

WYMONDHAM JOB DESCRIPTION

DEPUTY HEAD OF HOUSE

Line Managers job title:	Head of House
Salary:	Leadership 1 (0.75 FTE) £35,388 Pro rata, plus 25% FTE teaching salary or 12 hours a fortnight at Cover Supervisor rate SCP 7-14
Residential Status:	Resident

THE POST

Wymondham College is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 10 primary and 7 secondary schools.

We are looking for a hard-working and enthusiastic person with high standards and the ability to communicate and interact effectively with others as part of our school as a **Deputy Head of House**.

The Deputy Head of House (DHoH) will be responsible to the Head of House (HoH) for leadership within the day-to-day operation of the boarding house and for establishing and maintaining an atmosphere conducive to the welfare, development and attainment of all students. They will take responsibility for leading the House on a rota basis with the HoH and Assistant Head of House (AHoH).

This post is fully residential and appropriate accommodation within the boarding house will be allocated to the DHoH for the better performance of their duties and the successful candidate will be required to reside in the designated accommodation while the College is in session. This will be provided free of rent, utility bills and Council Tax.

Wymondham College is a member of the Sapientia Education Trust (SET).

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

PERSON SPECIFICATION

The professional competencies expected of the Deputy Head of House are:

- Be an innovative, independent thinker with the capacity for strategic thinking;
- Be creative and proactive in finding solutions;
- Be flexible and adaptive to changing needs and priorities;
- Be resilient, calm and tenacious under pressure;
- Be insightful and analytical with good problem-solving skills;
- Have excellent communication skills and evidence of being able to build and sustain effective working relationships with staff, students, parents and the wider community;
- Be a self-reflective practitioner who always seeks to improve;
- See the 'big picture' in relation to whole school priorities & improvement;
- Able to reason their educational philosophy, in tune with the school ethos;
- Be willing to contribute to the extra-curricular life of the school ;
- Have the ability to inspire and enthuse staff and students about their subject;
- Be highly self-motivated, able to energise and motivate others;
- Be insightful and understanding of national, international and research developments relevant to teaching and learning in their subject.

The qualifications and experience required of the **Deputy Head of House** are:

- Be a positive role model for students and staff on a day-to-day basis;
- Have very high expectations of the learning and behaviour of all students at all times;
- Be an Outstanding Practitioner with evidence of impact on student outcomes with a proven track record of total commitment to helping every student achieve their very best and make progress;
- Have excellent understanding of what constitutes excellence in the holistic development of a child;
- Have a keen understanding of data and be able to analyse patterns in performance over time;
- Collaborate effectively with staff, parents/carers and students;
- Liaise and work with partner schools, HEIs, Examination Boards and other relevant external agencies in the pursuit of continued improvement;
- Excite and engage visitors about the College at Open Evenings and all other events;
- Work with across all key stages to ensure embedded transition from Key Stage 1 to 5.

JOB SPECIFICATION

General Responsibilities

The DHoH is responsible to the HoH for operating the boarding house in accordance with the College policies and the National Minimum Standards for Boarding Schools. They will be responsible for routine aspects of the operation of the boarding house and for establishing and maintaining an atmosphere which is conducive to the welfare, development and attainment of all students.

The DHoH will take responsibility for leading the House on a rota basis, as part of the leadership team consisting of the HoH, DHoH and AHoH. They will be responsible for leading a house team consisting of Matrons, Student Supervisors, Boarding Assistants and

Boarding Tutors and will ensure the effective operation of all aspects of life within the boarding house.

The DHoH will support the HoH in ensuring the welfare and progress of boarding students in the house and will work with the Head of House to provide a consistent point of contact for students and their families and facilitate the work of other staff in meeting student needs.

DHoH are expected to reside in the designated accommodation whilst the College is in session.

The successful candidate will be employed as a teacher or Cover Supervisor under the standard conditions of service for teachers or support staff at Wymondham College. For a full-time teacher, the annual requirement for directed time is 1265 hours, in line with the STPCD, and the teaching requirement is 51/61 periods per fortnight (includes tutor time). For the DHoH, a 25% teaching timetable will consist of 317 directed hours and 12/13 periods teaching per fortnight. For a cover supervisor in this role the successful candidate will be required to work 12 hours per fortnight in addition to their DHoH role.

The teacher or cover supervisor will be responsible to the Principal, through their Head of Department, for teaching classes in the College using their skill, experience and best endeavors and in accordance with Teachers' Standards. The post-holder will abide by the Code of Conduct for Staff and Volunteers at Wymondham College.

Wymondham College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

Specific Responsibilities

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

The Deputy Head of House will:

- Be responsible to the HoH for all matters pertaining to the good order and efficient management of the house at times when they are on duty and generally at other times as reasonably required, including operating emergency procedures as necessary;
- Be resident in the designated accommodation within the boarding house for at least five nights a week during term time, unless otherwise agreed with the HoH;
- Co-ordinate and manage the work of the Lunchtime Supervisor, Matrons and other support staff working in the boarding house, including performance management;

- Take an active interest in and contribute to the academic progress, welfare and pastoral care of the students in the house;
- Be responsible for the academic progress of Year 9 students
- Contribute to the writing of EPRs
- Provide support for students in organising house activities and social events;
- Coordinate and contribute a programme that ensures varied cultural experiences for boarders, especially at weekends;
- Oversee the supervision of the lunch period;
- Liaise and communicate with parents and carers of students as is necessary;
- Attend regular meetings of the House staff, including fortnightly leadership team meetings, and lead staff training as required;
- Participate in the promotion of boarding within the College, including assisting with the organisation of Open Days and Open Evenings and attendance at marketing events;
- Be responsible for the management of the House during College exeat weekends as part of a rota with the other College boarding houses;
- Liaise with the Campus Services Manager over matters associated with cleaning or the provision of other services and maintenance of the house;
- Lead the team on induction of new boarders;
- Oversee the preparation and upkeep of student welfare plans;
- Ensure suitable case studies of student progress are available for inspection;
- Oversee the accounts of assisted-boarding students;
- Deputise in the absence of the HoH;
- Participate in the staff performance management and appraisal process;
- Participate in, and where appropriate, contribute to the College programme of Continuing Professional Development.

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

HOURS OF WORK

Hours	Annualised hours of 1656 hours per year, consisting of: 1339 hours as a DHoH, plus 317 hours allocated to fulfil a 25% teaching timetable or 12 hours per fortnight as a Cover Supervisor.
Normal working Pattern	As the DHoH, there will be some fixed hours which will include 4 overnight on-call duties per week, Saturday and Sunday working, plus one evening shift during the week. The remainder of the DHoH hours will be worked as required. The 25% teaching timetable or Cover Supervisor timetable will be allocated to include one complete 24 hour period off duty mid-week, plus Saturday morning off-duty.

	The College normally has 24 working weekends each year, plus 6 exeat weekends, and the DHoH will work all 24 weekends, plus one exeat weekend each year.
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
CPD Days	Your working hours do not include the automatic requirement to work on published CPD days if this is not a contractual day, but you may be required to attend mandatory training and, in these cases, the additional hours may be claimed on a timesheet, where not already paid under another contract.

The post-holder will be auto enrolled to join the Teachers pension scheme or the Local Government Pension Scheme.

DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

PRE-EMPLOYMENT CHECKS

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.