



## DEPUTY HOUSE MASTER/MISTRESS JOB DESCRIPTION

<b>Job Title :</b>	Deputy House Master/Mistress (Deputy HoM)	<b>RA:</b>	RA3
<b>Line Manager:</b>	House Master or House Mistress		

### Purpose of Job

The Deputy HoM is a key member of the boarding team, supporting the delivery of pastoral care to the school's boarders. The role requires an approachable, positive and warm person who works well as part of a team. Working with other boarding staff, the post holder will be responsible for assisting with the leadership and management of one of the three boarding houses. The post holder will be required to live in the Boarding Village during term time, and will teach a reduced timetable to allow for proper discharge of their duties.

### Duties and Responsibilities

#### General Responsibilities

Report to the House Master/Mistress and provide pastoral care for, and supervision of, pupils in the house;

#### Pastoral

1. Provide pastoral care of pupils, attend care meetings where required and support pupils' emotional, cultural and intellectual development
2. Support pupils as they settle into school life
3. Adhere to the principles of discretion, confidentiality and appropriate information sharing
4. Organise and attend social activities for pupils such as games evenings, birthday parties, talent nights etc.
5. Be a strong and visible presence in the boarding house communal areas during nominated hours of duty
6. Assist in maintaining high standards of behaviour, discipline, manners and courtesy
7. Support, promote and implement house policies and procedures

#### General Administration

1. Establish close relationships and good communication with all parents including the production of regular news items to promote and celebrate boarding within the wider community
2. Maintain detailed student records with particular attention to confidentiality, privacy and sensitivity
3. Attend staff meetings as required
4. Liaise with the school regarding relevant information about boarders
5. Keep any necessary facilities records up to date and organised
6. Oversee the work of the domestic staff
7. Assist with the organisation, planning and execution of a range of off-site trips
8. Deputise for the House Master or Mistress in their absence

#### Health and Safety

1. Keep boarders healthy and safe, in line with school policies
2. Keep parents informed about their children's health, safety and well-being
3. Support the administration of first aid and medicines to boarders by the nursing staff

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All employees are expected to comply with our School Child Protection and Safeguarding Policy.*



4. Maintain close liaison with the medical centre staff at all times concerning pupils, medical protocols and provision
5. Ensure hygiene and cleanliness of boarders (including appearance and uniform) are maintained
6. Contribute to a programme of continuous risk assessment within the boarding house
7. Be familiar with the school's health, safety and security policies and procedures

#### **Safeguarding & Child Protection**

1. Be subject to an enhanced Disclosure and Barring Services check (or police check) from the current country of residence and home country if different
2. Comply with the Harrow Bangkok Code of Conduct
3. Be thoroughly familiar with the school policies on safeguarding and other areas of professional practice
4. Complete Level One Child Protection Training once appointed, progressing to Level Two in due course
5. Be responsible for confidential information and documentation and ensure this sensitive material is handled appropriately and accurately

#### **Facilities**

1. Liaise with domestic staff concerning laundry and cleaning services
2. Ensure the necessary preparations are in place for the start and end of term
3. Help report and monitor maintenance and repairs in the house

#### **Transport**

1. Coordinate transportation arrangements with the Boarding Administrator
2. Accompany pupils to medical and dental appointments and call for emergency treatment, if required
3. Help coordinate airport pick-ups and drop-offs

#### **Professional Development**

1. Participate in the school's programme of performance management and continuing professional development, including annual safeguarding training

#### **Additional Responsibilities**

1. Undertake other duties and responsibilities as the House Master may reasonably require
2. Promote and support the boarding and whole school objectives of Harrow Bangkok at all times
3. Promote and support boarding and day school events and activities
4. Teach a reduced timetable in the main school

#### **Required Qualifications, Knowledge, Skills and Personal Qualities**

- Educated to degree level
- Possession of QTS
- A positive and solution-focused attitude to working life
- Able to establish a healthy rapport with pupils, staff, parents and carers
- A high level of professionalism and consideration of the well-being of children
- Able to work effectively and harmoniously as part of an energetic, cohesive and hardworking team
- Strong organisation, writing and IT skills

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- Recent and consistent involvement in extracurricular activities
- Respect for all members of the school community, irrespective of position, gender, age and ethnic background
- Previous experience working with students for whom English is not their first language
- A clean enhanced Disclosure and Barring Services check or police check (for applicants who have never worked in the UK) and positive references regarding suitability to work with children

## **DEPUTY HOUSE MASTER/MISTRESS SPECIFICATION**

### **Person Specification**

- Flexible, conscientious, positive and solution-focused
- Able to establish a healthy rapport with pupils, staff, parents and careers
- Able to work effectively and harmoniously as part of an energetic, cohesive and hardworking team
- Respectful, understanding and appreciative of diversity, culture, nationality, race and gender
- Calm and professional at all times
- Well organised and highly proficient with computers
- Educated to degree level and in possession of QTS

### **Job Specification**

#### **Benefits**

- Competitive salary
- Free, fully furnished accommodation
- All utility bills paid
- All meals provided free of charge during term time
- Health insurance
- Use of the school facilities including swimming pool, tennis courts and fitness suite

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