**Job Description**

**Job Title:** Residential Housemistress

Leweston comprises of 4 Houses, 3 Girls’ Houses and 1 Boys’ House. Of the Girls’ Houses, Martha House contains pupils from Prep Yr 3 up through to Yr 8, Cecilia House contains pupils from Yr 9 through to Yr 10 and Eleanor house contains pupils from Yr 11 to Yr 13. These Houses run the length of South Wing and Dutch House and provide a homely boarding environment for approximately 100 pupils as full, weekly and flexi boarders.

Antony House, our new Boys’ Boarding House, comprises of pupils age Yr 7 through to Year 13 and is situated on the North Wing of the School. There is currently capacity for 22 boarders in this new House.

**Managed By**: Senior Housemistress

**Accountable to**: Head

**Principal Role:**

The Housemistress is responsible for supporting the Senior Housemistress with the general health, welfare and personal development of all boarders. During the school day, 8.20am to 4.20pm, Form Tutors are primarily responsible for the pupils’ academic development; however, the Housemistress has an overview of the pupils’ progress and well-being and liaises with parents and academic staff about this where appropriate and in the absence of the Houseparent. The Housemistress is resident during term time and is line managed and responsible to the Senior Housemistress.

**Responsibilities:**

* To ensure that good relationships are fostered across all pupils so that the individual circumstances, needs, strengths and weaknesses are identified and known, so that opportunities, talents and potential are developed and maximised.
* To foster an atmosphere that is conducive to the intellectual, spiritual, social, moral, sporting and cultural development of the boarders.
* To develop and maintain among the pupils high and consistent standards of behaviour, organisation and cleanliness.
* To communicate effectively with parents and guardians and respond to their concerns.
* To keep suitable records of pupils’ progress, health, welfare, emotional needs achievements and conduct.

* To liaise with the Bursar and the Estates Manager and their teams regarding maintenance and the development of facilities as directed by the Senior Housemistress
* To liaise with the domestic team, ensuring the boarding environment is kept clean and tidy. To carry out room inspections and insist on high standards of care.
* To set an example of organisation and punctuality to pupils in both community living and any academic or extra-curricular activity.
* To support the Senior Housemistress with all aspects of the Health and Safety of boarders and all those who live, work or visit the boarding house with reference to the School’s Health and Safety Policy.
* As requested by the Senior Housemistress, to undertake boarding administrative duties, such as maintaining all registers, devising the boarders weekend activities programme including the booking of all coaches, running the schools’ socials programme and to assist in co-ordinating travel transfers for all pupils.
* To support the Senior Housemistress to ensure that the boarding at Leweston is run in line with (and exceeds) the National Minimum Standards (the ‘NMS’).
* To work with the Lay Chaplain in supporting the spiritual side of boarding.
* To undertake any other duties as reasonably required by the Senior Housemistress.

**Skills:**

* Enthusiastic, friendly, a genuine interest and commitment to the care and development of adolescents.
* Excellent communication and interpersonal skills.
* Flexible, adaptable, co-operative, helpful, self-aware; collaborates well; ability to work alone and as part of a team.
* Excellent organisational and administrative skills; ability to work to deadlines.
* Ability to take initiative, develop new ideas and implement them.
* IT skills – all staff have access to PCs and are expected to complete their own work.

**Qualifications and Experience:**

* There is a Genuine Occupational Requirement for the Housemistress to be female.
* Experience of working in a boarding school or in a pastoral setting with children.
* First Aid at work certificate holder would be advantageous, although training will be given if needed.
* Full Driving licence. Minibus training will be provided.

**Terms and Conditions:**

* The Housemistress post is residential and a flat is available. The Housemistress is expected to take her meals in the school Dining Room when on duty.
* Time off /rota will be discussed at interview
* Salary is dependent on skills and experience offered.
* The post holder is required to be in School for 1 week before the beginning of each new academic year and 3 days before the start of the Spring and Summer Terms. They will also need to available for 3 days after the end of each term.