

<b>Job Title:</b>	Housemaster/Housemistress
<b>Responsible to:</b>	Head of Boarding
<b>Responsible for:</b>	Boarding House pupils
<b>Contract:</b>	Permanent, Full-time
<b>Salary:</b>	Leadership scale, expectation to teach 0.5 FTE timetable

### **Purpose of the role**

As resident Housemistress/master you will be a presence in boarding leading the supervision and guidance of staff for the safety and welfare of boarding students.

### **Key Duties and Responsibilities**

#### **Operational and Strategic**

- To be resident within the House at all times during term time (excluding off duty time) and to be responsible to the Head of Boarding for the general welfare and personal development of all the boarders in the House in accordance with the policy of the School and the detailed guidance in the Children Act.
- To get to know each of the boarders as individuals.
- To manage the relevant staff, ensuring excellent academic and pastoral care for the boarders.
- To promote excellent working relationships with parents and guardians and to respond to their concerns.
- To draw up a development plan for the House as required by the Head or Deputy Head and to be responsible for its implementation.
- To play an active part in marketing the School through attendance at, all relevant marketing events (on or off site) and through giving tours for prospective parents.
- To manage the budget delegated to the House effectively.
- Alongside the Head of Boarding and Director of Enrichment to organise a programme of activities for the House which include opportunities for social interaction, charity activities and acts of community service.
- To teach or otherwise contribute for approximately half a teaching timetable.
- To be a positive member of the wider School Community, always promoting the highest professional standards.
- To maintain the highest standard relating to duties (administrative or teaching).
- Establishing a boarding house which supports the aims and ethos of the School.
- To establish and maintain a healthy routine of life for each boarder, and to make sure that standards of cleanliness and personal hygiene are carried out.
- Guarantee high quality and sensitive communication between parents and all boarding staff.
- To liaise with the Health Centre staff concerning the general health and life-style of the boarders, and to keep closely in touch with the nursing team and/or DSL in case of individual concerns.
- To ensure that the presence of boarders is checked individually and personally at the times required by the Head or Leadership Team (LT) and that this responsibility is effectively carried out by other members of the House Team when, i.e. off duty.
- To keep in contact with parents and guardians in every possible way, and to get to know them personally, while maintaining a strong sense of professionalism.

- To obtain parental permission for any visit by a boarder to another family at any time.
- To obtain parental permission for any overnight stay away from the School, including trips home.
- To obtain confirmation from the host family (if other than parents) of any overnight stay away from School.
- To have an oversight of prep and study periods and ensure that during these times pupils work quietly at their studies.
- Liaise closely with the Head's of Key Stage and Tutors regarding problems with pupils' work as you work together to oversee the academic programme.
- Collaborate with the Head of Boarding to foster a supportive coeducational environment within the boarding community.

### **Management**

- Provide high quality induction and further encouragement and guidance in the form of opportunities for development for the Assistant Housemaster, according to their individual needs.
- Work with the Head of Boarding to devise and manage staff duty rotas.
- Ensure that the boarding provision answers the needs of all boarding pupils so that outcomes both curricular and co-curricular are excellent.
- Working closely with the Head of Marketing & Admissions Registrar in the promotion and marketing of boarding, which may include attending Open events, Prep School events and the possibility of overseas travel.
- Working with the Leadership Team to be proactive and innovative

### **Other**

- To deal with disciplinary problems in a firm but caring manner, and to liaise with the Deputy Head in any matter of serious concern and alerting relevant staff to any disciplinary matter.
- Enforce school policies related to good discipline at all times.
- Ensure pupils adhere to school policy on bedtimes and mealtimes.
- Alongside these Key Aspects will be the health, safety and well-being of all the boarders. An up-to-date knowledge of the National Minimum Standards is essential as is the ability to keep well-ordered and meticulous records. The Boarding Handbook provides greater detail on all these duties.
- You are required to carry out any reasonable task commensurate to your post as directed by the Head.

### **Safeguarding Responsibilities:**

- To know the identity of the School's Designated Safeguarding Lead and Deputies.
- Proactively be alert to indicators of potential safeguarding issues and report these immediately in accordance with the School's procedure.
- Be aware of the School's Safeguarding and Child Protection Policy and to follow its requirements.
- Attend training relating to Safeguarding of Children provided by the School as required.
- Engage in safe practice and professional conduct to safeguard children to mitigate against the potential for misunderstandings or situations being misconstrued.
- The School is fully committed to safeguarding the welfare of all pupils and expects the same from its volunteers, employees and representatives.

### Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>A good honors degree, in chosen subject, in order to meet the teaching requirements of the role</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Previous experience in a pastoral/boarding role</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience successfully managing a boarding house</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Excellent communication and interpersonal skills with the ability to communicate effectively with pupils, parents/guardians and staff</li> <li>Efficient, with good IT, organisational and administrative skills</li> <li>An excellent team member with the ability to lead a small staff team</li> <li>Punctuality and the ability to prioritise workload and meet deadlines</li> </ul>	
<b>Attitudes and Approach</b>	<ul style="list-style-type: none"> <li>A commitment to excellence and high professional standards</li> <li>Good judgement and a proactive approach to problem-solving</li> <li>The ability to work using own initiative</li> <li>Tact, sensitivity and the ability to handle confidential information with discretion</li> <li>The ability to be flexible and adapt to change</li> <li>The ability to relate well to adolescents and enjoy their company</li> <li>A commitment to safeguarding and promoting the welfare of children and young people, and adhere to and comply with the School's Child Protection Policy statement at all times</li> </ul>	