

ST EDMUND'S CATHOLIC SCHOOL

'A learning community, a faith community, a vibrant, forward looking community'



ST EDMUND'S CATHOLIC SCHOOL JOB DESCRIPTION HOUSE MANAGER – KOLBE

Reporting to:	Assistant Headteacher (Head of Kolbe)
Salary:	KR6 (FTE £25,127 - £26,383)
Hours:	37 hours per week, 39 weeks per year

Responsibilities:

Working under the direction and line management of the Assistant Headteacher (Head of House) to provide support for one of four houses at St Edmund's:

Academic Support

- To support the Assistant Headteacher in the gathering of academic data and reports from teachers about the academic performance of students in Kolbe and to support pupils' academic progress
- To oversee and manage work for internal exclusions, fixed term exclusions and long-term absence
- Provide supervision on rota for internally excluded students in the inclusion room

Attendance

- Work under the direction of the Attendance Officer to monitor and analyse attendance and punctuality for the students in their House and intervene/communicate appropriately with students and parents

Safeguarding

- To work as a Deputy DSL in conjunction with the DSL to ensure that all safeguarding matters are dealt with effectively, referred to appropriate authorities when required and properly passed on to the Senior House Manager for recording and filing

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 Kolbe, and to meet with parents and outside agencies concerning attendance as needed
- 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 parental meetings as necessary and to maintain a SIMS logs of parental contact
- Provide support for the organisation of centralised detentions
- To oversee the induction of new students who are admitted in-year

Rewards

- To devise a system of whole school rewards
- To organise Rewards Assemblies
- To coordinate the end of year Rewards trip

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General

- To uphold the Catholic Ethos of the school
- Support student engagement in the Passport to Success and Enrichment programme including monitoring Duke of Edinburgh Award
- To take part in/help organise Parents' Evenings, assemblies, rewards trips, exam invigilation, enrichment curriculum delivery and other House/school events as required
- To support with House detentions and to collect students for detentions
- To organise and support provision of clubs in school holidays as needed
- To organise and deliver House Assemblies, including rewards assemblies
- To monitor form time with the Head of House, including the undertaking of Acts of Worship and planner checks
- To oversee House displays, the lending of spare uniform or general school equipment

Administrative

- 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.

Other

The House Manager may be required to undertake any other reasonable tasks as required by the Headteacher.

This job description is current at the date shown, but, in consultation with the postholder, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.

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Person Specification:

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good general standard of education • Up-to-date safeguarding training for Designated Safeguarding Leads 	<ul style="list-style-type: none"> • Educated to degree standard • Hold GCSE Maths and English, or equivalent. • Recent CPD in behaviour management and/or pastoral care
Specific Skills, Experience and Knowledge	<ul style="list-style-type: none"> • Ability to lead and manage others • Excellent organisational skills • 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 	<ul style="list-style-type: none"> • Knowledge of the school SIMS system. • Experience of working with external agencies.
Personal Qualities	<ul style="list-style-type: none"> • Excellent record of punctuality and attendance • Excellent written and verbal communication skills • Ability to remain calm under pressure. • Able to work effectively as part of a team • Willing to undertake relevant training to develop performance • Supportive of the School's Catholic Ethos 	<ul style="list-style-type: none"> • Desire and potential to progress to further promotion