

# The Royal Alexandra and Albert School

## Foundation & Trips Administrator Job Description



**Post:** Head of House

**Responsible to:** Deputy Head Boarding and Co-curriculum/Director of Boarding

### The Role

The Head of House is directly responsible for the boarding house's routine operation and for the house's good order and discipline at all times when on duty. S/he shall take an interest in the welfare and progress of all the students in the house and support the house as appropriate in-house activities, house competitions and the like.

At our School, the safety and welfare of our students are of utmost importance. Therefore, it is a fundamental requirement for all employees and volunteers to adhere to the relevant legislation and guidance concerning working with and protecting children and young people, such as the National Minimum Standards for Boarding Schools. If, during the course of their duties, they become aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concern immediately to the School's Designated Safeguarding Lead (DSL), the Deputy Head (Boarding and Co-curriculum), or one of the Deputy DSL's in the Safeguarding Team.

The Head of House role is dynamic and diverse, with a wide range of responsibilities. While the job may involve any or all of the following specifications, it's important to note that this list is not exhaustive. Above all, we expect the Head of House to be a figure who is generous with their time and responsive to the needs of the students. The role often requires initiative and adaptability to handle various incidents and situations that may arise but are not explicitly stated in the job description.

A Head of House is provided accommodation for the better performance of their duties by the school in the boarding house itself.

They will be expected to do 45 hours of boarding duties, which consist of the following:

- 5 hours of administration time
- Co-curriculum involvement with one or two 4 to 5 pm activities
- The remaining hours being directed time (e.g. breakfast supervision, wake up, boarders' supervised prep/cover to free up staff to supervise whole school prep session etc.) and wherever the Deputy Head (Pastoral and Boarding) instructs.
- The HoH will be expected to cover any short term absence along with the Deputy Head of House (DHoH) and non-teaching boarding tutor (NTT).

It is expected that the HoH will be flexible and will attend to the needs of the House when required. This maybe to deal with issues, talk to parents or dealing with staff etc.



Ambition



Courage



Integrity



Respect

## 1. Leadership

- 1.1 Create a positive atmosphere within the House which is supportive of the school as a centre for teaching and learning, and to develop a culture which is:
  - based on high standards and expectations
  - both caring and demanding
  - shows commitment to the needs of all pupils
  - where pupils show pride and responsibility towards the House which sets the foundation for House discipline, mutual support, and tidiness/care of the House physical environment
- 1.2 Ensure a pro-active role in the leadership of the House by being present as much as possible.
- 1.3 Be responsible for the leadership, training/induction and support of the House staff and to work with the Senior Leadership Team in the implementation of school policies.
- 1.4 Appraise the performance of tutors and matrons through the school's system of Performance Management for Boarding Staff and to report such performance evaluation to the Deputy Head (Boarding and Co-curriculum and/or the Director of Boarding).
- 1.5 Take responsibility for the organisation and operation of the House Team (normally three staff plus a matron) to ensure continuous and appropriate cover and supervision of the students in the House.
- 1.6 Participate in the School duty rota for the supervision of meals and other duties within the school as directed by the Deputy Head (Boarding and Co-curriculum) instructs.
- 1.7 Operate his/her house in accordance with School policies and procedures and in a manner which conforms to the National Minimum Standards for Boarding.
- 1.8 Ensure that students in his/her House make full use of the opportunities for co-curricular activities and that they adhere to the high standards of discipline and appearance as required by the Headmaster.
- 1.9 Act as line manager for the Deputy Head of House, Boarding House Tutors and House Boarding Care Assistant and ensure that all duties are properly discharged.
- 1.10 Participate in the promotion of boarding within the School and elsewhere, including assistance as required with the interviewing of candidates for boarding places, the organisation of House Open Days and Open Evenings and the attendance at marketing events.
- 1.11 Be in residence on average 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.
- 1.12 Other than in exceptional circumstances and with the agreement of the Headteacher to reside in his/her boarding house whilst the School is in session.
- 1.13 Undertake such other duties connected with boarding in the School as the Headteacher or Deputy Head (Boarding and Co-curriculum and/or the Director of Boarding) may from time to time reasonably require.
- 1.14 Attend regular Heads of House meetings and participate in the annual Boarding Development Day.
- 1.15 Lead, or to arrange for others to lead, House Assemblies or Chapels each week



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## 2. Pastoral role

- 2.1 Be responsible for the welfare of all pupils in the House and to know them as individuals.
- 2.2 Provide and implement pupil guidelines for the efficient running of the House in line with school expectations.
- 2.3 Select, train and support suitable pupils to act as House prefects and those with positions of responsibility.
- 2.4 Provide advice, guidance and support for pupils.
- 2.5 Hold weekly House meetings.
- 2.6 Monitor and maintain standards of uniform.
- 2.7 Foster an inclusive House identity based on high standard, expectations and mutual respect.
- 2.8 Maintain regular communications with parents, staff and other agencies on all matters concerning pupils.
- 2.9 Ensure House participation in all school events such as the activity programme, trips and any House events.
- 2.10 Organise a programme of activities and events, especially at weekends.
- 2.11 Administer pupil pocket money.

## 3. Domestic role

- 1.2 3.1 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 as directed by the Deputy Head (Boarding and Co-curriculum and/or the Director of Boarding)
- 3.2 Be responsible for all aspects of the domestic operation of the House.
- 3.3 Provide a stimulating and pleasant environment which pupils respect and where they feel valued and secure.
- 3.4 Be responsible for the cleanliness, maintenance and security of pupils' clothing and possessions within the House and to liaise with the School Laundry staff.
- 3.5 Ensure that pupils are escorted by a member of staff to the dining room, Chapel and on other occasions when the House is part of a School event.
- 3.6 Be responsible for the maintenance of the fabric and display within the House and to liaise with the Bursar on this matter.
- 3.7 Provide and oversee an equitable and fair structure by which pupils assist in the care and cleanliness of their House environment.



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- 3.8 Liaise with the School Medical Centre on pupils' health matters and to accompany pupils to medical appointments where necessary.

#### 4. **Behaviour and the Learning Environment**

- 4.1 Ensure sufficient adult presence at all times to support good pupil behaviour in the House.
- 4.2 Ensure that prep is supervised by a member of staff and is in accordance with school guidelines so that a good atmosphere and environment supporting quality learning is maintained.
- 4.3 Monitor and encourage individual pupil's academic progress through the pupil diary, student intervention programme, school assessments and reports, and to liaise where necessary with teaching staff.

#### **Administration**

- 5.1 Be responsible for all Health and Safety matters in line with school policy and to liaise with the Bursar on such matters.
- 5.2 Be responsible to the Bursar for all financial matters concerned with the House.
- 5.3 Oversee the maintenance of a daily House Diary and other administrative tasks linked to the running of the House.

#### **Other**

- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person;
- To contribute to the overall ethos and aims of the School
- The postholder will demonstrate a commitment to maintaining confidentiality, promoting the ethos of the school and upholding the key values of Ambition, Courage, Integrity and Respect in all aspects of the role. These are the foundation upon which (a) we conduct our work and (b) conduct ourselves both internally and externally with stakeholders. All employees are expected to demonstrate these values in their interactions with others and through their day-to-day responsibilities.

The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post if successful, including an Enhanced DBS check. Staff must be aware of and comply with policies and procedures relating to child protection, health and safety regulations, security and confidentiality, reporting all concerns as appropriate. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

June 2024



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