

Job Description

Boarding Housemistress

Job Purpose

The Housemistress is responsible for the pupils in their House whilst they are in school. The role of the Housemistress is very wide and varied and any job description will not be able to detail all eventualities.

Reporting

The Housemistress ultimately reports to the Headmaster, but day-to-day line management is carried out by the Deputy Head (Pastoral & Co-Curricular). The Housemistress has functional accountability to the Senior Deputy Head (Discipline), the Director of Operations and Strategic Planning (Finance) and the Designated Safeguarding Lead.

Main duties

Direction and development of the School under the direction of the Headmaster to:

- Ensure that parents are well informed about the School's policies, the curriculum, the pupil's attainments and to advise them accordingly.
- Support the Headmaster in developing links with parents and the wider community in order to enhance learning and the pupil's personal development.
- Maintain and develop contact with 'feeder' schools.
- Promote the School to prospective parents in liaison with the Admissions Registrar.
- Support the vision, ethos and policies of the School and promote high levels of achievement in all areas of school life.

Management responsibilities:

- Direct the House support staff (including Matron and cleaning staff) in the execution of their duties, in liaison with the Estates Manager, the Domestic Operations Manager and Medical Centre Manager.
- Deploy, train and develop teaching House staff to make the most effective use of their skills, expertise and experience and to ensure that all House staff have a clear understanding of their roles, duties and responsibilities.
- Organise and allocate tutor groups
- Line manage the tutors within the House to ensure effective and appropriate tutoring.

- Appoint and train House prefects
- Establish, publicise and maintain a routine for the House

Pastoral and administrative responsibilities:

- Be familiar with and develop a working knowledge of relevant legislation including the Children Act, Child Protection Acts, Human Rights Act, Health and Safety at Work Act and the legal rights of children.
- Keep the Headmaster and his Deputies informed of confidential or sensitive matters in respect of any pupil in the House.
- Ensure that medical matters are dealt with appropriately, liaising with the Medical Centre, the Sports Department, and the pupil's parents as appropriate.
- Liaise with the Sports Department with respect to pupil fitness and issue 'leave off' chits as necessary.
- Maintain and update a comprehensive personal file on each member of the House and ensure that it is passed to the School records department when the pupil leaves the House or the School.
- Inform the Senior Deputy Head of pupil breaches of discipline or good conduct, and maintain a record of punishments awarded.
- Maintain a registration/attendance/absence record for all pupils in the House.
- Write annual reports and House development plans and budgets to discuss with the Deputy Head (Pastoral and Co-curricular).
- Oversee update of house website
- Oversee a programme of suitable weekend activities, in consultation with other boarding Housemasters and Housemistresses.

General

- Carry out fire practices in accordance with the School's policies, and maintain a record of fire practices and fire equipment inspections
- Liaise with the Chairman of the School's Security, Health and Safety Committee on all matters related to the security of the House
- Liaise with the Estates Manager in maintaining and adding to the fabric of the House and in matters relating to Handymen
- Liaise with the Domestic Operations Manager to maintain/add to the soft furnishings and electrical appliances of the House and regarding matters related to the House Matron/cleaning staff
- Ensure that the environs of the House are kept free of litter
- Carry out Risk Assessments as directed by the Chairman of the Security, Health and Safety Committee
- Attend Housemaster/Housemistress and such other relevant meetings as required

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