

## JOB DESCRIPTION

<b>Position Title:</b>	Assistant Housemistress/master (AHM)
<b>Reporting To:</b>	Senior Housemistress/master (SHM)
<b>Basic Purpose:</b>	To assist the SHM, the Housemistress/master (HM) and other boarding house staff in providing for the welfare, health, pastoral care and safety of all pupils in the boarding house during the evenings and overnight, in accordance with the school's policies and guidelines. To work as a team member of house staff and help to 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, ensure rules are being followed at all times and help to maintain a welcoming, inviting and tidy house.
<b>Authority:</b>	The post-holder supports the SHM and HM, 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.
<b><u>Principal Accountabilities:</u></b>	
<b>Boarding House:</b>	Liaise with and provide support to the SHM and HM by sharing responsibility for the efficient running of the house in the evenings in consultation with the Pastoral Manager and the Deputy Principal.
<b>Medical:</b>	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.
<b>Pastoral Care:</b>	The care of the individual pupil: sympathetic, caring, responsible and patient understanding of the age group.
<b>House staff:</b>	The AHM is an integral member of a team of house staff, supporting the SHM in creating a cohesive and harmonious team, and assisting with a range of house duties in consultation with the SHM or HM.

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:**

- Help to maintain a welcoming, tidy and homely atmosphere in the evenings.
- 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 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.
- Be available to the pupils in the house for both formal and informal contact during the evenings, maintaining appropriate boundaries at all times.
- Sleep in the house on all duty nights. The AHM is on duty for four weeknights per week.
- Cover additional duties as required such as the supervision of meals, prep, extra-curricular activities and special occasions, maintaining punctuality. (not applicable where full time teaching duties prohibit this).

**Parents:** Liaise 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.

**Extraneous Duties:** The undertaking of any reasonable additional duties at the request of the Deputy Principal or Principal.

**Other Requirements:** Full, clean driving licence.

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

## Assistant 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.

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**

First Aid qualification.

Full clean driver's licence.

Employee signature \_\_\_\_\_

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

14 March 2019