



# HOUSEMASTER/HOUSEMISTRESS

## Young Learners | Residential

### Introduction

Thames Valley Summer Schools, a long-time member of English UK, has operated high quality summer courses for overseas students for over 40 years. The Company's administrative office is in Windsor, and courses are held in attractive locations, primarily in the south-east, using prestigious independent schools. Courses are accredited by the British Council.

The Company is represented by over 150 agents throughout the world. The majority of students come from western and central Europe, with the remainder from Asia, Russia and Latin America, in groups or as individuals. Some groups are accompanied by national leaders who assist our staff, particularly in matters of student welfare. Students, who stay for 2 - 4 weeks, are accommodated in boarding houses of between 40 - 50 students. Courses run for 4-6 weeks.

### Course organisation

In overall charge of each centre is a Course Director, whose job it is to ensure the successful management of the course. The Recreation Director has responsibility for planning and delivering the recreation programme with assistance from other senior staff, Recreation Assistants and specialist recreation staff. The Senior Housemaster/mistress liaises with the Housemasters/mistresses to ensure boarding houses run efficiently. The Director of Studies is responsible for the effective management of the academic programme with assistance from the Senior Teacher.

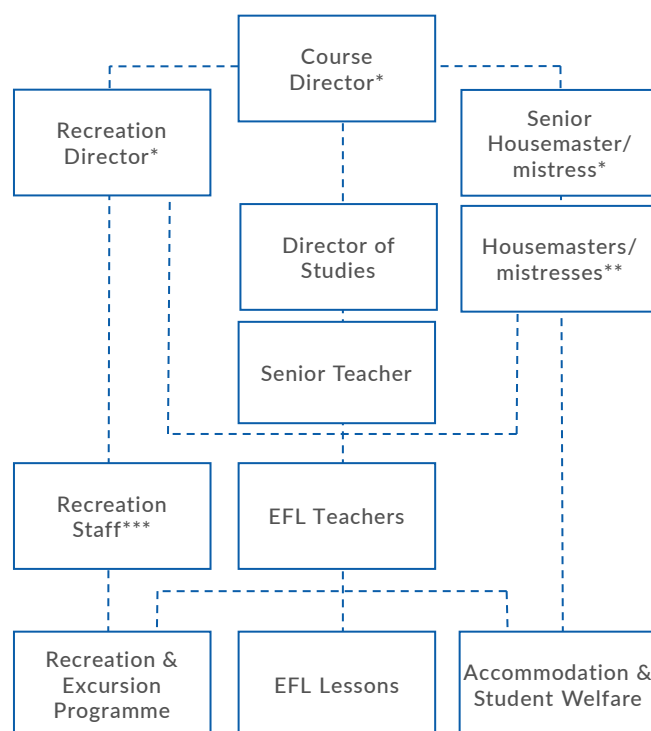
EFL teachers are appointed on the basis of one teacher per 13 - 14 students (one per nine at Rugby). The combined supervisory adult to student ratio is 1 : 5.

Students at all centres follow a study programme designed to prepare them for the Trinity College Graded Examinations in Spoken English. At Rugby students may alternatively follow an FCE or IELTS examination course.

For EFL staff, each day is divided into three sessions. The first from 08.30 - 13.30 includes EFL lessons, student/staff

meetings and lunch. The second session from 13.30 - 18.30 includes programmed sports/recreation activities and student free time. The third daily session from 18.30 - 23.30 starts with supper, followed by evening activities. Student bedtime is usually 22.00 - 22.45, depending on the evening activity and student ages. There are two excursions per week. EFL teachers are expected to actively supervise recreation activities and, when on duty, help monitor students' behaviour in the boarding houses and assist with student bedtime arrangements. All staff work an average six-day week and senior staff cover for each other on days off.

Prior to the commencement of courses will there be on-site role specific and safeguarding briefings. TVSS is committed to safeguarding and protecting the welfare of children and young people and expect all staff to share this commitment.



\* May be Designated Safeguarding Person (DSP)

\*\* One per boarding house.

\*\*\* Recreation Assistants & Specialist Recreation Teachers.

# JOB DESCRIPTION

Housemasters/Housemistresses (HMs) are responsible for the day-to-day running of their boarding house, and for the monitoring, well-being and motivation of their students. HMs arrive at the centre before students (see below) in order to familiarise themselves with the facilities and prepare for the beginning of the course.

In order to carry out their duties successfully, HMs will need to:

- 1 Set the tone of the boarding house. The atmosphere should be well-ordered, pleasant and relaxed.
- 2 Familiarise themselves thoroughly with the physical environment and organisation of the boarding house, and make preparations for each intake/departure of students.
- 3 Check that boarding house risk assessments, provided by the host school, are accurate and recommend amendments where necessary.
- 4 Set up and implement boarding house procedures for getting up, showering, meals, bedtime and for the safe keeping of students' valuables and pocket money.
- 5 Ensure the effective supervision and safety of their students. Report to the Senior Housemaster/Housemistress on any matters connected with boarding house administration or student discipline/welfare requiring his/her attention.
- 6 Liaise with the CD and SHM to ensure students requiring medical attention receive appropriate treatment from a doctor or dentist and medical reports are completed.
- 7 Arrange short informal meetings with students who have booked direct with TVSS, record points discussed and write parent reports in a timely and sufficiently detailed manner.
- 8 Liaise with national leaders to resolve issues for their students.
- 9 Brief and supervise EFL teachers on their responsibilities in the boarding house.
- 10 Liaise with host school domestic staff to ensure that the required standards of cleaning, laundry and other domestic arrangements provided in the boarding house are maintained.
- 11 Monitor the attendance, behaviour and progress of their students in the academic and recreation programmes, and take action to resolve any problems.
- 12 Ensure the notice boards are up-to-date and neatly displayed.

- 13 Take responsibility for organising an area of activity outside boarding house duties, e.g. the Talent Show.
- 14 Participate in and supervise evening social activities and at least one excursion per week.
- 15 Attend regularly held senior staff meetings.
- 16 Provide feedback on staff and the success of the course.

Applicants should have experience of managing young students in a residential environment. Flexibility to respond to the unexpected, a sense of humour and enthusiasm are important, as is the ability to command respect from staff and students.

Centres	Age range	Course dates
Epsom College	10 - 16	04 July – 31 July
St. George's, Ascot	10 - 16	10 July – 06 August
St. John's, Leatherhead	8 – 14 14 - 17	04 July – 31 July
Rugby School	12 - 17	05 July – 08 August
Sevenoaks School	13 - 17	03 July – 13 August

HMs arrive at the centre two days (if a returnee) or three days (if new to TVSS) prior to the start of the course. There will be English School Friends at Epsom, St. John's, Leatherhead and Rugby.

Salary scale	Basic weekly salary	Total 3-week package*
Previous TVSS staff	£530	£1882.71
New to TVSS	£515	£1852.25

\*3-week package includes basic weekly pay plus 12.12% statutory holiday entitlement plus on-site preparation days' payment.

Salaries include full-board accommodation. Contracts are for a minimum three weeks plus two days' paid on-site preparation before the students arrive. Salaries are subject to Tax and National Insurance deductions where applicable.

This job description is not exhaustive and staff are expected to carry out any other reasonable duties as required.

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