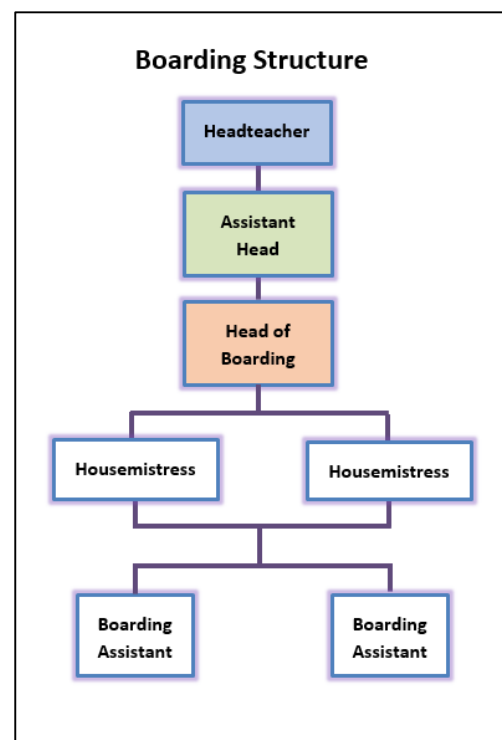


JOB DESCRIPTION HOUSEMISTRESS

Job Title:	Housemistress
Job Purpose:	To manage and monitor the running of a boarding house in accordance with the DfE National Minimum standards for boarding schools
Reporting to:	Head of Boarding
Accountable to:	Assistant Head (Safeguarding)
Responsible for:	Boarding pupils and Boarding Assistants

This job description provides a guide to, and general description of the duties and responsibilities of the Housemistress. It is not intended to be wholly definitive; therefore, the incumbent shall not be constrained from providing such support as may be properly attributed by the College over time to the role of the Housemistress. In this respect, the Housemistress will be expected to undertake any other related tasks as may reasonably be requested by the Head of Boarding and the Senior Management Team.



Aims and Functions

- To act 'in loco parentis' for the girls and to provide all boarders with the best possible experience of a boarding education by ensuring a supportive environment: a home from home for boarders in order that they thrive academically and holistically
- To ensure the safeguarding, good discipline and pastoral well-being of all boarders
- To operate as an effective member of the boarding team, ensuring good communication throughout.
- To uphold Health and Safety standards and requirements within the Boarding House.
- To support the Head of Boarding in running an effective boarding provision at Thornton College.

Care, Welfare and Development of Boarding Pupils

The Housemistress should:

- Know each girl personally and be concerned for her development – academic, social and personal welfare.
- Liaise with Heads of Year, Form Tutors and senior staff in respect of each girl.
- Develop awareness of general health, hygiene, eating and sleeping natures and liaise with the Medical Team on a regular basis, i.e. (i) ensuring that every girl attends all meals and

supervised study as a matter of course by completing the relevant registers and (ii) establish and maintain an orderly bedtime routine.

- Undertake study supervision, break and lunch time duties as required.
- Implement and maintain the National Minimum Standards for Boarding Schools for welfare and pastoral care in the Boarding House.
- Support and contribute to the annual review of house policies and the Boarding Handbook.
- Have oversight of dormitories on a daily basis ensuring that they are tidy and clean.
- Follow the College's policies and procedures.
- Support the College's boarding disciplinary policy and implement a clearly understood and fair system of sanctions within the House in relation to the College's Code of conduct.
- Inform the designated Senior Person (DSL) for Child Protection of any concerns regarding Child Protection or the safeguarding of children or anything that would require further action beyond the remit of the Boarding Staff.
- Oversee the Student House meeting for pupils that meet regularly to discuss any issues concerning your House.
- Develop, in the pupils, a sense of collective responsibility and sensitivity to the difficulties and needs, of others, and to encourage such support and help for each other as is appropriate.
- Ensure the safety and security (physical and emotional) of all girls in the House at all times when they are in the College's care.
- Drive the school minibus for boarding outings.

Housemistress records

The Housemistress is responsible for:

- Recording and monitoring information using the management information systems; iSAMS, CPOMS & SISRA.
- Keeping careful records pertaining to trips and visits, permissions to stay away with guardian or parents
- Ensuring that the 'handover' log book, discipline, medication, sanctions and other centralised records are kept up to date
- Responding to parent's emails/ telephone calls/ messages within 24 hours.
- Maintaining records of all communications/contacts with parents and guardians.
- Ensuring that parents are met by a member of the team each weekend; this relates to Friday and Sunday evenings.
- Responding to staff emails/ telephone calls/ messages within 48 hours.
- Contributing to the College's CPD process.
- Attending the formal House Staff meetings that are chaired by the Assistant Head.
- Reporting any issues or concerns in relation to furnishings, fixtures, fittings, and all housekeeping and maintenance matters in the Boarding House to the relevant department leaders.

