

**SAPIENTIA EDUCATION TRUST****WYMONDHAM COLLEGE JOB DESCRIPTION****HEAD OF HOUSE****PERMANENT, FULL-TIME**

<b>Line Manager:</b>	Vice Principal: Boarding, Behaviour, Teaching & Learning
<b>Salary:</b>	Point 12 of the Leadership Scale / £58,105 per annum
<b>Residential Status:</b>	Fully Residential in Boarding House

**THE POST**

As Head of one of our five Main School boarding houses, the successful applicant will be responsible for the academic supervision and pastoral care of over 180 students, approximately 50% of whom will be boarders. They will be required to lead a team of up to 30 teaching and support staff.

The post is fully residential and the successful applicant will be provided with a three bedroom flat within the Boarding House.

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

On appointment, the successful candidate will be required to complete a six-month probationary period.

**PERSON SPECIFICATION**

The personal competencies expected of all College staff are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.

The professional competencies expected of Heads of Houses are:

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- Hold Qualified Teacher Status;
- Have a successful track record of leading boarding education in either the state or independent sector;
- Have previous experience of impacting 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 learning;
- Have a keen understanding of data and be able to analyse patterns in performance over time;
- Be a positive role model for students and staff on a day-to-day basis;
- 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;
- Have very high expectations of the learning of all students at all times.

## **JOB SPECIFICATION**

### **General Responsibilities**

The Head of House is responsible to the Principal for the operation of the boarding house in accordance with the National Minimum Standards for Boarding Schools and College Policies.

They are responsible for setting a positive tone of achievement and involvement in the house, for planning the effective use of house resources (including staff and delegated budgets), for the welfare, pastoral care, attainment and progress of all students allocated to the house, for the good order and discipline of all members of the House and for leading the house team of teaching, boarding and other support staff.

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**

- Be responsible through the Vice Principal to the Principal for all matters pertaining to the good order of their house and the behaviour, welfare and pastoral care, attainment and progress of the students who are allocated to the House and any others as required by the Principal;
- Other than in exceptional circumstances and with the agreement of the Principal, reside in the boarding house at least five nights a week whilst the College is in session;

- Refer student matters relating to Child Safeguarding to the Designated Safeguarding Lead as required in the College's safeguarding policy;
- Take responsibility for the organisation and operation of the House staff team to ensure continuous and adequate cover and supervision of the students in the House. This includes arranging for the cover of absent colleagues from their house duties;
- Develop an appropriate range of house activities, taking account of the needs and interests of all students but paying particular attention to the needs of boarders;
- Manage the House tutorial team and the effectiveness of the Tutor system within the house, including the delivery of the minimum entitlement for students;
- Act as line manager to the Houseparent, House Matrons and other House staff and ensure that their duties are properly discharged;
- Lead the House team by example, setting realistic but challenging targets for the House team and monitor progress against those targets, taking effective action to address underperformance and rewarding outstanding performance as appropriate;
- Monitor the performance of all students in the house against agreed targets, intervening as required to support their academic performance, behaviour, attendance, participation in extra-curricular life and general welfare;
- Liaise and communicate with parents and carers of students in the House as necessary;
- Provide reports and or comments for students as required, in line with the College's reporting processes and expectations.
- Participate in the duty rota for the supervision of meals and other duties within the College as directed;
- Operate the house in accordance with College policies and procedures in a manner which conforms to the National Minimum Standards for Boarding Schools and the College's own expectations;
- Ensure that students in the House make full use of Wymondham Life opportunities
- Ensure that students in the House adhere to the high standards of discipline and appearance;
- Convene regular meetings of the House staff, ensuring that records are kept appropriately;
- Manage the delegated house budget and any other funds for which you are responsible, efficiently and within the Trust's financial procedures;
- Participate in the promotion of the College, 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;
- Attend Heads of House/Raising Achievement and Progress and other meetings as required;
- Lead, or to arrange for others to lead, House Assemblies and attendance at Sunday services in the Chapel;
- Participate in appropriate professional development activities and the Performance Management scheme in operation at the College. This may include 360 degree appraisal involving colleagues, students and parents/carers.

## **REMUNERATION**

Point 12 of the Leadership Scale / £58,105 per annum

All payments are pensionable under the Teachers' Pension Scheme.

The post holder will be provided with a 3-bedroom flat, which will be free of charge. For Inland Revenue purposes, a nominal cost for gas and electricity provided is treated as a P11D benefit in kind.

Wymondham College staff enjoy a number of non-contractual benefits, including free refreshments and midday meals during term-time.

### **DRESS CODE**

The post-holder will be expected to wear appropriate business attire and 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 Wymondham College employees.

### **PRE-EMPLOYMENT CHECKS**

All staff must be prepared to undergo a number of 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.

### **REVIEW**

The Job Description will be reviewed annually as part of Wymondham College's Performance Management programme.