

AMPLEFORTH ABBEY AND COLLEGE

HOUSEMASTER

Job Description

Housemasters and Housemistresses are the key leaders for the personal flourishing and formation of the young people in their care. The range of responsibilities is set out in the school policies available on the website of which the Safeguarding of Children is paramount.

Carrying out duties in the most cost-effective and efficient way, demonstrating all due care to safer practice for children and for all relevant Health and Safety legislation. Satisfy all criteria and checks relating to suitability to work in a school environment.

Housemasters/Housemistresses are expected to contribute to the fulfilment of the College's Mission Statement in the following ways:

- To encourage the spiritual and moral development of the students both by supporting the prayer and sacramental life of their House and of the College and also by providing both formal and informal instruction and example
- To provide a context in the House where students are safe, healthy and respected
- To promote a culture of work amongst all the students that both challenges and rewards their efforts
- To build up a House team including Assistant Housemaster/Housemistress, Chaplain, Matron, Tutors and Student Monitors that will work together in running the House
- To nurture the House community, so that students are supported by the care of the staff and the friendships of their peers
- To include parents in the education of their children through regular contact, both pro-active communication of news and also rapid response to enquiries
- To enable the students to engage in the extra-curricular activities of the College and so fulfil their particular talents and gifts
- To foster a sense of service amongst the students, both to themselves and to the wider world.

Responsibilities

1.1.1 The Housemaster/Housemistress works in line with the College's Mission Statement and College's policies, under the overall direction of the Headmaster. Working with the House team of the Assistant Housemaster/Housemistress, Chaplain, Matron and the Tutors and in close communication with the students' parents, is responsible for the students in this House, in the following areas:

- *their spiritual faith, in liaison with the central Chaplaincy*
- *their physical and emotional welfare, in liaison with the Infirmary*
- *their good behaviour, in liaison with the Associate Head*
- *their studies, in liaison with the Director of Studies, Assistant Head Academic, the Head of the Sixth Form and the Head of the Middle School*
- *their extra-curricular games and activities, in liaison with the relevant departments and the Director of Activities*
- *their health and safety, in liaison with the Director of Health and Safety and the Fire Officer*
- *their social life, in liaison with the School co-ordinators of social activities*
- *their facilities, in liaison with the Procurator's department.*

The Housemasters/Housemistresses report to

- the Head of Boarding through the weekly Housemasters/Housemistresses meeting and to the Assistant Head of Benedictine Development and Assistant Head of Boarding through an annual Professional Review (Appraisal)

The Housemaster/Housemistress manages

- the Matron through weekly meetings and an annual Professional Review
- the Assistant Housemaster/Housemistress and the Tutors through weekly meetings and as contributors for Professional Reviews (Appraisals)

The Housemaster/Housemistress communicates with

- Parents through regular contact, termly reports and rapid response to any enquiries
- Academic staff in response to their concerns over students
- The Admissions Office over Prospective Parents' visits and house lists
- The Estates Department over house maintenance and development.

The Housemaster/Housemistress appoints

- the Head of House, the Deputy Head of House and any other house monitors.

Record keeping

1.1.2 The Housemaster/Housemistress must maintain the following records:

- Daily check-in lists and weekend and Exeat lists
- Accident reports, for all serious incidents
- Fire drills
- Risk assessments
- Files for individual students
- An incident book, recording any significant events
- A house sanction book, recording any major disciplinary events
- Accounts for the house finances
- Accounts for students' money banked with the Housemaster/Housemistress.

1.1.3 The Housemaster/Housemistress should make available to the House the following:

- Safeguarding Contact Details
- Complaints Procedure
- House Timetable
- House Rules and Routines
- List of House Officials

1.1.4 The Housemaster/Housemistress should have to hand:

- Emergency contact numbers
- Ampleforth College Boarding Policies and Procedures

1.1.5 The Housemaster/Housemistress should be familiar with:

- Keeping Children Safe in Education (September 2016)
- Working Together to Safeguard Children (March 2015)
- The National Minimum Standards for Boarding Schools (March 2015)
- What to do if you're worried a Child is being abused – Advice for Practitioners (March 2015)
- Policies (available on the School's VLE)
- The School Medical Protocols