



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
- ✓ Make sure you use staff appropriately so campers are well looked after and priority. And our staff have adequate breaks and also have some one to talk to and seek advice from.

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 2023