

JOB DESCRIPTION: HEAD OF HOUSE

Responsibilities delegated by: Joint Principal (NS), Designated Safeguarding Lead and Assistant Principal (JH)

Line Manager: Assistant Principal

The Head of House will be responsible for the organisation, pastoral care (alongside a Head of School) and monitoring of all students in their House, both Day and Boarding. They will be assisted by a Deputy Head of House and resident House Assistants. The Head of New College House will work in close partnership with the Head of Millgate House to ensure consistency in all aspects of routines and care for students of the same age.

Background

Our music programme, academic and wellbeing structures support the development of each individual student from the moment they arrive until the time they leave. Each student is provided with the skills and confidence to help them make the most of their opportunities at Chetham's, their chosen conservatoire or university and life beyond. We all accept responsibility for the development of each student; not only in terms of the highest musical and academic standards, but also in the confidence and self-esteem which comes from being valued as an individual at Chetham's.

Our students are individuals and we recognise that each and every child arrives at Chetham's with talent and potential and must be able to succeed in our environment. Each student and their parents are therefore entitled to, and receive, specific, focussed support, which is adapted at every stage of their development according to their needs.

Chetham's aims to sustain excellent standards of individualised care. The School is committed to the ongoing support of existing staff through a variety of INSET on important issues relating to the welfare of children and to the training and support of new staff through its programme of Induction.

We promote moral and spiritual values through the quality of relationships between students and between students and staff. We help our students develop positive personal qualities, attitudes and values; our commitment to the care of others, as we nurture our students' musical and academic talents, remains paramount to the ethos of the school.

Head of House – The Role

The Head of House offers a level of continuity of care and support that is unrivalled. The Head of House takes a lead role in the life of each student and support the Heads of School in all matters pertaining to a student's academic,

musical and personal progress by ensuring pastoral care contributes to and supports students' academic and musical aspirations.

The Head of House builds a strong, personal relationship with each of the students in their care to sound out their needs and work continuously with the House Staff towards meeting those needs. Above all, the Head of House gets to know their students and their 'story' well and will talk meaningfully with each of them every day.

The Head of House is an excellent communicator and keeps in regular contact with parents and guardians either face to face, by email or by phone; the Medical Centre, and the relevant Heads of School and Tutor.

The Head of House is also responsible for the day to day operational activities and include the close liaison with Site, Maintenance and Housekeeping services to ensure the boarding environment is operating at optimal level.

The Head of House oversees all travel arrangements for students and ensures students' arrival and departure and guardianship care is timely, practicable and safe.

The Head of Millgate and New College House will also act as Deputy Safeguarding Leads if appropriate experience and training is in place.

General Responsibilities

(This list is not exhaustive and does not form part of the Contract of Employment. Consequently, the tasks may be varied in accordance with the demands of the appointment)

To our Students:

- To ensure the happy transition and induction of boarders and their parents into the House from the outset.
- To care for the pastoral needs of day students equally to those of our boarders.
- To hold the House emergency phone in case of issues overnight with students
- The Head of House is a member of the Pastoral Management Team and will be a key post holder in the leadership of the pastoral, safeguarding and wellbeing elements of School life.
- To be a constant, supportive and encouraging presence in each of the students' lives modelling good practice in regard to personal standards and positive attitudes
- To lead and manage a House Team to ensure that the provision of a comfortable living environment for each boarder and their wellbeing needs are met
- To develop and maintain a healthy routine of life for each boarder and to make sure that standards of cleanliness and personal hygiene are encouraged from the outset and carried out throughout a boarder's life at Chetham's.

- To develop, and ensure that all House staff deliver, individualised care that responds to the specific needs of individual boarders, including those from different cultural backgrounds or those with a barrier to learning and to be aware of the changing needs of all students as they develop.
- To develop an ethos of mutual trust and respect through pro-active pastoral care and positive relationships.
- To understand and support students when they struggle to handle difficult situations or behaviours, dealing with disciplinary problems in a firm but caring manner using the principles of restorative practise.

