**Padworth College**

**Boys’ Boarding Housemaster – job description**

**The post holder will be committed to the aims, ethos and policies of the College and to the needs of an international boarding school**

***Padworth College is committed to safeguarding and promoting the welfare of children and young people***

Reporting to: Senior Housemaster/mistress

The role is an important, supportive one which requires flexibility and good communication with the Senior Housemaster/mistress and other boarding staff. The post holder must at all times behave in a responsible and appropriate manner for a person charged with the welfare and safety of students, and act as a role model.

**Duties to include:**

* Be loyal to the aims and objectives, policies and procedures of the College
* Work closely with the Senior Housemaster/mistress and boarding staff
* Establish friendly, supportive relationships with students whilst maintaining authority
* Encourage students to behave appropriately at all times as civilised members of a boarding community, where differences are celebrated and respected by all
* Supervise and, as appropriate, direct and support boarding students in their work outside lessons
* Take responsibility for night time supervision as agreed with the Senior Housemaster/mistress and share in House Office duties
* Help organise and share in activities in the evenings/weekends and accompany trips and visits
* If appropriate, help to transport students in the minibus
* Help to ensure the general comfort and welfare of students and maintain a pleasant working atmosphere
* Be fully involved in the Tuesday afternoon PE and games lessons
* Be available to students for discussion and report any concerns to the appropriate person(s)
* Keep clear written records, following college policies and procedures, relating to student welfare
* Attend boarding meetings with the Senior Housemaster/mistress and other boarding staff as appropriate
* Participate in training/professional development, as appropriate
* Be familiar with National Minimum Standards for Boarding Schools and other relevant documentation with regard to the welfare and safety of boarders including, but not limited to latest legislation covering all safeguarding and child protection matters
* Write termly a termly report on each student in the house and liaise regularly with form tutors and subject teachers to keep fully abreast of students’ progress

The above list is not exhaustive. Apart from the duties summarised above, the College retains the right to include any other reasonable duties determined by the Principal, which are part of, and incidental to, such a role.

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September 2018