



**HARROW**  
BEIJING

*Leadership for a better world*

**JOB DESCRIPTION (PASTORAL)**

**I. Job Information**

<b>Job Title:</b>	Boarding Housemaster
<b>Department:</b>	Upper School
<b>Line Manager's Job Title:</b>	Heads of Phase or Head of Boarding

**II. Job Specification**

<b>Job Purpose:</b>	
<p>To develop a cohesive, purposeful and proud 'House' which consists of students and tutors. To continue to build on House identity and spirit in all aspects of day to day running of a pastoral House as well as in House events. To assist the Heads of Phase in maintaining a coherent and collaborative group of House tutors. To support the Head of Boarding and Head of Upper School in evaluating, coordinating and developing the pastoral care and academic monitoring of students within the House along with the Heads of Department, student counsellor, staff, governors and parents.</p>	
<b>Key areas of accountability</b>	<b>Main duties &amp; responsibilities to support achieving accountabilities</b>
1.	<ul style="list-style-type: none"> <li>Coordinate and appraise all House tutors to ensure high standards of pastoral care is afforded to each student within the House and to support the Harrow way of close personal tutoring.</li> </ul>
2.	<ul style="list-style-type: none"> <li>Use the House based tracking system within the House and to work closely with your team of tutors to implement timely interventions for individual students which incorporates pastoral considerations so that it can be used by the Heads of Department and teachers to raise standards of academic achievement of students within the House.</li> </ul>
3.	<ul style="list-style-type: none"> <li>Monitor communication between departments, parents, tutors and students to ensure effective and efficient pastoral care and assist in any parental consultation with teachers and tutors as required to ensure the needs of each individual student within the House is met and the delivery of pastoral care is consistently of high standard.</li> </ul>
4.	<ul style="list-style-type: none"> <li>In coordination with the specialist staff and other Hms contribute to the development of the students' Holistic Education in order to deliver a coherent and relevant Holistic Studies programme to all members of the House which will help in equipping the students with the skills necessary to contribute as leaders of the future.</li> </ul>
5.	<ul style="list-style-type: none"> <li>Liaise with Prep Hm to ensure consistency of pastoral care through the House system across the phases and to embed a secure transition process for all students moving from the Prep phase to the US phase, which includes an open communication of this transition process with parents.</li> </ul>
6.	<ul style="list-style-type: none"> <li>To work closely with the Senior Prefects and School Council members to monitor and encourage positive development of leadership skills and to ensure that school events are well supported by members of the Sixth Form.</li> </ul>
7.	<ul style="list-style-type: none"> <li>Assist the House tutors in supporting the process of student Option Choices, University advice and Leadership and Service Activities choices in coordination with the Director of Studies and Leadership and Service Co-ordinator to ensure all students within the House are making wise choices that support the Harrow values and aims of developing leaders for a better world.</li> </ul>
8.	<ul style="list-style-type: none"> <li>Work with the House tutor team in ensuring a consistent approach to developing House identity and to encourage student participation in both House based and school wide events.</li> </ul>



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9.	<ul style="list-style-type: none"> <li>Is responsible for the health, academic, social and pastoral welfare of each student in their care and will seek to encourage and inspire the members of the House not only to achieve excellence in academic and extra-curricular activities, but also to develop their social skills by living harmoniously with others. In short, s/he will help students to grow into confident, mature, happy and successful young people.</li> </ul>
10.	<ul style="list-style-type: none"> <li>In coordination with ABHm and Matron, the Boarding Hm is responsible for the smooth running, ethos and general discipline of the boarding house and compliance with school rules. Serious breaches of school rules must be referred to the Head of Boarding as appropriate.</li> </ul>
11.	<ul style="list-style-type: none"> <li>Is responsible (in conjunction with the Head of Boarding) for the appointment and supervision of the House Matron. This includes ensuring that there are adequate opportunities for students to obtain primary medical and first aid attention; that ill students are well cared for; and that referrals and transfers to hospital and the doctors run smoothly.</li> </ul>
12.	<ul style="list-style-type: none"> <li>Working in coordination with ABHm and Matron, will ensure that there is a responsible adult in the boarding house at all times. The Boarding Hm is responsible for producing the duty rota and for ensuring that students know who is on duty at any one time.</li> </ul>
13.	<ul style="list-style-type: none"> <li>To take seriously the responsibility to safeguard and promote the welfare of children, and to work together with others to ensure adequate arrangements within the School help to identify, assess, and support children who are suffering harm.</li> </ul>

**Key Relationships:**

**Internal**

- Head of Boarding, Heads of Phase, Director of Student Well-being, Director of Studies, other Hms, HoDs, university advisors, Counselling team, Clinic, AH Learning support, AHECA. Boarding tutors, resident staff.