- Monitoring of pocket money for prep children within the House, to ensure that they are adequately prepared for events occurring during the school day.
- Ensuring risk assessments are completed as required or as requested by the Head of Boarding.

Contact with Parents

The Housemistress plays a key role in developing mutual trust and partnership between home and School. Regular communication with parents is invaluable, particularly for those who live abroad. Contact may be maintained by means in informal meetings, by telephone, by social media, by email or by letter. Weekends are a good opportunity to keep in touch with parents who collect/bring girls to school by car.

Parents are requested to address routine communications to the Housemistress. It is important to keep a record of exchanges between school and home. Significant issues must be brought to the attention of the Head of Boarding and/or the Assistant Head. The content of routine emails/telephone calls should be briefly recorded in the daily log within CPOMS.

Full reports are written for each girl twice each year. The Housemistress will be particularly concerned with the Boarders':

- Organisation of time and approach to study.
- Social integration.
- Contribution to the activities and the community life in the College.
- Conduct in the Boarding House.

Guardians

We require girls from overseas families to have a guardian in the United Kingdom who is prepared to act 'in loco parentis'. The Housemistress should liaise with the Registrar to ensure that every such student has a guardian.

The Housemistress can do a great deal to increase the effectiveness of guardians by:

- Making a point of meeting them at the beginning of the school year.
- Updating them as appropriate.

Duties and Tasks

- Effective marketing of the school is the responsibility of all staff, therefore the Housemistress should ensure that her actions give a good public image of the College.
- To be involved in marketing the school on Open Days, Boarders' Induction Day and at other times when prospective parents are visiting and want to see the boarding provision.
- Work with the Head of Boarding to ensure that a full and varied programme of extra-curricular activities is available within the Boarding House and to encourage pupils to be involved in a range of activities, particularly at weekends.
- Work with the Head of Boarding to develop a programme of trips which are popular with the girls and to ensure that they are staffed and planned appropriately.
- To be responsible for the safekeeping of all passports and airline tickets belonging to the girls.

- To be mindful of the security of the buildings when on duty and support the Security Team by ensuring doors are secured on exit, particularly at night.
- To be resident in the House accommodation provided by the School during term time, and to coordinate the beginning and the ends of term i.e.:
 - Be back at school at least one full day prior to the start of each main term date that boarders are expected to return; this is to establish that all boarding arrangements have been completed before the return of the first girl and half term holidays before the first girl arrives back and stay at school until all girls have left for the full or half term holidays; routinely being present at school during the first and last week of any term.
 - Ensure that all areas have been left in good order before leaving for any holiday. This includes that all lights are switched off, taps turned off, windows closed, fridges emptied and doors locked before any staff leave. All beds must have been stripped and all laundry should have been brought down to the laundry room.
 - Sleep in boarding accommodation each night except for your main two off duty nights each week (other off duty evenings do not normally allow for sleeping out of school). Boarding duty at weekends is on a rotational basis.
 - Whenever on site, whether on or off duty, not being unfit to respond due to the influence of alcohol or drugs, for purpose of dealing with emergencies or unexpected contact with visitors, parents, staff or pupils.
 - Deal with emergencies of any kind, including escorting girls to hospital, in the event that one of the Medical Team is not available to do so.
- To attend staff briefing sessions.
- To organise and ensure that students attend mass each week.
- To attend full school assemblies, when on duty.
- To attend such meetings and official School functions as are appropriate to your role.
- To play an active role in the wider life of the school.
- To work at the School Fete each year.
- Oversee regular fire practices of your boarding house each term in the evenings, during the night and at weekends.
- Maintain an up-to-date working knowledge of the procedures required by the UKBA with regard to international students and implement them appropriately.
- All staff are responsible for promoting and safeguarding the welfare of students at Thornton College by ensuring compliance with the school's Safeguarding and Child Protection Policy at all times. It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students in accordance with the Safeguarding Policy.
- All staff are required to undertake whatever else may reasonably be requested by the Headteacher in support of the Aims of the School.

Other Aspects

Accommodation / Residential Requirements

House staff are required to reside at the School during term time when on duty. Accommodation for this post is in the Main Building. The entire school site is a non-smoking area. All meals are provided

free for staff during term time. House staff are responsible for the cleaning of their own accommodation although suitable equipment and materials can be provided.

It is intended that the Housemistress will have 2 days off during a week's duty. Boarding staff may use the School sports facilities (at allocated staff times).

CPD Review

The Head of Boarding will review the Housemistress each academic year. This CPD review is designed to help and encourage professional development and performance.

Training

The Housemistress will be expected to undertake the relevant Boarding Schools' Association qualifications at the level applicable, if she has not already done so.

All staff are expected to maintain continuous professional development by attending appropriate internal and external training courses, seminars and conferences.

MIDAS training to drive the school minibus will be given.

All Job Descriptions are subject to annual review.