

JOB DESCRIPTION

Position Title:	Senior Housemistress/master
Reporting To:	Pastoral Manager for all day to day matters; Deputy Principal for any action which requires a higher authority.
Basic Purpose:	To act “in loco parentis” and provide for the welfare, health, pastoral care and safety of all pupils in his or her boarding house, in accordance with the school’s policies and guidelines. To lead a team of boarding house staff and maintain a happy, safe and positive atmosphere that is conducive to pupils living and working together in harmony. To foster a sense of house identity and spirit, to ensure rules are being followed at all times and to maintain a welcoming, inviting and tidy house.
Authority:	The post-holder has, in conjunction with other pastoral house staff, responsibility for the pastoral care of the pupils in the house and all aspects of the smooth running of the house. To liaise with the Pastoral Manager for day to day matters or Deputy Principal on any action which requires a higher authority.
<u>Principal Accountabilities:</u>	
Boarding House:	Responsibility for the efficient day-to-day running of all aspects of the boarding house in consultation with the Pastoral Manager and the Deputy Principal.
Medical:	Liaison 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:	Leading, supervising and motivating a cohesive and harmonious team of house staff, ensuring that all duties are completed appropriately and delegated fairly to the team. Appraising the other staff members within the house and managing all other staff issues such as absence, wellbeing and performance in conjunction with the Pastoral Manager and HR, and in line with policies and procedures.

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

Duties and Presence:

- Create and 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.
- Ensure that there is an appropriate working atmosphere during prep.
- Maintain an orderly bedtime routine.
- Ensure the pupils are up in time for breakfast, registered and ready for the school day.
- Deal with emergencies of any kind, including escorting pupils to medical appointments where required.
- Coordinate, oversee the completion of and check pastoral reports for the house.
- Maintain pastoral records of pupils and other relevant administrative tasks for the house.
- Be 'ever present' and a visible presence by regularly moving about all areas of the house.
- Be available to the pupils in the house most evenings and most weekends for both formal and informal contact, maintaining appropriate boundaries at all times.
- Normally sleep in the house except during holidays. Because the SHM post is fully residential during term time, it would be expected that in an emergency situation the SHM would be prepared to lend a hand even if officially 'off duty'. The SHM is 'off duty' for two weekdays per week and other house staff are expected to deal with all normal house matters during this time. It is intended that the SHM will normally be able to stay away overnight for at least a 24 hour period during this 'off duty' time.
- Ensure that the house is ready in good time for the beginnings and ends of terms, half-terms and exeats.
- Cover additional duties as required such as the supervision of meals, prep, extra-curricular activities and special occasions, maintaining punctuality.

Parents:	Regular contact and foster good relationships with parents, acting as the primary contact for communication, both in verbal and written forms, in consultation with the Pastoral Manager or Deputy Principal.
Health and Safety:	Responsibility for all aspects of safety as directly related to the boarding house, including completion of annual risk assessments.
Extraneous Duties:	The undertaking of any reasonable additional duties at the request of the Deputy Principal or Principal.
Other Requirements:	Full, clean driving licence.

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Senior Housemistress/Housemaster Person Specification:

Essential

Experience of working with children and an understanding of the needs of children in a boarding environment.

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

Proven strong communication skills with both adults and young people.

A high degree of confidentiality and punctuality.

Experience of successfully leading, motivating and managing an efficient and harmonious team or demonstrating the ability to do so.

An ability to work confidently with other staff at all levels and across all areas of the school.

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

Good organisational and problem solving skills.

An ability to remain calm under pressure.

High levels of motivation, patience, diplomacy and creativity.

A sense of humour.

Desirable

Previous experience in other boarding or residential environments working with young people.

First Aid qualification.

A BSA qualification or other relevant qualification.

Full clean driver's licence and the ability to drive a minibus or the willingness to learn.

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11 July 2019