

JOB DESCRIPTION

Position Title:	Relief Assistant Housemaster/mistress
Reporting To:	Senior Housemistress/master
Basic Purpose:	To work with and support a team of house staff in providing for the welfare, health, pastoral care and safety of all pupils in the boarding house in accordance with the school's policies and guidelines. To help maintain a happy, safe and positive atmosphere that is conducive to pupils living and working together in harmony. To help foster a sense of house identity and spirit, lead activities, ensure rules are being followed at all times and help to maintain a welcoming, inviting and tidy house. This position might suit a recent graduate and/or someone who is keen to gain experience in pastoral work.
Authority:	The post-holder works with the other pastoral house staff in providing the pastoral care of the pupils in the house and all aspects of the smooth running of the houses. To liaise with the Pastoral Manager on day to day matters or Deputy Principal on any action which requires a higher authority.
<u>Principal Accountabilities:</u>	
Boarding House:	Liaise with and provide support to the SHMs and HMs by sharing responsibility for the efficient running of the houses in consultation with the Pastoral Manager and the Deputy Principal.
Medical:	Liaise with the school's medical staff to ensure the correct care and welfare of the pupils. Basic first aid training is provided unless a qualification is already held.
Pastoral Care:	The care of the individual pupil: sympathetic, caring, responsible and patient understanding of the age group.
House staff:	The Relief Assistant Housemaster/mistress is an integral member of the teams of house staff, supporting the SHMs in creating cohesive and harmonious teams, and assisting with a range of house duties in consultation with the SHMs or HMs.
Duties and Presence:	<ul style="list-style-type: none">• Help to maintain a welcoming, tidy and homely atmosphere.• Monitor behaviour and deal appropriately with any disciplinary issues.• Uphold standards of dress, general appearance and personal hygiene.

Note: This job description reflects the current situation. It does not preclude change or development that might be required in the future.

- Ensure that there is an appropriate working atmosphere during prep and assist where possible.
- Maintain an orderly bedtime routine.
- Ensure the pupils are up in time for breakfast, registered and ready for the school day.
- Help to deal with emergencies of any kind, including escorting pupils to medical appointments where required.
- Help to maintain pastoral records of pupils and other relevant administrative house tasks.
- Be 'ever present' and a visible presence when on duty by regularly moving about all areas of the house, maintaining appropriate boundaries at all times.
- Sleep in the house on all duty nights. The Relief Assistant Housemaster/mistress has a range of day and overnight duties with weekends and evenings (not nights) off each week.
- Cover additional duties as required such as the supervision of meals, prep, extra-curricular activities and special occasions, maintaining punctuality.
- Provide assistance and cover in other boarding houses where required.
- Help look for missing pupils.

Parents:	Liaise and foster good relationships with parents, in consultation with the SHMs, Pastoral Manager or Deputy Principal.
Health and Safety:	Share responsibility for all aspects of safety as directly related to the boarding house.
Extraneous Duties:	The undertaking of any reasonable additional duties at the request of the Deputy Principal or Principal.

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House Tutor Person Specification

Essential

An understanding of the needs of children in a boarding environment.

A sound understanding of child protection and the National Minimum Standards for Boarding.

Strong communication skills with both adults and young people.

Genuine enthusiasm and the ability to work well within a wider team, maintaining effective working relationships.

A high degree of confidentiality and punctuality.

Good organisational and problem solving skills.

An ability to remain calm under pressure.

High levels of motivation, patience, diplomacy, creativity and adaptability.

A sense of humour.

Desirable

First Aid qualification.

Full clean driver's licence.

Employee signature _____

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14 March 2019