JOB DESCRIPTION

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| *Job Title:* | Residential Housemistress  |
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| *Responsible to:* | Deputy Head Pastoral & Boarding of Harrogate Ladies’ College |
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| *Direct involvement with:* | House staff, other Pastoral Staff including the Health Centre, Heads of School and boarding tutors |
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| *Hours:* | Full Time residential |
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| *Salary:* | Competitive, dependent on experience |
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| *Job Purpose:* | * To be resident within the House at all times during term time (excluding off duty time) and to be responsible for the general welfare and personal development of all the girls in the House, in accordance with School policies.
* To provide the girls with the best possible experience of a boarding education, providing a ‘home from home’ experience.
* To build a strong, personal relationship with each of the girls in her care, recognising their individual needs, and to support other members of the House team in meeting those needs.
* To work closely with the relevant Head of School and Tutors, ensuring continuity of care for the girls and to liaise effectively and promptly with parents and guardians.
* To manage effectively and efficiently the staffing, organisation and resources of the House.
* To oversee Health and Safety standards and requirements within the House.
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| *Main Duties* | **Care, welfare and development of pupils:**1. In liaison with the Estates Manager and Cleaning Manager, to ensure each boarder has a comfortable living environment, which might involve liaison over matters related to the general fabric of the House and putting in written requests when work/repairs are needed.
2. To implement and maintain the National Minimum Standards for Boarding Schools for welfare and pastoral care in the House.
3. To ensure that appropriate care is given to boarders, being mindful of overseas students who are a long way from home; responding to the special needs of those from different cultural backgrounds and ensuring that different cultures and backgrounds are recognised, respected and accepted.
4. To foster a culture of understanding where each child in the House feels valued and supported.
5. To act, at all times, within the HLC Safeguarding policy guidelines, ensuring the welfare of the child is paramount.
6. To share mealtimes with the Boarders and other members of staff in the Dining Room.
7. To check that girls are in the correct uniform for the School day, but also that girls are appropriately dressed at other times.
8. Ensure that all girls’ clothing is in neat repair and named appropriately.
9. To liaise with the Health Centre Staff concerning the general health and lifestyle of the Boarders and to keep in close touch with the nursing team in cases of individual concerns.
10. To deal with disciplinary matters in a firm but caring way and to liaise with the Deputy Head Pastoral & Boarding and/or relevant Head of School in any matter of serious concern.
11. To be prepared to work at any time to care for the Boarders in times of emergency.
12. To ensure that fire regulations are met and regular fire drills and testing of fire bells/alarms is carried out.
13. To ensure that the presence of Boarders is checked individually and personally at the times required by School policy and that this responsibility is carried out effectively in your absence by other members of the House team.
14. To ensure that visitors to the House are welcomed but carefully monitored.
15. To oversee and provide printed arrangements regarding travel at half-terms and end of terms.
16. To organise the induction of new girls into House life.
17. To oversee arrangements regarding weekend leave, laundry and pocket money.
18. To support the learning and academic performance of all girls in the House.
19. To administer First Aid or dispense approved medication when required; all residential staff are qualified First Aiders at Work. It is expected that new appointees will acquire this qualification (if not already certified) as soon after taking up their position as possible.

**Responsibilities to the House team:** 1. To induct and integrate into the House all new colleagues.
2. To hold regular team meetings and ‘hand-over’ sessions.
3. To work closely with each member of the team and understand their aspirations. To support them in difficulties and advise on their professional development and training needs.
4. To organise the work pattern and agreed breaks of members of the team in the best interests of the welfare of the Boarders.
5. To work effectively with all members of the House team, ensuring that proper channels of communication are maintained at all times.

**Routines and Administration:** 1. To liaise with the Bursary in order to maintain communication over financial records in House and to keep House accounts, ensuring accurate book-keeping.
2. To attend all House Staff meetings as required.
3. To be involved in marketing the School on Open Days and at other times when prospective parents/agents are visiting and want to see the boarding provision.
4. To be involved in weekend trips, as required, taking part in a rota of all House staff.
5. To create and update an on-going House Development Plan and ensure its distribution and high profile amongst the House Team.
6. To complete pupil reports as and when required.
7. To seek the Principal’s authorisation for any absence from School and to give notice, as early as possible, in the case of unavoidable absence through illness.
8. To be responsible for the security of the House.
9. To ensure that the House fabric and furnishings are maintained in a clean and tidy state.
10. To ensure that the House is ready in all respects at the beginning of term and is left in an organised state after the departure of pupils at the end of each term.
11. To update the House Handbook annually.
12. To comply with any reasonable request made by the Principal.
13. Production of House newsletters to parents and guardians each term.
14. To keep all appropriate records, as per School policies.

**Working Arrangements:**1. All House Staff are flexible to the operational needs of the School and, if required, are able and willing to work in any of the School’s Boarding Houses.
2. To be in School before the start of each term to attend INSET and support the girls’ arrival.
3. To remain in School until at least 12 noon on the day after School finishes to support the girls’ departure.
4. Residential staff will have two periods of 24 hours off duty, normally taken between Monday and Friday, which will include two nights where they can be off site but should be contactable should an emergency arise. In the case of Teaching HMs, only one 24 hour period of ‘off duty’ time can be protected from teaching commitments. During the first and last weeks of term, there will not be 48 hours off duty but arrangements may be made within teams whereby everyone has one evening off.
5. All Housemistresses are entitled to a 2 hour ‘off duty’ slot every day from Monday to Friday (except on days that have formed part of their 24 hours off). The time is taken to suit but is normally between 11.00 and 3.00pm
6. To ensure the best pastoral care possible, all residential staff will be on duty at weekends but there will be a 3 hour ‘off duty’ slot on either Saturday afternoon or Sunday, to be organised within House. Each HM is entitled to 2 weekends off per term (1 in the Summer) but this will entail paying back a 24-hour weekday period of ‘off duty’ time.
7. If a member of the Boarding staff wishes to take time off within their scheduled working hours or at the beginning or end of term, then they should make a formal, written request to the Principal.
8. Residential members of staff attend Sunday Chapel Services with the girls.
9. It is expected that staff will be available for School functions and meetings as required.
10. Teaching Housemistresses will be expected to offer up to 18 teaching periods per week (please see 4. above which highlights that some lessons might have to be scheduled during one period of 24 hours ‘off duty’ time). Non-teaching Housemistresses would be expected to support the daily running of College in an area of their strength and interest.
11. Housemistresses take on additional duties in School, on an occasional basis, as required. These duties are selected to suit individual strengths and School need. At all times, however, the welfare of the girls in House is paramount and must take priority over any other duties.

**Accommodation:**1. The Housemistress post is a residential one and the Housemistress will be required to live within the House during term time. This accommodation will also be available during holiday time, should she so wish. The Housemistress’s family is entitled to stay in this accommodation but are subject to appropriate DBS checks, dependent on age. All meals are available for boarding staff in School during term time. The Housemistress will sign a Licence to Occupy for this accommodation.
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| ***Harrogate Ladies’ College is committed to safeguarding and promoting the welfare of children and the successful applicant must be willing to undergo child protection screening appropriate to the post. Please note that the successful applicant will not be allowed to start in school until all pre-employment checks have been completed. The school is an educational charity and equal opportunities employer*.** |