HOUSE MASTER/MISTRESS JOB DESCRIPTION

Job Title:	House Master/Mistress
Line Manager:	Head of Upper School

Purpose of Job

- Have oversight of all aspects of the academic and personal life of each student in their assigned House in the Upper School
- Be the focal point for all communication about the student in the House with teachers and parents
- Encourage the development of the school's leadership attributes and build a cohesive, supportive House community in the day school and in boarding essential to the school's continuing development

Duties and Responsibilities

Overall Responsibilities

- Promote high standards in all aspects of school life, particularly in student progress
- Actively support the vision, ethos, culture and policies of the school
- Inspire and motivate students, teachers and other school employees
- Comply with the professional duties of the Harrow staff Code of Conduct
- Contribute to a school culture which is positive, purposeful and professional
- Engage positively in the school Appraisal process and performance management arrangements
- Are committed to safeguarding and to promoting the welfare of children and young people

Pastoral Care

- Develop a culture in which each student can develop their talents and interests to the full and can exhibit and develop leadership qualities while contributing positively to the House and school community
- Setting high expectations of academic work among the students in the House, overseeing their academic progress and supporting classroom teachers in encouraging high levels of effort and attainment
- With Tutors, helping to provide students with effective guidance when they make important academic decisions
- Implementing the School's behaviour policy effectively to maintain discipline within the House and creating an environment where all forms of bullying and anti-social behaviour are regarded as unacceptable
- Overseeing the health and welfare of students through effective liaison with medical staff
- Liaising with key senior colleagues over matters of significant concern about individual students or groups of students
- Ensuring that students new to the School are inducted and supported appropriately
- Communicating effectively with parents on all matters relating to their child, both on an individual and collective basis

Responsibility for managing a House pastoral team of Tutors, including:

- Ensuring there is appropriate adult cover and supervision in the House at all times
- Deploying the members of the House pastoral team to be Tutors of specified groups of students
- Holding regular Tutor team meetings to monitor the progress of the students and general pastoral or welfare issues in the House
- Working effectively with Tutors, especially to manage any pastoral issues involving individual students or groups of students
- Ensuring the pastoral team delivers effectively the required elements of the tutor programme

Responsibility for the day-to-day administration and running of the Boarding House, including:

- Oversight of all aspects of the academic and personal life of each student in a Boarding House
- Be a focal point for all communication about students in a Boarding House with teachers and parents
- Managing and supervising when required as part of a duty rota
- Overseeing the maintenance and upgrading of the fabric, furniture and facilities of the House, and liaising effectively with the appropriate external providers
- Ensuring that senior students are aware of their duties and responsibilities, and effectively discharge them.
- Managing the Boarding House budget effectively

Safeguarding

- Take seriously the responsibility to safeguard and promote the welfare of students, and to work together with others to ensure adequate arrangements within the Day School and Boarding House help to identify, assess, and support students who are suffering harm
- Ensuring that the School's safeguarding policies on child protection and health and safety are implemented effectively in the House

Requirements

Education, training and qualifications

- Appropriate degree, with UK PGCE, or other teaching qualification giving QTS
- Evidence of relevant and challenging continuing professional development relevant to the role
- Working knowledge of the National Curriculum of England including KS3, IGCSE/GCSE and A Levels as appropriate

Knowledge and Experience

- Knowledge and understanding of positive behaviour management of students and evidence of effective practice in a range of settings
- Experience of involvement in a House in a boarding school or a role of pastoral responsibility in a day school, and alignment with the school's emphasis on boarding
- Be aware and up to date in all relevant safeguarding polices and practice
- Knowledge and experience of how to use of ICT effectively in promoting student learning
- Recent and consistent involvement in extracurricular activities
- Previous experience or knowledge of working with students for whom English is not their first language

Personal qualities

- Have the ability and willingness to inspire others; leading by example, role modelling the school's vision statement: Leadership for a better world
- Be a role model for the Harrow Staff Code of Conduct
- Be flexible and capable of managing change and instilling high standards
- Be highly motivated, ambitious and collaborative and willing to take the initiative
- Have high levels of honesty and integrity in aspects of their role
- Demonstrate empathy, humility and genuine care about staff and students, taking time to support, guide and motivate them
- Be able to think strategically and drive improvements in student welfare and their wider learning experiences
- Be flexible and able to manage change
- Have excellent organisational, communication and interpersonal skills

Other

- A clean enhanced Disclosure and Barring Services check or police check (for applicants who have never worked in UK) and no question regarding suitability to work with children

Education is an ever-changing service and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.