

JOB TITLE:	HOUSEMISTRESS – HAYWARDSEND		
DEPARTMENT:	PASTORAL	SCHOOL:	SENIOR
REPORTS TO:	DEPUTY HEAD PASTORAL		

PRINCIPAL PURPOSE:

To manage the staffing, organisation and resources of the house efficiently, and to provide for the safety, good discipline and pastoral well-being of all pupils in the House.

KEY TASKS:

These tasks and responsibilities are not intended to be exhaustive and are more indicative rather than definitive or prescriptive, however, it is important that there should be a general consistency in many of the tasks that need to be undertaken by all House Staff in the better execution of their roles.

- To be aware of the implications of the National Minimum Standards for Boarding Schools for welfare and pastoral care in the House.
- To provide the adult members of the House Team with a clear statement of their roles and responsibilities, and to provide for a periodic review of their performance.
- To develop and manage the Tutor and House Prefect Teams, so that they can play their part in carrying out effectively the tasks that follow, according to their particular roles and responsibilities.
- To take steps to ensure that boarding staff, parents and students understand the aims and objectives of boarding in the House, and the principles on which community life in the House is based.
- To strive to ensure that the individual circumstances, needs, strengths and weaknesses of each student are identified and known by staff as needed, so that individual opportunities, talents and potential are developed and maximised.
- Within the House, to plan, implement and review structures of staff supervision; to take reasonable steps to ensure the safety and security of all students at all times when they are in the school's charge; to ensure that adequate arrangements for 'back up' cover are made.
- To liaise with the Matron(s), Medical Centre and School Doctors to ensure that students medical requirements are properly catered for; to encourage them to adopt a healthy life style.
- To liaise with the Matron(s) to ensure that students clothes and personal belongings are used appropriately and stored securely and tidily; to ensure that students treat the belongings of others, and the fabric and furnishings of the House, with respect.
- To be responsible for the expenditure of the House fund and to ensure that proper accounts are kept, for use by the Finance Director

**WYCLIFFE COLLEGE
JOB DESCRIPTION**



OTHER TASKS:

- Understand and comply with the College's Safeguarding policy and comply with its requirements to safeguard and protect the welfare of children.
- Understand and comply with the College's Health and Safety Policy statement.
- Understand and comply with the College's GDPR and Data Protection Policy.
- Work with administrative staff to provide information requested by them for the efficient management of Wycliffe's financial and other administrative purposes to support the effective pursuit of Wycliffe's educational and pastoral goals.
- Undertake any other key tasks which the Head of the College and/or the Chair of the Council of Trustees may reasonably assign.

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DEPARTMENT:	PASTORAL

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate:

	REQUIREMENT: E - Essential D - Desirable	MEASURED BY: A – Application Form/References B – Lesson Observation C – Interview
KNOWLEDGE AND EXPERIENCE:		
<ul style="list-style-type: none"> Working with children aged 13-18 (including overseas children). 	E	A,B,C
<ul style="list-style-type: none"> Having worked successfully as part of a team. 	E	A,B,C
<ul style="list-style-type: none"> Being adaptable when necessary. 	E	A,B,C
<ul style="list-style-type: none"> Being flexible when required. 	E	A,C
SKILLS (THE ABILITY TO):		
<ul style="list-style-type: none"> Increase responsibilities as well as teach (with some remission). 	E	A,B,C
<ul style="list-style-type: none"> Organise and run a boarding house. 	E	A,B,C
<ul style="list-style-type: none"> Engender a safe and caring environment in the boarding house. 	E	A,B,C
<ul style="list-style-type: none"> Demonstrate experience and an excellent understanding of the pastoral and emotional needs of young people 	E	A,B,C
<ul style="list-style-type: none"> Recognise individuality in young people. 	E	A,B,C
<ul style="list-style-type: none"> To be aware of, and respond to, the special needs of individual boarders and day pupils, including those from different cultural backgrounds and to be aware of the changing needs of all young people as they develop. 	E	A,B,C
<ul style="list-style-type: none"> Maintain confidentiality, sensitivity and empathy where necessary. 	E	A,B,C
<ul style="list-style-type: none"> Command respect of staff and pupils and demand high standards. 	E	A,B,C
<ul style="list-style-type: none"> Be an effective and confident communicator with other teaching, support, medical and administration staff. 	E	A,B,C
<ul style="list-style-type: none"> Meet the challenges of today's teenagers. 	E	A,B,C
<ul style="list-style-type: none"> Demonstrate clear and consistent record keeping. 	E	A,B
<ul style="list-style-type: none"> Induct and mentor new members of your House team. 	E	A,B

**WYCLIFFE COLLEGE
PERSON SPECIFICATION**



<ul style="list-style-type: none"> • Supervise and evaluate the performance of members of the House team. 	E	A,B,C
<ul style="list-style-type: none"> • Show willingness to follow all school policies. 	E	A,B
<ul style="list-style-type: none"> • A good sense of humour. 	E	A,B
<ul style="list-style-type: none"> • Stamina and good health. 	E	A,B
QUALIFICATIONS:		
<ul style="list-style-type: none"> • A BSA qualification or the commitment to undertake a BSA qualification within 2 years in-house. 	E	A,B
<ul style="list-style-type: none"> • Current clean driving licence 	D	A,B
<ul style="list-style-type: none"> • A teaching qualification 	E	A,B
<ul style="list-style-type: none"> • Current First Aid certificate 	D	A,B

ISSUED: JANUARY 2020