**JOB DESCRIPTION**

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| **Job Title:** | Assistant Housemistress –Upper Sixth (Shanley House) | **Department:** | Sixth Form Department and Residential Team |
| **Hours of Work:** | Full Time, Term Time. However, you are expected to work such hours as are necessary to properly perform your role and as agreed with the Headmistress and to attend Assembly, all Staff Conference days within the school year and other services as specified by the School. | | |
| **Responsible To:** | Upper Sixth Housemistress | **Responsible For:** | N/A |

Summary of Role:   
This is a residential post. On one day and two evenings each week and every other weekend the Assistant Housemistress deputises for the Housemistress whilst off-duty. At these times the Assistant Housemistress is responsible for the well-being of individual girls and the running of the Year Group in general. At other times when on duty, the Assistant Housemistress will support the Housemistress in the general day-to-day duties in the House.

In addition to this deputising role, the Assistant Housemistress undertakes non-routine tasks that add to the sense of community within the year group. These responsibilities will be agreed between the Assistant Housemistress, Housemistress, the Head of Sixth Form and the Deputy Head Pastoral, taking account of the successful candidate’s strengths and interests.

The school is organised pastorally in year groups of Boarders and Day girls. In the Sixth Form, there is a Head of Sixth Form; in addition, Shanley House is run by the Upper Sixth Housemistress who is supported by an Assistant Housemistress. The Upper Sixth Housemistress, and her assistant, have overall responsibility for the pastoral and academic progress of the girls in the Year group, both Day girls and Boarders. They also run their Boarding House. A Day Matron assists in the House for some hours during the day and an Academic Tutor/Residential Assistant assist during evening study 18:30 – 21:30 and for a few hours at the weekend; at other times the Housemistress/Assistant Housemistress are on sole duty.

**Specific Responsibilities:**

* To assist with the preparation of the House before the start of term and to assist with the clear-up and departure of girls at the end of term. This will include attendance at the Residential and full Staff Conferences before the start of term.
* To build and maintain positive and constructive relationships with pupils, and their families, in order to provide students with the best possible care and support.
* To be an active presence in the House during the day/evening.
* To supervise students during the day and evening, including during silent evening study.
* To liaise effectively and professionally with other staff in school.
* To ensure the safety of girls and staff by maintaining accurate records, dealing appropriately with risks, and reporting any problems.

**To support the Upper Sixth Housemistress by sharing responsibility for:**

* Maintaining individual student files including, as appropriate individual welfare plans/individual education plans;
* Ensuring exeat permission forms are completed and authorised each week, that safe travel arrangements are in place and taking follow-up action as appropriate;
* Ensuring that the ‘handover’ log-book, discipline, medication, sanctions and other centralised records are kept up to date;
* Maintaining records of all communications/contacts with parents and guardians.

**To assist in the day to day House routines and duties, including (but not restricted to):**

* Registration of students and follow up on absences;
* Ensuring security of the year area including nightly ‘lock-up’;
* General House administration tasks;
* Ensuring effective and timely communication with Parents and Guardians via email/telephone;
* Liaising with Domestic Services, Maintenance & Catering Departments regarding requirements for the House;
* Ensuring good order, tidiness and maintenance of service rooms, bedroom/common room areas;
* Liaising with the Health Centre regarding any girls requiring treatment, including escorting pupils to medical/dental appointments where appropriate;
* Administering medication as required and recording details in the medication log.

**Residential Team Membership**

* Fostering, by example and encouragement, religious observances including Mass and ‘Night Prayers’.
* Supervising meals and undertaking other weekend /evening duties as organised by the Deputy Head of Boarding and/or the Deputy Head Pastoral
* Organising evening & weekend activities/trips for the enjoyment of Boarders.
* To escort students to dental/medical appointments.

The Assistant Housemistress will also attend regular meetings with the Housemistress, Head of Sixth Form and Deputy Head Pastoral to discuss girls’ progress and issues of mutual concern. You will also attend the weekly ‘Residential/Pastoral Policy’ meeting, will attend whole school staff meetings and the start of term Conferences.

**Residential Requirements**

House staff are required to reside at the School during term time when on duty. Accommodation for this post is a one bedroom flat within the Boarding House, but with private entrance. Pets may be accommodated, but this should be discussed with the school in advance.

The accommodation is within a non‐smoking area of the School. All meals are provided free for staff during term time. House staff with teaching commitments normally teach a reduced timetable allocation. Non‐teaching House staff would be given other duties according to their skill and experience. When on duty, House staff are expected to be available through the night in order to deal with any situation which may arise with respect to boarding pupils. Typically, House staff are entitled to one day (24 hours), one evening (4.30pm – midnight) during the week and alternate weekends off duty. Non‐teaching residential staff will find other opportunities for slots of time off duty when girls are in lessons, by arrangement with the Deputy Head Pastoral.

House staff are expected to be in School before the start of term to attend staff meetings and to prepare Year areas before return of Boarders. They are also expected to manage clearing and lock‐down of Year areas after departure of Boarders at the end of term and to remain on-call until the last boarders’ flight has departed.

**PERSON SPECIFICATION**

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| **Essential** | **Desirable** |
| **Operational Excellence** |  |
| * A person who enjoys the company of young people, is relaxed in their company and who is keen to help them with their academic studies and guide them in good habits generally. * A candidate with experience of working with young people, with or without teaching experience. * A person who is fair and consistent when managing girls’ behaviour. * Excellent administrative and ICT skills. | * Boarding experience is desirable. |
| **Personal Behaviours** |  |
| * A sympathetic person, who is patient, even-tempered and calm when under pressure. * An effective communicator with good interpersonal skills. * A person who does not seek to be overly judgemental but is kind and broad-minded. * A flexible and positive attitude is essential. * Ability to work both in a team and independently. * An energetic person with considerable stamina who is able to cope with the long hours of work that this post demands. |  |
| **Ethos and Whole School Values** |  |
| * Able to operate at the heart of the school community * Committed to the Sacred Heart Values * Commitment to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care |  |
| **Safeguarding and Pastoral** |  |
| * Committed to safeguarding and promoting the welfare of children and young people. * A satisfactory Enhanced Disclosure from the DBS. |  |