



JOB DESCRIPTION

Post Title: Deputy Head of House

Responsible to: Head of House/Deputy Head – Director of Boarding

A Deputy Head of House is provided accommodation for the better performance of his/her duties by the School, either in a boarding house or otherwise.

The role of a Deputy Head of House will include extra-curricular activities and other aspects of pastoral care within the stipulated 45 hour duty time when it is anticipated that it will be necessary to have an involvement in such activities. However, delivering pastoral care is a key part of your duties and the ad hoc nature of its provision means that the reference to 45 hours for such duties is a guide and not a limit.

They should have good personal inter-active skills with young people and their parents and guardians by being a good listener, flexible outlook, reliable, warm and friendly in disposition, with sufficient sensitivity to show tact and diplomacy. A sense of humour and an even temper dealing with all situations in a co-operative and sensitive manner are also fundamental to carrying out this job. The nature of the work requires physical fitness, a good level of stamina and dedication.

The Deputy Head of House will assist the Head of House in the routine operation of the boarding house and be responsible for the good order and discipline of the house 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. Shall deputise in the absence of the Head of House and ensure their duties are carried out in line with the guidance in the Boarding Staff Handbook, School policies and procedures and in a manner which conforms to the National Minimum Standards for Boarding.

S/he will play an active in the pastoral care of the pupils through structured and unstructured contact with them. Given the differing needs of our pupils this requirement cannot be met solely through structured activities and you will be required to be available to deal with pupils who have questions or concerns at any reasonable time of the day or night subject to the wider rules of the School concerning meeting with pupils at suitable times and locations. Your provision of such ad hoc care will be considered as part of your annual appraisal.

The grounds of the School are not fenced and there is no way of controlling members of the public accessing the site or of pupils leaving it without approval. There are also a number of natural hazards in the grounds including lakes and woodlands. Whilst on the School's grounds you have a responsibility to keep a lookout for members of the public entering the grounds and posing a threat to the pupils as well as any pupils taking part in activities on the lakes or other areas that could put them at risk. When you are away from the School you continue to have an obligation to monitor the behaviour of any pupils away from the School and provide assistance to them if necessary.

The job may involve any or all of the following specifications. Above all, there is an expectation of a figure who is generous with their time and responsive to the needs of the students. The list is neither definitive nor exclusive and the range of tasks would embrace

many incidents and situations which are not stated, but require initiative and common sense to be applied.

Allocation of Boarding Hours

The Deputy Head of House will have one full day off duty in the week and will undertake 45 hours per week of boarding duties, which consist of the following:

- Up to three 4 to 5 pm activities.
- 3 hours of House administration time.
- 3 hours of SAN escort Duty.
- Cover at various points during the day (Wake ups, morning breaks, lunchtime and after school).
- At least three 3 duty blocks (including weekend cover).
- Supervision may be required in the dining hall at breakfast time and other situations supported by boarding hours either within the house or boarding environment.
- This equates to the contracted time per week.
- Staff may end up banking hours over time due to 45hrs not being fully utilised each week. However, the Deputy Head of House may be asked upon on occasion to cover if an emergency occurs and this in the first instance is covered by the HOH, DHOH or NTT.

1. Leadership

- 1.1 To work along side the Head of House to 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 Take responsibility for the organisation and operation of the House as directed by the Head of House and deputise in their absence.
- 1.3 To ensure a pro-active role in the House by being present as much as possible.
- 1.4 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.
- 1.5 Other than in exceptional circumstances and with the agreement of the Deputy Head- Director of Boarding, resides in his/her boarding house whilst the School is in session.
- 1.6 Undertake such other duties connected with boarding in the School as the Headmaster or Deputy Head – Director of Boarding may from time to time reasonably require.
- 1.7 Cover any short term absences of Boarding House Staff as directed by Head of House.

2. Pastoral role

- 2.1 To be responsible for the welfare of all pupils in the House and to know them as individuals.
- 2.2 To implement pupil guidelines for the efficient running of the House in line with school and House expectations.
- 2.3 To select, train and support suitable pupils to act as House prefects and those with positions of responsibility.

- 2.4 To help foster an inclusive House identity based on high standards, expectations and mutual respect.
- 2.5 Contribute to the 4:00 to 5:00 pm programme for three sessions out of the five that run from Monday to Friday. Contribution to the evening programme will be dependent upon the skills and interests that you have and also the rota of the Boarding House to which you will be assigned

3. **Domestic role**

- 3.1 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 as directed by the HOH and Deputy Head- Director of Boarding.
- 3.2 To be involved in all aspects of the domestic operation as determined by the Head of the House and help provide a stimulating and pleasant environment which pupils respect and where they feel valued and secure.
- 3.3 To be responsible for the cleanliness, maintenance and security of pupils' clothing and possessions within the House and to liaise with the School Laundry staff.
- 3.4 To 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.
- 3.5 To 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 To ensure sufficient adult presence at all times to support good pupil behaviour in the House.
- 4.2 To 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 To 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.

5. **Administration**

- 5.1 To be involved with Health and Safety matters in line with school policy and as directed by the Head of House.
- 5.2 To oversee the maintenance of a daily House Diary and other administrative tasks linked to the running of the House.
- 5.3 Contribute to the House Development Plan.
- 5.4 To embrace and participate in the annual Boarding Staff Appraisal programme.
- 5.5 Attend House assemblies on Tuesday morning.

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, including an Enhanced DBS check.