**Post: Boarding Housemaster (Allen/Roche)**

Reporting to: 1. Deputy Headmaster Pastoral

2. Headmaster

Purpose of the position and responsibilities

* The Housemaster is responsible to the Headmaster for the welfare and development of the pupils in the House.
* The Housemaster leads a pastoral team, and works closely with this team to ensure a high standard of pastoral care. The team includes the Assistant Housemaster, House Tutors and domestic staff with senior pupils given defined roles as House prefects.
* The Housemaster attends the bi-weekly Housemasters/Housemistresses’ Meeting and bi-weekly boarding meetings with the Deputy Head Pastoral and Boarding Housemasters.
* The Housemaster acts in accordance with all school policies and liaises closely with his colleagues. The Deputy Head Pastoral plays a central role in coordinating policies and practice between Houses, and the Housemaster will recognise their over-arching role as a source of advice.
* The Housemaster is responsible for the effective organisation of the House.
* The role of the Housemaster is a vital one in promoting the welfare of pupils and harmony in the school.
* The Housemaster must communicate with senior staff, colleagues and parents. It is vital that policies and practice are coordinated and that the Housemaster is part of a cohesive team.

**Good Order**

The Housemaster will deal with behavioural and academic issues concerning student members of the House working with the House Team. He will provide appropriate feedback to members of Common Room and refer matters to the Deputy Head Pastoral for information (or, on occasion, for further action).

He will be active in promoting good dress and positive behaviour in line with the Student Code of Conduct.

**Academic Progress**

Pupils’ progress and work will be monitored. Expectations of prep routines and standards will be clear. Pupils will be rewarded for effort and attainment and sanctions issued for insufficient effort. The Housemaster will direct and co-ordinate his Tutor Team to monitor progress and agree appropriate action.

**Positive involvement by pupils**

Pupils will be encouraged to use their abilities to the full. House competitions will generate opportunities to widen involvement and the House Team will generate purposeful activity. House committee meetings will be held every half term and minutes produced, displayed and will be available for reference.

**Good Pastoral Care**

It is the Housemaster’s responsibility to monitor the Tutor team and to ensure efficient registration, effective duties and awareness of problems using the Day Book. School procedures and policies (especially Counter-Bully, Child Protection and Equal Opportunities) will be followed.

**Good Supervision and Management of the House**

The Housemaster will take overall responsibility for the routine and good order of the House. He will liaise with the domestic staff and the Bursar to ensure good standards of physical provision are established. He will attend to routine security, fire extinguisher checks and management of hygiene/health in the community.

The duties of the Housemaster may vary to meet the changing demands of the school at the reasonable discretion of the Headmaster through discussion and consultation with the member of staff concerned. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above. The Conditions of Employment of School Teachers (Schedule 3) specifies the general professional duties of all teachers. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner. In recognition of the particular duties required of the holder of this job an allowance is payable.

Professional Specification and Personal Attributes

The ideal candidate will display the following attributes:

* A dynamic and inspirational pastoral leader who will create an inclusive, caring and vibrant house community.
* Fully committed to supporting Prior Park College’s Catholic Christian ethos and to contributing to the spiritual life of the school.
* Has a clear understanding of safeguarding and the school’s Child Protection procedures.
* Committed to working in close collaboration with the Head of Boarding and boarding Housemasters to ensure consistency of practice and product delivery.
* Able to plan and lead boarders’ activities on weekday evenings and weekends.
* Effective communication skills with parents /guardians, pupils and staff.
* Capable of helping to train and induct new staff into the boarding house community.
* Capable of line managing the house matron who will, in turn, manage domestic staff.
* Able to monitor the progress and development of staff involved with the boarding house community. This will include annual pastoral appraisals of house staff.
* Good listening skills and willingness to encourage others to contribute their views.
* Skills in presenting a convincing argument including an ability to compromise and reach suitable, positive outcomes and transfer information to relevant people.
* A willingness to work evenings and weekends to support boarders. This will include day, evening, weekend duties and lock-up of the house.
* Able to assume responsibility for the medical welfare of pupils. This will include first aid, effective communication with the Medical Centre and awareness of specific medical issues and the impact on daily life (eg. allergies).
* Confidence, resilience and the ability to keep a sense of proportion in a range of situations.
* A good role model in behaviour and personal standards.
* Loyalty and integrity.
* Willingness to accept the authority of line managers.
* Discretion and the ability to maintain confidentiality.

Induction, In-Service Training (INSET) and Appraisal

Teachers are required to:

* Attend the induction programme as required by Senior Deputy Head.
* Participate in the system of appraisal.
* Identify their own training needs in consultation with their Head of Department.
* Ensure they are familiar with the Common Room Handbook and school guidance policies and be aware of, and act in accordance with, school Health and Safety policies (as set out in the Health and Safety Manual).

Child Protection

Prior Park Educational Trust is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Data Protection

In the course of employment at Prior Park Educational Trust, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School’s interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. The School is registered under the Data Protection Act 1984 and staff must not at any time use the personal data held by the school or disclose such data to a third person.

Spouse

* The Housemaster’s spouse will have no official role within the House beyond supporting the Housemaster and contributing to the family atmosphere in the House. Spouses are encouraged to become involved with house life and boarding activities whenever time and family commitments allow.
* Spouses and any adult children (18 or over) living at home will require a child protection screening.
* Similarly any family members who will regularly be in the Housemaster’s residence, and unaccompanied, will require a child protection screening.