To our Parents & Guardians:

- To reinforce Chetham's as an extension of the family home and the Boarding House as a sanctuary where our students, sleep, play, relax and study with a strong sense of camaraderie and family.
- To be the reassuring voice on the end of the phone and communicate regularly with parents and guardians to ensure they are kept abreast of their child's wellbeing, personal development and good news stories.
- To provide a strong and warm welcome to parents at the starts and ends of sessions.

To Chetham's – the wider focus:

- To ensure a clear and effective flow of information between all stakeholders, internal and external, in each student's life on all matters concerning the welfare of our students and ensure accurate records of all personal information relevant to the care of individuals are maintained.
- To ensure thorough administration procedures are established and that records that evidence compliance with NMS are accurately maintained
- To create and update policy and procedures with assistance and guidance from the Assistant Principal and Compliance Officer
- To ensure operational effectiveness of the Boarding House and prepare and implement the House Development Plan and risk assessments.
- Manage staff teams in terms of appraisal, rotas, duties and actions.
- To act as a Deputy Designated Safeguarding Lead
- To manage emergency situations taking leadership in boarding hours

The Person:

- Heads of House at Chetham's manifest a real and evident love of working with young people. Heads of House are warm, cheerful, and stable, and value positive reinforcement through energy and enthusiasm.
- The Head of House will have excellent management skills and have a clear vision and knowledge of what outstanding boarding looks like and how to achieve it.
- Heads of House take and maintain (at the School's expense) an up-to-date qualification in first aid.

Working Hours:

Chetham's is a full Boarding & Day School and Heads of House live on site in accommodation provided during term time or whenever students are on site.

The working day is likely to start around 7.00am when you ensure students are up and ready for breakfast and end after you have settled the students in bed which is typically between 10.00pm-11.00pm depending on the age. The day is split into two shifts.

All Heads of House will work 7 shifts on duty and one shift for administration duties.

All Heads of Millgate and New College House are expected to be on duty either Friday or Saturday evening shift. We have free weekends every three to four weeks.

Other than time off as outlined above, there must be a Head of House or a Deputy Head of House resident at all times during term time unless under exceptional circumstances prior permission to be absent overnight has been sought and obtained from the Assistant Principal.

Heads of House are available on site 48 hours before and after each term to ensure the Boarding House is ready for the new term and to attend staff meetings and INSET during the week prior to the start of the academic year.

CHILD PROTECTION AND SAFEGUARDING CHILDREN

As a post holder I recognise my responsibility to promote and safeguard the welfare of children and young people for whom I am responsible, or with whom I come into contact. I will adhere to and ensure compliance with Chetham's Child Protection and Safeguarding Policy and related documents (available at www.chethams.com) at all times. If, in the course of carrying out the duties of the post, I become aware of any actual or potential risks to the safety or welfare of students at Chetham's, I have a duty to follow the reporting routes and to report any concerns to the Designated Safeguarding Lead or to the Joint Principal. Our Policy and Procedure is in line with national directives and must be adhered to by all staff. Chetham's is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the needs of students and staff. Chetham's recognises the contribution it can make to protect and support students. I agree that I have read and understood the attached job description.

Employee's name

Employee's signature

Date.

Qualifications	University Graduate or similar Higher Level qualification	Essential
	Further training or qualifications appropriate for management or working with young people	Desirable
Experience	Experience of working with children and young people in a similar organisation or in loco parentis	Essential
	Excellent general health appropriate to the duties of the post	Essential
Knowledge, skills and abilities	Excellent communication skills with all stakeholders including children, colleagues, parents, guardians, carers and visitors.	Essential
	Good organisational and administrative skills. High standard of English language, as well as good written, IT and verbal communications skills	Essential
	Proven ability to manage a team	Desirable
	Experience and knowledge of safeguarding, restorative approaches to discipline and mental health in young people	Essential
	Ability to handle sensitive information and maintain discretion on sensitive issues	Essential
	Ability to lead activities for example debating, sport, craft, drama etc	Desirable
Attitude and disposition	Professional demeanour and approach in all matters	Essential
	Kind hearted, positive, 'can do' attitude	Essential
	Respectful and open to all even when under pressure	Essential
	Ability to handle sensitive information and maintain discretion on sensitive issues	Essential
	Suitability to work with children	Essential