Child Protection

Sherborne Qatar is committed to safeguarding and promoting the welfare of children and this post is exempt from the Rehabilitation of Offenders Act (1974). Applications are subject to appropriate police checks as required. Successful applicants outside of UK will be required to provide an approved statement from the similar authority in the country in which he or she is currently based, and all other countries that they have resided in outside of the UK. In accordance with the statutory guidance Keeping Children Safe in Education (KCSIE), an online search will be conducted as part of due diligence on shortlisted candidates.

Data Protection

During employment at Sherborne Qatar, staff may have access to confidential information relating to pupils and their families. Staff may also be privy to sensitive information related to the general business of the school and information regarding

specific individuals employed by the school. Staff are required to exercise due consideration in the way such information is used, and should not act in any way which might be prejudicial to the School's interest. A strict code of confidentiality must be adhered to at all times. Members of staff must not at any time use the personal data about others held by the school or disclose such data to a third person.