

ASSISTANT BOARDING HOUSEMASTER/MISTRESS JOB DESCRIPTION

Job Title:	Assistant Boarding Housemaster/mistress
Line Manager:	Head of Boarding

Purpose of Job

- Provide a stable, comfortable and secure Boarding environment in which students can develop self-reliance with managed support and guidance
- Establish parent trust in safeguarding their children
- Ensure the efficient running of the Boarding residence including supervision and management of the maintenance team

Duties and Responsibilities

Overall responsibilities

- Actively support the vision, ethos, culture and policies of the School
- Promote high standards in all aspects of school life, particularly in student progress
- Comply with the professional duties of the Harrow staff Code of Conduct
- Contribute to a school culture which is positive, purposeful and professional
- Are committed to safeguarding and to promoting the welfare of children and young people

General Duties

- Support the House Master/Mistress regarding House rules, regulations and routines
- Adhere to security and safeguarding procedures
- Supervise student waking up and bed times and at other designated duty times, including evening and weekends
- Provide activities and academic support as part of the boarding programme
- Promote good manners and courtesy from students including use of the common language of English

Students' Health and Welfare

- Attend to students' minor medical needs including preparation of student medicines and treatments, and liaise with parents, teachers, the school nurse and other staff concerning student wellbeing
- Conduct risk assessments and liaise with the House Master/Mistress, Matron and Clinic regarding Boarding Health & Safety
- Maintain accurate student records in accordance with changing medical needs, and inform staff of relevant information, for example allergies or medication
- Liaise with and support day Hm's and tutors to ensure that close personal tutoring is fully supported

Other Responsibilities

- Harrow Haikou offers full and part-time boarding for students from Year 6 and up. All of our staff make a contribution to our lively boarding programme of evening and weekend activities and excursions at various times throughout the academic year. This is a fun and rewarding way of supporting the development of our students and building strong relationships with Harrow and the wider community
- Undertake other reasonable duties as requested by the Boarding House Master/Mistress or Head of Boarding

Harrow is committed to the safety and protection of children.

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



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- Keep up to date with professional developments and attend relevant training
- Support with the organisation of evening and weekend activities and supervise these as per the duty rota

Working Hours and Conditions

- Be contactable on by telephone 24 hours unless 'off duty'
- Not required to work during the whole school holidays
- Free housing and catering (breakfast, lunch and dinner whilst students are on campus) provided by school

Other important features or requirements of the job:

- Lead by example in all professional matters ensuring that all teachers and students observe matters such as dress, punctuality and mutual support
- Contribute to the development of the overall Harrow vision and ensure that students, staff and parents all understand and subscribe to that vision
- Be available to advise academic staff and individual students, ensuring that, so far as possible, each person's individual needs are met so that they can exceed their potential, and that students' progress is maintained in an effective way
- Work closely with the School's pastoral team to ensure effective implementation of the School's strategic plan and to take a central role in that process.
- Proactively manage the induction of students to the boarding house
- Report, update and track all students and incidents reported on Engage or CPOMS, whether behavioural or for safeguarding.
- Support boarding pupils in sporting events, arts performances and other enrichment activities

Requirements

Knowledge and experience

- Demonstrate an understanding of the needs of students aged 10 – 18
- Demonstrate an understanding of different cultures and practices
- Well organised and able to calmly deal with emergencies
- Experience of working in a boarding capacity desirable but not essential

Personal qualities

- Respect for all members of a school community, irrespective of position, gender, age and ethnic background
- A positive and solution-focused attitude to working life
- Demonstrate tact, empathy, humility and genuinely care about students, taking the time to listen and motivate them
- Be a good team player with excellent communication and 'people' skills

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.

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