



URSULINE COLLEGE

JOB DESCRIPTION: HOUSE MANAGER

GRADE/SALARY RANGE: KENT RANGE 7

HOURS: 37 hours a week for 42 weeks a year

DATE: SEPTEMBER 2019

Responsibilities

Working under the direction and line management of a Head of House:

Academic Support

- To support the HOH 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
- To oversee and manage work for inclusions, exclusions and long-term absence

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 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; to run House detentions.
- 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 facilitate PEPs, PSPs, CP, CHIN and school transfers as necessary (in consultation with HOH/DHOH/SENCO).
- To oversee the induction of new students who are admitted in-year

General

- 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 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 HOH, including the undertaking of Acts of Worship

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

A House Manager may be required to undertake any other reasonable tasks as required by the Executive Principal/Academy Principal.

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.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Good general standard of education.	<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">• 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