



JOB DESCRIPTION – SECONDARY ROLE

Job Title:	House Master / Mistress (HM)
Date:	September 2025
Reports To:	Deputy Head (Pastoral & Wellbeing)
Responsible For:	Deputy Housemaster/Housemistress (DHM), Assistant Housemaster/Housemistress (AHM), Tutors, and House Staff

Purpose of the Position:

The HM plays a pivotal leadership role in shaping the culture, ethos and daily life of the House. As the senior pastoral figure, the HM is responsible for the holistic development and wellbeing of all pupils in their care, aged 13–18. This includes academic support, emotional guidance, safeguarding, and co-curricular engagement.

The HM leads a team comprising the DHM, AHM, tutors and domestic staff, ensuring that the House is a safe, inclusive and vibrant environment where pupils feel supported, challenged and inspired. The HM sets the tone for the House, modelling Wellington's core values and fostering a culture of kindness, integrity, respect, responsibility and courage.

Main Tasks and Responsibilities:

As the senior pastoral leader of the House, the HM is entrusted with creating a safe, inclusive and inspiring environment where pupils feel known, valued and supported. The HM leads by example, setting the tone for the House and ensuring that every pupil has the opportunity to flourish.

Pastoral Leadership

- Provide visionary and compassionate leadership that nurtures the emotional, social and academic wellbeing of all pupils.
- Foster a culture of openness, kindness and mutual respect, where pupils feel confident to seek support and express themselves.
- Ensure the House is a place of sanctuary, stimulation and growth, aligned with Wellington's values and wellbeing curriculum.
- Maintain a visible and approachable presence in the House, especially during key moments such as evenings, weekends and term transitions.

Safeguarding and Compliance

- Uphold the highest standards of safeguarding, ensuring all staff are trained and vigilant.
- Ensure compliance with the National Minimum Standards for boarding and ISI requirements.
- Maintain accurate and confidential records using systems such as MyConcern, ISAMS and House OneNote.

Team Management and Collaboration

- Lead and support the Deputy HM and Assistant HM, ensuring clarity of roles and regular communication.
- Delegate responsibilities appropriately, recognising the strengths and development needs of each team member.
- Meet regularly with the DHM and AHM to review pupil welfare, operational matters and strategic planning.
- Encourage collaboration across Houses and with wider College teams, including Heads of Year, Counsellors, and the Safeguarding Team.

Parent and Community Engagement

- Build strong, trusting relationships with parents and guardians, acting as the primary point of contact for all matters relating to their child's wellbeing and progress.
- Host and attend House events, parent meetings and College occasions, representing the House with warmth and professionalism.
- Communicate regularly with families through newsletters, social media and informal updates.

Operational Oversight

- Ensure the smooth running of the House, including routines, discipline, health and safety, and maintenance.
- Liaise with the Estates Office regarding the upkeep and improvement of the House environment.
- Oversee the development and use of the House Handbook and other key documentation.

Academic and Co-Curricular Support

- Monitor academic progress and liaise with Heads of Year and teaching staff to support pupils' learning.

- Encourage full participation in the College’s co-curricular programme, celebrating achievements and fostering a balanced lifestyle.
- Support pupils in developing leadership, independence and resilience through House roles and initiatives.

Teaching and Wider Contribution

- Teach a reduced timetable across Years 9–13, modelling high standards of teaching and learning.
- Contribute enthusiastically to the life of the College through sport, music, drama, societies and trips.
- Be present and engaged during weekends, including Saturday teaching and Sunday activities, ensuring pupils are well cared for.

Professional Development

- Engage in ongoing CPD, supervision and reflective practice.
- Support the development of the House team through mentoring, feedback and shared learning.
- Lead or contribute to pastoral initiatives across the College, aligned with personal interests and expertise.

Person Specification

Essential

- Proven leadership in pastoral care within a boarding environment.
- Strong understanding of adolescent development and safeguarding.
- Excellent communication and interpersonal skills.
- Ability to inspire and lead a diverse team.
- Commitment to inclusive education and continuous improvement.

Desirable

- Experience managing complex pastoral situations.
- Familiarity with ISI requirements and boarding standards.
- Engagement with co-curricular activities and whole-school initiatives.

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

Accommodation

The HM is expected to reside in the family accommodation attached to the House, which includes a dedicated study and living space.

Terms

- The role comes with an allowance and is reviewed annually through the PDR process.
- The appointment to this secondary role will be formally reviewed after **five and eight years**, and subsequently every **two years**.
- While the College is committed to supporting staff in their development, continuation in the role is subject to maintaining the high standards expected of House leadership. In cases where performance or conduct does not meet expectations, the College reserves the right to bring the appointment to an earlier conclusion, following appropriate support and review.
- Notice of intention to step down from the role should be given by the end of the Lent term.

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 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 Health and Safety 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.