



Housemistress/Housemaster of Shelburne House

Shelburne is a warm and welcoming boarding house within which girls are happy, feel cared for and are nurtured. The new Housemistress/Housemaster will be expected to create and maintain a similar family atmosphere within which each girl is supported and fulfilled. The holder of this vital role will need to employ creative and effective management techniques to co-ordinate the pastoral, academic, spiritual and co-curricular development of the girls in their care.

Running a boarding house is a diverse and dynamic job which requires flexibility and stamina on the part of the post holder. The main areas of responsibility are outlined below. This list is not meant to be exhaustive but an indication of the expectations of Dean Close School.

The post of Housemistress/Housemaster may be suitable for an individual or a married couple.

Responsibilities

Pupil management

- Monitoring the health, academic, social and pastoral welfare of every Shelburne girl
- Encouraging and inspiring excellence in all aspects of school life.
- Facilitating the development of a harmonious house atmosphere in which girls can develop social skills and mature into confident, successful young women.
- Ensure the smooth running, ethos and general discipline of the House and compliance with School rules.
- Ensure that each of the girls has a 'voice' either through house meetings, house prefects or house year group meetings.
- To provide opportunity for girls to take on responsibility within the house.
- Monitor the general health of the girls in the house and liaise with the Health Centre or other medical professionals as appropriate.
- Helping to organise and supervise a range of evening and weekend activities in conjunction with other members of staff.

Staff interaction and management

- Oversee, train and co-ordinate a set of house tutors; liaise with 6th form tutors, other Housemasters and Housemistresses (HsMs) and the Senior Leadership Team (SLT).
- The appointment, supervision and appraisal of the house matron.
- Regular attendance at HsMs meetings.
- Work closely with other HsMs to share good practice and ensure consistency throughout the school.
- To be accountable to the SLT through the Pastoral Deputy Head in the first instance but also to the Headmaster.
- Maintain good relations and close contact with other key areas of the School including the Bursary, Chaplaincy Team, Health Centre and Estates Department.

Parent liaison

- Be in regular contact with parents or guardians and make sure that tutors also maintain lines of communication.
- Meeting prospective parents and pupils; liaising with the admissions department about visits and admission processes; attending Open Mornings.
- To ensure that the quality of reports about the girls in the house are of an acceptable standard and have been checked thoroughly by the relevant tutor.

Other areas

- Ensure that routine paperwork is dealt with effectively including reports, house records, medical records and maintenance requests.
- To produce a house handbook annually and publicise the life of the house through written communication and social media.
- To attend all official School functions such as Commem, Parent Receptions and occasional Sunday Chapel and as many functions as possible that involve members of the house such as plays, matches and concerts. To be available to discuss GCSE and A level results on result days in August.
- Ensure that the house is prepared for the girls at the beginning of each term and is left in a suitable state for maintenance/outside lets at the end of every term.
- Be fully conversant with School safeguarding policies including Safeguarding and Child Protection and Anti-Bullying.
- To carry out School duties as required by the Deputy Head
- Ensure that the house is adequately supervised during the day and evenings and at weekends through the fair deployment of the house tutor team. The resident tutor/matron will do a share of weekend duties but the HsM has the ultimate responsibility for the security of the girls in the house.

Wider school

- Teach an academic subject on a reduced timetable
- Participate in co-curricular activities including sport
- Meet the requirements of a teaching member of staff including writing reports, attending department meetings and attending Parents Receptions

Remuneration and accommodation

- Salary will be determined by experience and aptitude and will include a significant HsMs responsibility allowance.
- Accommodation is provided free of rent, council tax, heating and lighting and official 'phone bills. Some of these benefits are taxable subject to Inland Revenue guidelines.
- The Housemistress/Housemaster of Shelburne occupies a flat within the boarding house and is expected to be in residence during term time and during requisite parts of the holidays.
- The Housemistress/Housemaster/Housemaster will be eligible to join The Foundation's Pension Scheme

Induction and probation

This post is subject to a year's probationary period. Due to the level of responsibility of a Housemistress/Housemaster, an experienced mentor will be appointed to help the successful candidate during the first year in post.

The Dean Close Foundation is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Person specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good honours degree or equivalent 	
Experience	<ul style="list-style-type: none"> • Working with young people aged 13 – 18 • Dealing with pastoral issues • Liaising with parents 	<ul style="list-style-type: none"> • Teaching in a boarding school • Managing staff • Experience of inspections particularly boarding
Skills	<ul style="list-style-type: none"> • Good organisational ability particularly under pressure • Able to communicate effectively with pupils, staff and parents • Ability to enthuse and manage a tutor team • Able to work autonomously but also with others • Judgement in dealing with pastoral and discipline issues • Demonstrate clear leadership experience or potential • Able to sell the benefits of boarding and Shelburne House 	<ul style="list-style-type: none"> • Counselling ability and experience • Coach sport • Competent in the use of ICT • Communicate with younger pupils at Dean Close and other prep schools • Be able to teach specialist subject with flair and enthusiasm to full age and ability range in the school • Co-curricular specialism
Knowledge	<ul style="list-style-type: none"> • Knowledge and understanding of issues affecting adolescent girls such as relationships, self-esteem, mental health problems and bullying • Awareness of the academic and other pressures encountered by teenage girls and strategies to deal with them • Safeguarding and Child Protection legislation 	<ul style="list-style-type: none"> • National minimum Standards for Boarding • Knowledge of ISI, BSA and Ofsted requirements • Have excellent subject knowledge
Personal qualities	<ul style="list-style-type: none"> • Strong supporter of Dean Close Christian ethos • Empathetic, sympathetic, calm under pressure and patient • Motivational to work with for both pupils and staff • Able to form relationships but in possession of emotional resilience • Plenty of stamina and a willingness to be available most of the time 	<ul style="list-style-type: none"> • Interests and hobbies

Application Process

Completed application forms and a CV, together with a covering letter should be returned to the HR Manager by email: hr@deanclose.org.uk

Please email your application to hr@deanclose.org.uk.

Closing date for applications: 12 noon Monday 11th November 2019