

WELLINGTON
COLLEGE



Job Description

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| Job Title: | Housemaster/mistress – boys' boarding house |
| Date: | September 2018 |
| Department: | Pastoral |
| Reports To: | Deputy Head (Pastoral and Wellbeing) |
| Responsible For: | Assistant Housemaster/mistress, House Matron and Tutors |

Purpose of the Position:

The Housemaster/mistress of a boarding house, for boys aged 13-18, has a vital role in leading the pastoral, academic and extra-curricular development of the pupils in their care through the school's pastoral policy, core values and five 'I's.

Departmental Information

Wellington College prides itself on the outstanding levels of pastoral support we offer our pupils. Our aim is to maintain an environment where each pupil is able to succeed in every aspect of their education as well as to flourish and thrive as an individual.

We also have a very open culture at Wellington. Pupils are actively and regularly encouraged to share their concerns as they tackle the often challenging and thorny issues of adolescence. We believe in addressing key issues head-on through talks, workshops, tutorials and informal discussion to provide our pupils with all the information they need to make well-informed decisions.

Our nationally recognised Wellbeing curriculum aims to equip our pupils with the tools necessary to cope with life in College as well as preparing them for a healthy, happy and successful life after school. We focus on embedding a growth mindset, building grit and resilience, developing opportunities to experience flow and instilling a mindful approach to build positive coping strategies in order for our pupils to thrive.

Parents are also encouraged to attend our weekly Parental Masterclasses which cover many areas associated with the pastoral life of the school and aims to close the loop between school and home. The series recently won the TES Boarding Initiative of the Year award.

The key place where pastoral care is overseen and delivered is in the Houses, where we hope to create a home away from home, whether for day or boarding pupils. Each House is overseen by a Housemaster/mistress with a team of tutors and domestic staff. A Wellingtonian's House plays a crucial role during their time at the College and is the key factor in the pastoral support of each pupil.

Main Tasks and Responsibilities:

- The health, academic, social and pastoral welfare of each boy in their care;
- Encouraging and inspiring the members of the house not only to achieve excellence in academic and extra-curricular activities, and also to develop their social skills. They will help the boys mature into confident, mature, civilised and successful young people;
- The smooth running, ethos and general discipline of the House and compliance with College Rules and the College Child Protection Policy;
- Actively promoting the College's anti-bullying policy;
- Being in regular contact with, and the main point of communication between, the parents and the College;
- Ensuring that routine paperwork is dealt with efficiently. This includes the careful preparation of reports, the maintenance of proper records in accordance with the requirements of ISI, the timely composition

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of UCAS or similar reports, the completion of all lists etc needed by members of the Senior Leadership Team and the development of a house handbook;

- The effective performance of the tutor team and any other staff attached to the House; included in this is a responsibility for training and appraisal of the tutors and communication between them and senior leadership;
- The appointment and supervision of the House Matron and, in conjunction with the Domestic Manager and Deputy Head (Pastoral & Wellbeing), completion of their Personal Development Review;
- The day to day management of the house in terms of Health and Safety and the completion of the house risk assessment;
- The maintenance, decoration and improvements to the fabric of the house, as well as to its fittings and furnishings in conjunction with the Works Bursar and Works and Estates manager;
- Meeting prospective parents/pupils and liaising with the Registrar and Director of Admissions about the arrangements for these visits;
- Encouraging the boys to get involved in all aspects of the extra-curricular life of a busy boarding school;
- Developing the house internet site or engaging in other ways (e.g Twitter) to keep parents informed about house activities

The Housemaster/mistress reports to the Deputy Head (Pastoral & Wellbeing) and is expected to liaise strongly with the Second Master on matters of discipline and the Deputy Academic on academic matters. They will work closely with other Housemasters and Housemistresses to ensure the highest possible standards. They will be expected to undertake training when required in areas such as Health and Safety and Child Protection and show a continuing commitment to furthering their own pastoral development by undertaking appropriate continuous professional development.

