**Ursuline College**

**Job Description/Person Specification**

**House Manager**

**Line Manager:** Head of House

**Grade:** KR7

**Hours per week:** 37

**Weeks per year:** 42 (Term Time plus 5 INSET days plus 15 days during school holiday periods)

**Main Purpose of Job:**

**To support the Head of House in the gathering of academic data and reports from teachers about the academic performance of students in the House and to support pupils’ academic progress and welfare, and oversee and manage work for inclusions, exclusions and long-term absence.**

Ursuline College All Staff Responsibilities:

* To be committed to safeguarding and promoting the welfare of children and young people within the school
* To act in a loyal and professional manner around school and to contribute to the overall ethos/work/aims of the school
* To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* To be aware of and support difference, and ensure equal opportunities for all
* To attend and support appropriate meetings/courses and to undertake any training as deemed necessary in order to keep abreast of development

**General Duties**

* To uphold the Catholic Ethos of the school
* To take part in/help organise Parents' Evenings, assemblies, rewards trips, exam invigilation, inspire curriculum delivery and other House/school events as required
* To support with detentions and to collect students for detentions
* To monitor form time with HOH, including the undertaking of Acts of Worship
* To maintain complete and accurate student and House records and reports in electronic and/or paper formats
* To support the HoH in monitoring form time, including the undertaking of Acts of Worship.
* To ensure that all SIMS student data is accurate and complete at all times.

**Academic Support:**

* To use academic data and reports to target specific students or groups of students to mentor with the aim of improving academic focus and achievement
* To report to the Head of House the progress made through academic mentoring and ensure communication with parents regarding progress.

**Pastoral Care:**

* To liaise with parents, including being the first point of contact for parents who contact the school, and ensuring a resolution
* To lead in the monitoring of attendance in the House, and to meet with parents and outside agencies concerning attendance as needed to improve attendance and punctuality.
* To monitor behaviour, uniform and achievements of student in the House through weekly reports; to deal with behaviour issues such as bullying, attendance, lateness, uniform, ‘on report’; to make contact with home and hold parental meetings as necessary; to maintain a SIMS logs of parental contact; to ensure detentions are attended and completed, and escalate accordingly where necessary
* To lead in supporting students social and emotional wellbeing, meeting with them and/ or their parents as necessary, making referrals as necessary and chasing progress with any referrals
* To liaise/meet with other schools and outside agencies (school counsellor, Early Help team, IYFA, CAMHS, CXK, police clinic and other agencies) as necessary to best support students in the House.
* To lead in the completion and regular updating of Medical Care Plans for students in the House, ensuring full communication with all relevant stakeholders
* To oversee the induction of new students who are admitted in-year.

**Administrative Duties:**

* To help maintain complete and accurate student and house records
* To undertake the provision of general administrative and organisational services in the House as needed.

A House Manager may be required to undertake any other reasonable tasks as required by the Headteacher/Senior Assistant Headteacher

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| *This job description may be reviewed and is subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the College in relation of the post holder’s professional responsibilities and duties.*  *The post holder will be expected to carry out all duties in the context of, and in compliance with, all the College’s policies and procedures.* |

**Person Specification:**

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| **Criteria** | | Essential Desirable | |
| **Qualifications** | Good general standard of education  Educated to degree standard  Hold GCSE Maths and English, or equivalent    Recent CPD in behaviour management and/or pastoral care | **P** | **P**  **P**  **P** |
| **Specific Skills,**  **Experience and Knowledge** | Previous experience of working with children and young people, preferably within an educational setting  Familiarity with policies concerning  Health & Safety, AEN and Equal Opportunities  ICT skills including experience of Microsoft Office  Knowledge of the school SIMS system  Experience of working with external agencies | **P**  **P**  **P** | **P**  **P** |
| **Personal Qualities** | Excellent record of punctuality and attendance  Excellent written and verbal communication skills  Ability to remain calm under pressure  Ability to work effectively as part of a team  Willingness to undertake relevant training to develop performance  Supportive of the School’s Catholic Ethos  Desire and potential to progress to further promotion | **P**  **P**  **P**  **P**  **P**  **P** | **P** |