



Position: Head of House
Camp: Residential Camps, Dauntsey's School, SN10 4HE
Pay: See separate list
Reports to: Pastoral Manager

Responsibilities

Pastoral & Activity Leader

- ✓ Execute all responsibilities in the '**Pastoral & Activity Leader**' job description.
- ✓ Check all staff in your team are carrying out these responsibilities to a high level.

Lead your House Team

- ✓ Work together, be proactive, hold meetings and ensure staff and campers are happy & supported.
- ✓ Make sure rules, routines and good habits are implemented and maintained.
- ✓ Ensure House rooms and areas are looked after properly.

Liaise with Pastoral Manager

- ✓ Liaise and take advice from the Manager (regular meetings) to resolve issues.

Common Rooms

- ✓ Ensure rooms are in good order with all lists and notices up-to-date.

Dining Room / Meal Supervision

- ✓ Organise, monitor and liaise with the staff and campers.

Incident Reports

- ✓ Collate, read and action all Incident Reports.
- ✓ Monitor carefully to look for patterns and be proactive

Cover Rotas

- ✓ Create a cover rota for staff dorms when they are off or on duty.

Handover

- ✓ On days off ensure a thorough hand over to the relevant person.

Required Leadership Skills

- ✓ Supervisory or Management experience
- ✓ Lead by example with maturity, clear communication & positive direction
- ✓ Ability to motivate and get the best out of your team
- ✓ Foster a collaborative, dynamic and close-knit team spirit



Reviewed November 2022