



Ripon Grammar School

Job Description

House Tutor

Key Aspects of Role:

To be resident in the House whilst on duty and to be responsible to the Housemaster/Housemistress for the general welfare and personal development of the boarders in the house in accordance with school policy; the detailed guidance in the Childrens' Act; National Minimum Standards for Boarding Schools.

Terms and Conditions:

- NYC Grade CD, points 5-6
- Term time only

Reports To:

Housemaster/Housemistress

Professional Attributes and Qualifications:

- Relevant NVQ and first aid qualification (or willingness to be trained)
- Experience of working with young people
- Effective organisational skills
- Commitment to staff and students within School

Specific Responsibilities and Duties:

General Responsibilities:

- To build strong personal relationships with the students in the house, to sound out the needs of each and to work continuously toward meeting those needs.
- To care for the students in the house to ensure their safety, health and general well-being.
- To provide a stimulating environment in which students can develop and mature.
- To carry out the daily routines in the house whilst on duty.
- To support the Housemaster/Housemistress in implementing the aims and objectives of the School Improvement Plan and in ensuring an outstanding boarding experience for students.

Key Responsibilities:

- To be responsible for the care and welfare of the students in the house.
- To engender a feeling of respect and trust between the boarders and the staff.

- To be pro-active in the supervising the students whilst they are in the boarding house and on the school premises. For example, at suppertime; prep time; bedtime and in preparing for school in the morning.
- To provide a recreational activity for the boarders as part of the duty session; complete the appropriate risk assessment documentation and ensure risk assessments pertaining to any activity are regularly reviewed and updated.
- When undertaking an activity ensure that the appropriate risk assessment has been read and is adhered to. If any additional hazard is identified, this must be reported and the risk assessment amended.
- To provide weekend activities for the termly boarders as part of the weekend duty session; complete the appropriate risk assessment documentation and ensure risk assessments pertaining to any activity are regularly reviewed and updated.
- To be vigilant regarding the health, safety and emotional well-being of boarders, using the appropriate house systems to report near misses and flag up potential issues to senior staff.
- To implement the positive behaviour policy to ensure that the students follow the house rules and if a sanction is given to a student, that it is adhered to.
- In association with the Housemaster/Mistress, ensure all procedures re: signing out are adhered to and the whereabouts of each student is known in accordance with boarding practice.
- In an emergency to follow the contact procedure as outlined in the critical incidents file.
- To supervise the issuing of medication and updating of medical records in consultation with senior staff. To accompany boarders to appointments when necessary.
- To assist in ensuring that domestic routines are adhered to and carried out.
- In consultation with the HSM to make appointments at the doctor, dentists, opticians, hospitals as and when required and accompany students to appointments.
- To act as a house tutor to a group of boys or girls, being responsible for their pastoral care and monitoring their academic progress. To communicate regularly with Form Tutors/Heads' of School and parents regarding progress of the individual students in the tutorial group.
- To utilise the boarding house administration system to ensure the health, safety, welfare and well-being of students.

Teacher Training Days

- Boarding staff are required to be on duty when boarders return to school at the start of term which on occasions, coincides with teacher training days. On such days, the boarding staff are required to undertake their regular boarding duty which normally commences at 4.00pm.

Exeat weekend (Bank Holiday)

- The first bank holiday in May coincides with a boarders' exeat weekend. Boarders return to school from 6.00pm onwards on the Monday evening. The house tutors will be required to work that evening on a rota basis.