

Team Leader JD for Epsom House

Key performance Areas	Expected outcomes and performance indicators	Comments on performance
Team Leader Responsibilities	<ul style="list-style-type: none"> <li>1.1 Establish positive respectful relations with staff and students</li> <li>1.2 Be aware of Epsom House policies, processes and systems and use these accurately. Assist HM to update EH policies and processes.</li> <li>1.3 Monitor staff and assist the House Managers with staff induction following recruitment</li> <li>1.4 Attend any staff professional development offered by the school/Epsom House</li> <li>1.5 Monitor Orah Mood Checks and follow up on any concerning submissions and notify managers of steps taken</li> <li>1.6 To work flexible hours to meet the needs of the House</li> <li>1.7 Respond to emails where applicable and handover anything that needs to be escalated to House Managers</li> <li>1.8 Be a point of contact for staff on your rostered days so they can check in with you as needed. This could be via phone after your shift has concluded</li> </ul>	
Student Support/Learning	<ul style="list-style-type: none"> <li>1.9 Establish positive and respectful relationships with students and parents</li> <li>2.0 Schedule weekly meetings with house leaders making sure you are checking in regularly with them if a weekly meeting is not possible.</li> <li>2.1 Maintain a safe environment for students</li> </ul>	

	<p>2.2 Assist Director/Prefects/House Leaders in the planning and organisation of the orientation of new students with social events e.g., socials and other activities. And ensure that EOTC and other applicable documentation is completed</p> <p>2.3 Assist the Director/House Managers in any other matters associated with Student Support</p> <p>2.4 Maintain appropriate notes on Orah and any follow up where applicable</p> <p>2.5 Pass on student/parent concerns/complaints to management taking care that you are reporting all details correctly</p> <p>2.6 Ensure that all residence rules are followed in accordance with the Student Guidelines and record any breaches by students of House rules on Orah and report to management</p> <p>2.7 Oversee Epsom House tutor shifts</p>	
Administrative	<p>2.8 Assist Director/House Managers in managing petty cash and taxi chits where appropriate</p> <p>2.9 Assign tasks to staff to complete</p> <p>3.0 Complete day to day administration for efficient running of the Office.</p> <p>3.1 Report/action Health and Safety concerns to HMs</p> <p>3.2 Assist the Director and Managers in the completion of KPI appraisals</p> <p>3.3 Be available to carry out reasonable additional duties as may from time to time be determined by Epsom House management or the School Senior Leadership Team</p>	
Property	<p>3.4 Assist Director/House Managers in any matter associated with property maintenance.</p> <p>3.4 Work cooperatively with other staff in matters pertaining to house-keeping duties</p>	
Communication	<p>3.5 Prepare and coordinate surveys, reports, and term newsletters</p> <p>3.6 Assist Director/House Managers in any other matters associated with communication</p>	
Operational duties	<p>3.7 Ensure staff and students maintain high standards of cleanliness and maintenance of EH</p>	

	<p>3.8 Assist HM's to ensure the House and property are ready for the start of each term</p> <p>3.9 Ensure staff comply with all Health &amp; Safety procedures as required by the school/House</p>	
Relationship with the school	<p>4.0 Work to ensure good working relationships with school staff.</p> <p>4.1 Participate in the development of a liaison plan to mirror school ethos in the House</p> <p>4.2 Demonstrate a commitment to the school's values of Compassion, Courage, Community and Curiosity</p>	

**Date of Job Description: September 2022**