Beyond the Classroom

Teaching Expectations

- Teach from year 9 to year 13, including for GCSE, A Level and / or IB
- Teach a standard timetable allocation for a Housemaster/mistress (currently around 22 one hour lessons over a twelve-day timetable cycle)
- Support the College's aims and objectives for teaching and learning.

Other Duties

The College expects its teachers (including its Housemasters/mistresses) to contribute whole-heartedly to other aspects of school life by drawing upon their own interests and enthusiasms. The richness of the school depends upon teachers who, for example, coach games, direct plays, support and organise Society meetings and take pupils on trips to concerts/theatre locally and in London.

A full seven-day-a-week boarding school such as Wellington must obviously look after and cater for the pupils entrusted to it at weekends. Staff should be aware that Wellington teaches on Saturday mornings and expects teachers to participate enthusiastically in the activities that are offered to pupils during weekends including; sport, social events, Chapel services, musical rehearsals and many other things.

Induction and Probation

All appointments are probationary for the first six months and the Housemaster/mistress will have the benefit of guidance by an experienced and trained mentor whose role it will be to help them through the first few terms of their employment. The school supports and resources an extensive system of professional development and training, and all teachers are expected to participate in it throughout their careers at the College.

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The role of Housemaster/mistress is expected to be a five-year tenure although this period may be open for extension by mutual agreement.

Accommodation

The Housemaster/mistress will be expected to live in the accommodation provided which is attached to the boarding house. The accommodation is a generously sized family home. The Housemaster/mistress also has a study within the house itself.

Person Specification:

Educational Attainment

- Good level degree in a directly related subject (essential)
- Master's or Post-Graduate qualification in a related subject (desirable)
- 3 A Levels, IB or equivalent
- 8+ GCSE A*-C (English and Maths essential) or equivalent

Knowledge and Experience

Essential

- Pastoral leadership experience within school environment (e.g. currently holding an Assistant Housemaster/mistress post) or showing demonstrable leadership potential
- Able to present an imaginative vision for the future of the boys' house in a high achieving and progressive school
- Building positive rapport with senior and junior pupils
- Thorough knowledge of specialist (13-18) subject Curriculum – GCSE/IGCSE and A/IB level
- Involvement in extra-curricular activities (professional, amateur or voluntary)
- Awareness of Safeguarding requirements and good practice within a boarding school setting

Desirable

- Recognised teaching qualification, such as a PGCE, or equivalent experience
- High level of IT literacy

Skills and Personal Qualities

- be capable of delivering inspirational and informative lessons to the full age and ability range of pupils at the College
- be able to demonstrate a positive and authoritative rapport with Senior and Junior pupils
- excellent and effective classroom management skills
- have excellent communication skills to enable effective dialogue with pupils, parents, staff and visitors
- be organised and self-motivated, with a proven record for meeting targets and deadlines
- have a sharp and progressive vision of the subject and of teaching and learning in a successful and dynamic school
- able to perform well and remain professional whilst under pressure
- be a dedicated team-player, who strives for excellence and leads by example
- be committed to boarding school life and willing to engage in a range of extra-curricular activities
- be tactful and discreet, whilst mindful of observing Safeguarding and professional standards
- demonstrate a strong commitment to personal continuous professional development
- display a smart and professional appearance, representing the College in a positive manner

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- committed to boarding school ethos and a willingness to engage in the extra-curricular life of the College

Essential Values, Behaviours and Attitudes

All employees are expected to actively promote and demonstrate the five core values of the College:

- Kindness
- Integrity
- Respect
- Responsibility
- Courage

In addition, the College expects all staff to show ambition and display curiosity both personally and professionally with a focus on encouraging these behaviours within the pupil body.

The College reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the College's business.

In exceptional circumstances, the Post holder will be required to undertake other duties and responsibilities of a similar post in order to support workload peaks, skill shortages, to ensure priorities are met. This will be sensitive to available resources and individual skills and will be generally in the same area.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All employees are required to ensure that all duties and responsibilities are discharged in accordance with the College Statement of General Policy. They should take reasonable care for their own Health and Safety and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by the College, including personal protective equipment in accordance with training and instruction.