**Boarding Housemistress**

**Head of Prep School Boarding**

Moreton Hall seeks to appoint a **Head of Prep School Boarding** for September 2018/January 2019.

The Head of Prep School Boarding represents pastoral support for all students within the House and is responsible for all aspects of the welfare and formation of the students in their care. This is a demanding and immensely rewarding role where no two days are ever the same.

The role involves communicating with students, members of staff throughout the School, and with parents so excellent communication skills are essential.

Responsibilities include:

**Students**

* Acting in loco parentis to the children in the house and accepting responsibility (under the Principal) for their pastoral and medical care, for their behaviour and appearance and for their academic and extra-curricular programme.
* Creating a warm and caring environment - a home away from home – where children and boys learn to become students, to develop self-discipline and to show consideration to the needs of others.
* Encouraging and supporting activities of all kinds within the house, giving help and encouragement when necessary.
* Helping to run the weekend programme.
* Taking responsibility with other members of the House staff outside teaching hours for the safety and behaviour of all members of the school, not just those in your house, and for dealing with any problems that might arise.
* Assisting students in a proper handling of money and valuable property to ensure that unreasonable risks are avoided.
* Holding weekly tutor meeting and tracking the academic progress of students.
* Overseeing the timetables of the pupils and ensuring they are balancing their work load with their extra-curricular activities.

**Parents**

* Acting (ultimately responsible to the Principal) as the direct link between parents and the school and informing parents (or guardians in the case of overseas students) of matters affecting their children.

**Staff**

* Giving the Principal, Vice Principal, Head of Senior School and academic colleagues all relevant information about individual children subject to appropriate confidentiality guidelines.
* Liaising with the Principal, Vice Principal, Head of Senior School and house tutors over the academic and extra-curricular choices of children in the house.
* Building and leading the house team of residential assistant and day matron, involving other colleagues as tutors of the house.
* Liaising with other housemistresses, tutors and members of the residential staff generally.
* Monitoring the performance of the cleaning staff and liaising with the Financial Controller and Facilities Manager
* Liaising with the Health Centre Sister over medical matters.
* Organising the cover for the House on a day-to-day basis.
* Liaising with the Financial Controller and Facilities Manager over maintenance, alteration and any agreed replacement of fabric, decoration and property of the house.

**Administration**

* Overseeing and be responsible for the day-to-day running of the House and administration.
* Keeping records and writing reports at the end of each term.
* Authorising and organising exeat arrangements and assisting in all travel arrangements.
* Holding regular fire practices and ensuring that all fire exists are usable and a record kept of fire alarm incidents.
* Being responsible for the House Risk assessment, in Consultation with the Health and Safety Officer
* Administering house finances and entertainment allowance within budget.
* Implementing all necessary documentation, including the log book and sign out book.
* Ensuring the House meets all regulatory requirements in relation to the School’s inspection cycle.

**Presence in School**

* Returning to school after the holidays and exeats before your students and ensuring cover until their departure.
* Attending Sunday Service with the children.
* Supporting as many school functions as possible, for example concerts, dances, matches.
* Being available to children during evenings and weekends – and organising activities.
* Sleeping in the house except at fixed exeats and half terms and agreed days/nights off.

**Policy**

* Advising the Senior Leadership Team on matters of policy affecting residential life.
* Attending weekly housemistresses meetings.

**Terms and Conditions**

The post will be will remunerated, reflecting the development in junior/prep boarding at Moreton Hall. The salary, which is superannuated, is on Moreton Hall’s own scale, and carries generous responsibility.

This post could suit a teacher or a person with another compatible pastoral background.

This is a residential post and accommodation is provided.

**Applications**

Applicants are invited to submit their application forms, letters of application, and the names, addresses and telephone numbers of three referees (one of whom at least should be a current employer) to the address below. It is the responsibility of applicants to ensure that their referees are willing and able to provide references shortly after the time of application. Testimonials must not be sent.

The application form and covering letter should be sent to:

**Mr J Forster**

**The Principal**

**Moreton Hall**

**Weston Rhyn**

**Oswestry**

**Shropshire**

**SY11 3EW**

Moreton Hall is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an Enhanced Disclosure from the Disclosure and Barring Service.

**Closing Date: 9am on Friday 15th June 2018 with interviews being held week commencing Monday 18th June 2018.**

Please note, in light of the considerable number of applications that Moreton Hall is pleased to receive for all positions advertised; we will not enter into correspondence with unsuccessful applicants regarding reasons why they were not appointed or interviewed.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and visitors to adopt a child centred and coordinated approach to child protection and safeguarding. The successful applicant will be required to apply for an Enhanced Disclosure check by the Disclosure and Barring Service and reference checks with past employers