***Job Title*  
Job Description**

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| **Job Title:** | Deputy Housemistress |
| **Department:** | Boarding |
| **Reports to:** | Mr Charles Debenham |
| **Location:** | Club San Roque |

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| **Purpose of Role:**  The Boarding House is committed to providing an excellent standard of pastoral care for all its students. It provides a safe, secure and stimulating environment which enables each member to make the most of his/her opportunities and develop to their full potential. The primary role of a Deputy Housemistress is therefore to facilitate the delivery of such an environment. | | |
| **Budgetary**  Boarding | **People Management**  CED  Boarding Staff | **Key Relationships**  Boarding  Secondary |
| **Primary Responsibilities/Activities:**   |  | | --- | | Main Responsibilities:   * To provide for the safety, good discipline and pastoral well-being of all students in the boarding community; * To help in managing the staffing, organisation and resources of the Boarding House; * To ensure good and effective communication with boarding and teaching staff; * To be the main person of responsibility when the Head of Boarding (HoB) is not on duty; * To liaise closely with the HoB on all Boarding House matters. * To liaise closely with the Nursing team over medical matters. * To be the key pastoral and academic boarding point of contact for female boarders. |  |  | | --- | | Key Tasks:   * To be on duty for the equivalent of 3-4 days per week including breakfast shifts, evenings and weekends. * To create, in association with the Deputy Housemaster, a varied programme of extra-curricular activities and ensure that pupils are appropriately occupied both during the school week and weekends; * To organise, in association with the HoB, an effective transport plan and provision for the students within the Boarding House. This is to include, start, end and half terms; * To provide the Boarding House Staff with a clear understanding of their roles and responsibilities under your supervision * To participate in the programme of induction of new staff into the House as required by the HoB * To attend the Boarding House meeting each week. * To support the School's disciplinary policy and, by encouragement and reward and by a clearly understood and fair system of sanctions, foster an acceptance of the code of conduct of the Boarding community and School; * 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 * To take reasonable steps to ensure the safety and security of all pupils at all times when they are in the Boarding House * To liaise with the HoB and the School Nurse to ensure that pupils' medical requirements are properly catered for * To encourage pupils to adopt a healthy lifestyle * To ensure that pupils treat the belongings of others, and the fabric and furnishings of the Boarding House, with respect * To be aware of the academic strengths and weaknesses of pupils; to liaise with Tutors / HoB to ensure that relevant background circumstances of pupils are known and discussed * To support pupils regarding any emotional, academic, social or behavioural problems that they may have * To fulfil the requirements of the school’s policy on child protection. * To plan and implement an annual child wellbeing programme. * To lead, in conjunction with Nursing department, protocol implementation on medical matters. | | | |
| **Knowledge/Expertise/Qualifications:**   * Teaching Qualification * Exposure to multiple cultures and cultural sensitivity * Approachable nature combined with excellent listening skills * Understanding and appreciation of all aspects of boarding life * High standard of personal and professional conduct * Flexible and imaginative with the passion to provide students with different life activities * Strong organisational skills | | |
| **Business Area**  The Boarding team work in Club San Roque. It is a home for the students during term time and some of the teachers are residential. The San Roque Campus is located within 3km of the school but on a separate site. The San Roque Campus aims to support the values and philosophies of the school and all boarders are encouraged to think about the ‘me’ and ‘we’ values promoted by SIS. | | |