



**JOB DESCRIPTION: DEPUTY HEAD OF HOUSE**

**Responsibilities delegated by Head of House  
Assistant Principal (JH)**

The Deputy Head of House will be responsible for assisting the Head of House in the organisation, management and monitoring of all students in their House. They will be assisted by resident House Assistants.

**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.

**Deputy Head of House – The Role**

The Deputy Head of House offers a level of continuity of care and support that is unrivalled and is responsible, with the Head of House, for the wellbeing of all the students in the House. The Deputy Head of House takes a lead role in the life of each student and supports the Head of House and Heads of School in all matters pertaining to a student's academic, musical and personal progress by ensuring boarding contributes to and supports students' academic and musical aspirations. There is a seamless transition in care by always having a Deputy or Head of House available.

The Deputy 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 Deputy Head of House gets to know their students and their students' 'story' well and will talk meaningfully with each of them every day.

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

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

The Deputy Head of House assists the Head of House in overseeing all travel arrangements for students and ensures students' arrival and departure is timely and practicable.

### **General Responsibilities**

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

#### **To our Students:**

To ensure the happy transition of boarders and their parents into the House from the outset.

To be a constant, supportive and encouraging presence in each of the students' lives modelling good practice with regard to personal standards and positive attitudes.

To support the Head of House in leading a House Team to ensure that the provision of a comfortable living environment for each boarder and the wellbeing needs are met.

Ensure there is a healthy and exciting range of activities in each of the Houses led and run by House Assistants

Developing and maintaining 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 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 boarders when they struggle to handle difficult situations or behaviours, dealing with disciplinary problems in a firm but caring manner.

To be proactive in dealing with behaviour and pastoral care using our restorative justice ERIC model.

### **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 in communicating regularly with parents and guardians to ensure they are kept abreast of their child's wellbeing, personal development and good news stories.

Along with the Head of House to provide a strong and warm welcome to parents at the starts and ends of sessions.

### **To Chetham's – the wider focus:**

To assist the Head of House 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 assist the Head of House to ensure thorough administration procedures are established and that records that evidence compliance with NMS are accurately maintained.

To assist the Head of House to ensure operational effectiveness of the Boarding House, appraisal of colleagues, training and development of the team, manage staff teams, rotas, duties and actions.

### **The Person:**

House Staff at Chetham's manifest a real and evident love of working with young people. Deputy Heads of House are warm, cheerful, and stable, and value positive reinforcement through energy and enthusiasm.

The Deputy 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.

Deputy Heads of House will take and maintain (at the School's expense) an up-to-date qualification in First Aid. They need to stay abreast of current training in safeguarding, health and wellbeing, student development, mental health and other aspects of boarding life.

Other than time off as outlined above, all House staff are expected to be resident in School every night during term time unless prior permission to be absent overnight has been sought and obtained from the Head of House in the first instance or the Joint Principal.

Deputy 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.

The Deputy Head of House will cover for the Head of House in the event of any absences. Should any absence extend for a period of more than 7 calendar days, alternative cover arrangement will need to be considered.

**Working Hours:**

Chetham's is a full Boarding and 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 9.00pm for Victoria House students.

All Deputy Heads of House are entitled to two days and two nights a week off and rest periods during duty days of up to two hours (to be taken during the quietest parts of the School day). The shift pattern mirrors that of the Head of House at eight shifts, one of which will be an admin shift.

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 Joint Principal.

**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](http://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 (NS).

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 .....

**Person specification – Deputy Head of House**

Qualifications	University Graduate or relevant experience/qualification	Essential
Experience	Of working with children and young people	Essential
	Leading or managing a boarding house perhaps in an 'ad hoc' capacity	Desirable
Knowledge, skills and abilities	Excellent communication skills and empathy with young people	Essential
	Recent relevant training	Desirable
	Good organisational and administrative skills	Essential
	To conduct yourself in a professional manner befitting to the position	Essential
	High standard of English language, as well as good written and verbal communications skills	Essential
	Proven ability to manage others, to lead a team of House Staff	Essential
Attitude and disposition	Friendly, positive disposition	Essential
	Self-motivated, able to exercise initiative and complete actions/tasks	Essential
	Flexible, co-operative, patient	Essential
Other circumstances	Ability to handle sensitive information and maintain discretion on sensitive issues	Essential
	Suitability to work with children	Essential