

JOB DESCRIPTION

- Position Title:** Housemistress/master (HM)
- Reporting To:** Senior Housemistress/master (SHM)
- Basic Purpose:** To assist the SHM in providing 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 deputise for the SHM in his or her absence and to act "in loco parentis". To support the SHM in leading a team of boarding house staff and maintaining 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, ensure rules are being followed at all times and maintain a welcoming, inviting and tidy house.
- Authority:** The post-holder supports the SHM, in conjunction with other pastoral house staff, in providing 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.
- Principal Accountabilities:**
- Boarding House:** Liaise with and provide support to the SHM by sharing 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:** 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 HM is an integral member of a team of house staff, supporting the SHM in creating a cohesive and harmonious team, leading that team in the SHM's absence and assisting with a range of house duties or leading them in consultation with the SHM.
- Duties and Presence:**
- 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.

 - 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.

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

- Deal with emergencies of any kind, including escorting pupils to medical appointments where required.
- Assist with the completion of pastoral reports.
- Help to maintain pastoral records of pupils and other relevant administrative house tasks.
- Be 'ever present' and a visible presence by regularly moving about all areas of the house.
- Be available to the pupils in the house for both formal and informal contact, maintaining appropriate boundaries at all times.
- Sleep in the house on all duty nights. The HM has two weekdays off per week and may stay away overnight on days off, subject to adequate staffing.
- 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, in consultation with the SHM, Pastoral Manager or Deputy Principal.

Health and Safety: Share responsibility for all aspects of safety as directly related to the boarding house, including assisting with the 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.

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.

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

An ability to support a manager yet step into that role when required.

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 an interest in obtaining one.

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

Employee signature

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