



BURGESS HILL

— GIRLS —

Job Description

| | |
|-------------------------|---------------------------------------|
| Job Title: | Head of House (Avondale) |
| Line Manager: | Assistant Head — Pastoral & Boarding |
| Responsible for: | Boarding students |
| Contacts: | Students, parents/guardians and staff |

Aims of Role

- Provide all boarders in the House with the best possible experience of boarding education by ensuring a challenging, supportive and nurturing environment.
- Ensure the safety, good discipline, spiritual and moral guidance and pastoral well-being of all pupils in the House, in accordance with ethos of the School.
- Manage effectively and efficiently the staff, organisation and resources of the House.
- Oversee Health & Safety standards and requirements within the House.
- Responsible for Safeguarding and Child Protection in the boarding house environment.

Principal Accountabilities

Care, Welfare and Development of Students

- Establish excellent relationships with the girls based on trust and respect and to know them as individuals.
- Ensure that the circumstances, needs, strengths and weaknesses of each of the girls is identified and known by staff as needed, so that individual opportunities, talents and potential are developed and maximised.
- Support fully the ethos of the School: encourage and support the life of the boarders and share in the taking of year group assemblies where appropriate.
- Liaise with the Assistant Head Pastoral & Boarding to help implement and maintain the National Minimum Standards for Boarding Schools for welfare and pastoral care in the House. Annually to review and develop House Policies and handbooks in collaboration with Assistant Head Pastoral & Boarding.
- Develop an awareness of the School's policies and procedures and ensure that all members of the boarding staff team (including senior pupils where appropriate) are familiar with these policies and are aware of the appropriate response needed in these areas.
- Support the School's Behaviour Policy and define and implement a clearly understood and fair system of rewards and sanctions within the House in relation to the School's Code of Conduct. Inform the Assistant Head Pastoral and Boarding or Head of any concerns regarding Child Protection or the safeguarding of children or anything that would require further action beyond the remit of the House staff.
- Actively promote a cosmopolitan House and ensure that all girls - whatever their nationality or experience of boarding - are integrated into the life of the House and wider school.
- Develop in the pupils a sense of collective responsibility and sensitivity to the difficulties and needs of others, and to encourage such support and help for each other as is appropriate.
- Develop an active 'House Council' for pupils that meets regularly to discuss any issues concerning the House.



BURGESS HILL

— GIRLS —

Job Description

- Meet with the boarding committee, consisting of boarding representatives, Heads of Houses and Assistant Head Pastoral & Boarding once per half a term.
- Ensure the safety and security (physical and emotional) of all girls in the House at all times when they are in the School's care.
- Keep records of pupils' welfare, health, emotional problems, achievements and misconduct. To be especially careful of records pertaining to trips and visits, permission to stay away with guardians or friends.
- Develop good links with Form Tutors; Heads of Section; the School Nurse and the School Doctor to ensure that relevant information is communicated and shared appropriately.
- Liaise closely and regularly with parents and guardians

Management and Organisation of Staff and Resources

- Support the Assistant Head Pastoral and Boarding in the development of the Schools' boarding facilities and work proactively with the Assistant Head Pastoral and Boarding to bring about change and refurbishment in boarding accommodation.
- Take responsibility for furnishings, fixtures, fittings, all housekeeping and maintenance matters in the Boarding House.
- Responsible for the House accounts; ensuring accurate bookkeeping, and liaise with Assistant Head Pastoral and Boarding with regards to the budget, keeping the Bursar informed.
- Develop and manage members of the House team, delegating responsibility where appropriate: to review their performance and continuing professional development in annual appraisal. Take responsibility for House rotas.
- Attend formal House team meetings regularly led by the Assistant Head Pastoral and Boarding to ensure that there are good communication links with all House staff and that vital information concerning girls' welfare is always passed on to appropriate staff.
- Meet regularly with the Assistant Head Pastoral and Boarding

Duties and Tasks

- Work closely with the Assistant Head and Heads of Section to ensure that the Boarding House provides opportunities for intellectual challenge and stimulation, in preparation for university life.
- Work with other house staff to provide the boarders with opportunities for leadership within the School and the local community.
- Ensure that a full and varied programme of activities is available within the Boarding House and to encourage pupils to be involved in a range of activities, particularly at weekends.
- Supervise students in School during after school prep duty in support of the Academic staff.
- Promote the importance of House community.
- Participate in whole school activities as required, and to ensure that the Boarding assistant, Tutors, GAP Assistants and other academic staff where necessary support these appropriately.
- Review regularly the ongoing development plan with the Assistant Head Pastoral & Boarding and to provide a termly report to the Welfare & Boarding Committee of the governing body.



BURGESS HILL

— GIRLS —

Job Description

- Reside in the accommodation provided by the School during term time, and to co-ordinate the beginning and ends of term. Recognise that a Resident Head of House is 'on call' for advice and necessary action at all times - even if officially 'off duty' - should a colleague call for assistance in an emergency.
- Attend such meetings and official school functions as are appropriate to the role.
- Perform any other key tasks which the Assistant Head or Head may reasonably assign.
- Prepare the rota for the May half term study leave cover in Boarding for those girls sitting public examinations.

Other Aspects

- Ability to drive a minibus or school people carrier would be desirable.
- Ability to teach English as an Additional Language would be highly desirable

Terms & Conditions

The Head of House (Avondale) role is a residential post and the Head of House will be required to live in School accommodation during term time, although the accommodation will also be available during holiday time, should it be required.

All meals are available for boarding staff in School during term time.

The School offers a fee remission for daughters of staff members.

Staff are entitled to use School sports facilities on their non-contact time.

Working Hours

The Head of House works all of the School term time and has two dedicated days off in the week from 8am on Day one to 8am on day three, giving 48 consecutive hours off duty.

House staff have a period of time between 9am until 1pm each week day they are on duty, whilst there is no requirement for staff to be responsible for the girls during this time, as a team the staff need to make sure they have a balance between time off and completing administrative duties as and when required. Time off is flexible at the beginnings and ends of terms.

The Summer half term week is a working week for House staff.

House staff are expected to be accessible when on duty.

Staff will need to return on site 72 hours prior to each term starting and 48 hours after the term has ended including being back on duty at 5pm on an exeat weekend.



BURGESS HILL

— GIRLS —

Job Description

Appraisal

The Assistant Head Pastoral and Boarding will appraise the Head of House each academic year. Appraisal is designed to help and encourage professional development and performance.

Professional Development

The Head of House (Avondale) will be expected to undertake the relevant Boarding Schools' Association qualifications at the level applicable, if she has not already done so, in addition to keeping his/her own subject knowledge up to date. All staff are expected to maintain continuous professional development by attending appropriate internal and external training courses, seminars and conferences.