**External**

- Parents, Governors and other educational providers as required

**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.
- To liaise with Head of Prep to ensure continuity in pastoral systems across phases of the School
- Attendance at camps, expeditions, parent information evenings, community events.
- Representing the school at official functions as and when requested by the Head Master
- Proactively manage the transition between Prep and Upper Schools for both students and parents.
- Proactively manage the induction of new students



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- Teaching load as required and specified by Head of Upper School.
- Have experience in teaching EAL students and be knowledgeable on their learning needs.
- Report, update and track all students of concern, especially those listed as vulnerable.
- Report, update and track all students and incidents reported on My Concern, whether behavioural or for safeguarding.
- 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.
- Harrow Beijing is committed to safeguarding and promoting the welfare of children and young people and expects all staff and those connected to the school to share this commitment.

**III. The Role**

On arrival at HBJ, parents entrust their boys and girls 'best interest' to the care of their Housemaster, who is therefore a key figure in the student's life whilst they are at school. Therefore, the Housemaster has the overall responsibility for the welfare and progress of all the students in the House and for communications between parents and the School.

<b>Housemaster</b>	<b>Key Aspects</b>
Job Purpose	Oversight of pastoral, academic and administrative needs of one of six houses. Oversight of House/Inter-House events. In conjunction with Tutors, HoDs and Heads of Phase, monitor the pastoral and academic progress of students within the House. Lead and support the House tutor team. Develop and initiate student opportunities across the whole House. Help develop and review school policy related to disciplinary, reward and support procedures in the Upper School.
Team Responsibilities	Work collaboratively on promoting the value of the house system at Harrow Beijing. Work as part of a team on the leadership of pastoral, academic or extra-curricular House activities.
Pastoral	Managing disciplinary, reward and support procedures. Managing information related to student welfare (e.g. evidence of emotional and social distress) and devising appropriate responses. Establishing positive and supportive relationships with students and parents. Inducting new students into the House and meeting with parents. Liaising with Harrow Support Services, School Counsellor and Outside Agencies, as appropriate.



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Academic	<p>Co-ordination of procedures related to monitoring academic performance and in conjunction with the Director of Studies, Heads of Phase, Head of Upper School and House Tutors.</p> <p>Monitoring homework timetable and homework patterns.</p> <p>Monitoring student progress to identify strengths and weaknesses and implement appropriate action where necessary.</p> <p>Implementing and tracking student support strategies for students with academic and pastoral needs</p> <p>Using assessment data to evaluate student academic performance and set targets.</p> <p>Monitoring student attendance within the House.</p>
Extra	<p>Convening, setting the agenda and chairing House tutor meetings.</p> <p>Leading House Assemblies.</p> <p>Overseeing student records.</p> <p>Writing, as requested, student references and student reports.</p> <p>Organising House-based initiatives and events.</p> <p>Managing House Charity events and links with the House Charity.</p> <p>Providing support to Friends of Harrow and the school with events.</p>

**IV. Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Be a role model for Harrow Staff Code of Conduct.</li> <li>• Be highly motivated, ambitious and collaborative.</li> <li>• Have high levels of honesty and integrity in aspects of their role.</li> <li>• Demonstrate empathy, humility and genuinely care about staff, taking the time to listen and motivate them.</li> <li>• Be able to think strategically, drive improvements in the teaching and learning experience across the school and maintain an optimistic attitude in all interactions with staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Show evidence of establishing clear goals and objectives for team members which fed into the school's strategic development plan.</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Show skills which leads to improvement of attainment and success within the school.</li> <li>• Have excellent organizational skills</li> <li>• Demonstrates the ability to manage change and work under pressure within those changing circumstances.</li> <li>• Has excellent communication skills along with the ability to listen and understand.</li> <li>• Demonstrates good coaching skills within a team environment.</li> <li>• Has the ability to contribute to the positive management of student behaviour.</li> <li>• Has the ability to inspire both adults and young students.</li> <li>• Demonstrates outstanding interpersonal skills and the ability to relate well to a wide range of people.</li> <li>• Is flexible, can readily show good will to help others</li> <li>• Ability to work in a way that promotes the safety and wellbeing of children.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide an example of using information, resources and technology which led to value being added to the overall learning experience of students.</li> <li>• Knowledge and understanding of positive disciplinary methods.</li> <li>• Knowledge and understanding of child development and its impact on behaviour.</li> </ul>



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	<ul style="list-style-type: none"><li>• Effective communication and engagement with children and their families.</li></ul>	
<b>Experience</b>	<ul style="list-style-type: none"><li>• Has a track record of being a pastoral team leader which includes the empowerment of others.</li><li>• Has experience of monitoring set targets in a specified action plan to evaluate and ensure progress.</li><li>• Demonstrates experience of effective leadership of student behaviour for learning.</li></ul>	<ul style="list-style-type: none"><li>• Experience of working as a pastoral leader (e.g. Housemaster or Phase coordinator) in an international school.</li></ul>

#### **Acknowledgement**

This job description has been designed to indicate the general nature and level of the work performance by employees within this post. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications / experience required by employees assigned to the role. These may be subject to future amendments following appropriate consultation.