



### Overall Purpose

To lead the House team at Aud Jebesen Hall in delivering excellent, compliant, pastoral care for the students.

### Summary of the Role/Person Specification

The successful candidate will be a qualified teacher (academic or artistic), responsible for the 1<sup>st</sup> and 2<sup>nd</sup> Years, ensuring that students have a secure and supportive 'home from home' during term time as well as the day-to-day management of the House team and domestic services.

Suitable training and ongoing support will be provided. This role will be in addition to a reduced teaching timetable.

### Contract Terms

Duration Permanent, contract beginning in January 2016

Location Pimlico and Covent Garden, London

Salary This role will comprise of a competitive house salary, house mistress/master allowance and teaching salary. Accommodation will be provided inclusive of rates and utilities within a boarding house.

Hours Full-time with two evenings per week and three weekends per term (plus exeats) off duty (although staff may be called upon in an emergency). Every effort will be made to provide a 24 hour period of non-contact time per week. Where this may not be possible for timetabling reasons, then suitable arrangements for equivalent periods of non-contact time will be made.

House staff must be resident during term time but they may ask permission from the APPW for occasional absences for special occasions.

When 'on call' staff should be within 30 minutes of the House and be conscious that they could be called upon to be on duty.

Off Duty – This is free time and staff are not required to be present within the House. However, in the case of a real emergency it is expected that all staff will help out if required.

Holidays No holiday may be taken during term time, the last week of the summer break or when there is planned Inset. This role may be required to be part of the Summer School team.

### Teaching Commitment

The successful candidate would ideally be expected to teach on our Extended BTEC programme. Experience of teaching Humanities, Sociology, Sports Science, Business Studies, Dance or History would be beneficial but not essential.

---

**Reporting to:** Assistant Principal (Pastoral & Welfare)

**Line Manages:** Assistant Housemistress/master, Resident Teaching Assistant x 2, House Assistant

**Budgetary Responsibility:** As directed by the Assistant Principal

---

### **Safeguarding Duties and Responsibilities**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The following duties are expected of all staff:

- proactively ensuring the effective implementation of Child Protection and other related policies
- ensuring full compliance with all relevant statutory regulations such as ISI and NMS as well as all school policies, Health & Safety regulations etc.
- communicating effectively with all relevant stakeholders including colleagues, students, parents and outside agencies as appropriate.

**Main Duties** *(This list should be seen as illustrative rather than prescriptive).*

- Ensuring The Royal Ballet School's 'Boarding Principles'\* are effectively implemented in the day to day life of the House
- Creating a structured, secure but enabling community in House where students can grow and flourish artistically, academically and as a human being
- Implementing the procedures and School policies\* required in the 'Boarding Handbook'
- Oversight of compliance checks for the House
- Delivery of an effective trips & activities programme for students during boarding time
- Creating an effective, proactive and caring House team with student welfare at its' heart
- Providing a first-line point of contact for parents for the House
- Care and support of boarders outside of the routine of the School day
- Effective liaison and communication on all medical matters relating to the students in the House
- Teaching a suitable timetable.

\*as published from time to time on the School website.

### **Essential Criteria**

- Degree educated with relevant professional qualification

- Significant experience in co-education 16+ boarding
- Strong verbal and written communication skills
- A positive outlook, good sense of humour and able to stay calm in a crisis
- Good listener who can build effective relationships with students, staff and parents
- Able to establish a strong rapport with students, assert authority when needed and maintain appropriate boundaries
- Proactive in approach and able to show initiative
- Able to cope effectively with possible situations of conflict
- Good administration skills and IT literate
- Flexible attitude towards duties and working patterns in order to fulfill the requirements of the role
- Empathy with the aims and ethos of the School
- Professional but approachable demeanour
- Full, clean driving license preferred.