

**Title:** Head of House

**Responsible to:** Assistant Head ( Boarding )

**Responsible for:** All matters relating to the duty of care of all Boarders, Day Boarders and Day Pupils within the Boarding House.

**Duties:** -

1. To be responsible to the Assistant Head ( Boarding ) for the care, welfare and behaviour of pupils in the House, liaising with relevant middle and senior managers in all other departments of the School to ensure this overall duty of care is fulfilled. To liaise with and involve any external agencies where, after relevant professional consultation, it is deemed appropriate to carry out this course of action.
2. To create an attractive physical environment in the House and to develop a warm and caring atmosphere to reflect the Christian ethos of the school, appropriate to the age and gender of the pupils.
3. To enable each pupil to receive the support needed to achieve his/her full potential whilst in the school through his/her academic work (including prep) and participation in activities, both school-wide and house based.
4. To be available to parents, especially at arrival and departure times; to provide a warm welcome and hospitality at these times to both parents and to other visitors. To maintain regular telephone contact with parents as situations demand.
5. To be responsible to the Assistant Head (Boarding) for the management of staff in the House team.
6. To ensure that good communication is maintained with all ancillary services; including the Sewing Room, Laundry, Maintenance Department, Caterer and Cleaners
7. To provide induction for new staff and on-going training and professional development for all staff working in the House.
8. To hold regular meetings of House staff to discuss routine and non-routine items of House business.
9. To ensure that House duties are covered adequately at all times, and that rotas are published at the beginning of each term.
10. To attend meetings of Heads of House and to work as part of the team of

such in the school. This will in part be shown by the endorsement in practice of the common practices and policies agreed in the school.

11. To keep such records as required by the School's Code of Practice.
12. To provide reports as required by the Headmaster.
13. To administer pocket money and house accounts and to present these for audit annually.
14. House supervision duties to include attendance at Chapel on Sunday with the House.
15. To be responsible for Health and Safety procedures and regulations within the House and its vicinity.
16. To play a full and active part in the provision and/or positive encouragement of extra-curricular activities on a House and School-wide basis
17. To ensure that all pupils play a full and active part in school activities.
18. To appraise the performance of tutors and matrons through the school's system of Performance Evaluation and to report such performance evaluation to the Assistant Head (Boarding)
- 19.

To be in residence 48 hours before and after the commencement and termination of the school term to ensure all preparation and clearing away is completed. Holiday entitlement, apart from above, will be as the published school holidays.