

JOB DESCRIPTION

Job Title:	Resident Assistant Housemistress
Reports to:	Deputy Head Pastoral and Boarding Houseparents
Responsible for:	Assisting the House Parents in looking after all boarding pupils
Hours of work:	To be resident within the Boarding house at all times during term time (excluding off duty time)

Purpose of the Job: The role of Resident Assistant Housemistress is to work as part of our Boarding Community at St Hugh's and is purely pastoral, underpinning the provision of outstanding welfare support for pupils in the Boarding House. You will Supporting the Houseparents in a busy flexi/weekly Preparatory Boarding House.

Main Duties and Responsibilities:

General

- To assist with the administration of the boarding house which will include; organisation of dormitories, dining room arrangements, prep arrangements, after prep activities and boarding registers.
- To be the first point of contact for boarders to contact overnight.
- To participate in supporting boarders learning.
- To assist with the organisation and care of boarders and for the arrangements for the day pupils who flexi board.
- To attend all meals with the boarders, ensure boarders and staff sit together and promote good table manners and healthy food choices.
- To liaise with the nurses and to ensure that boarders' medical requirements are properly catered for.
- To liaise with the matrons to ensure that 'boarders' clothes and personal belongings are stored securely and tidily.
- To work closely with the operational management team to ensure that the House catering, cleaning and laundry teams maintain standards, in accordance with School policy and operating specifications.
- To be responsible on duty nights for locking up the Manor House, closing windows and ensuring that lights and other appliances are turned off.

Communication

- To record all pastoral matters relating to boarding on iSAMS.
- To ensure that the individual circumstances, needs, strengths and weaknesses of each boarder are identified and known by staff as needed. To provide information to and communicate with boarders' tutors where appropriate.

Management of Boarders

- To ensure that boarders treat the belongings of other with respect.

- To assist with organising trips for boarders when appropriate.
- To develop in all the boarders a collective responsibility to be aware of the difficulties or problems of others, and to offer support and help for each other.
- To nurture, support and monitor each Boarder's wellbeing, offering opportunities for praise, reward and responsibility.
- To liaise with tutors and teachers on the academic strengths and weaknesses of pupils to ensure that the conditions and supervision of prep are conducive to effective academic progress.
- To keep suitable records of boarders' progress, welfare, health, and emotional problems, achievements and misconduct; providing such reports and references as may be reasonably required.

Compliance

- To ensure compliance with the National Minimum Standards for Boarding.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job. **In addition**, you undertake other such specific duties which may from time to time be reasonably assigned by the Headmaster. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it should be amended accordingly. This job description will, in any case, be subject to periodic amendment whenever the appraisal process helps reveal and define significant changes in your role within the school.

Person Specification

The person specification focuses on the range of criteria required to undertake the role effectively. Candidates will be assessed from their Application Form and personal statement (A), interview (I) and by an exercise (E), Task (T) or Lesson Observation (L) as appropriate.

Criteria	Essential	Desirable	Measured by /evidence
Education and Qualifications	<ul style="list-style-type: none"> Good standard of education 	<ul style="list-style-type: none"> First Aid Training 	A / I
Knowledge and skills	General <ul style="list-style-type: none"> Promote positive behaviour at all times with consistency and consideration for the development stage of the child and school policies 	<ul style="list-style-type: none"> A good understanding of the principles of boarding 	A / I / L / T
Experience	<ul style="list-style-type: none"> Proven pastoral experience with knowledge of the needs of young children 	<ul style="list-style-type: none"> Working in a medical or welfare related role 	A / I / L
Personal competencies and qualities	<ul style="list-style-type: none"> Friendly and approachable with a can-do mind-set Tact, sensitivity and the ability to handle confidential material with discretion as well as an ability to remain calm and professional in all situations High degree of personal motivation, initiative, energy, creativity and drive Self-motivated and versatile, showing an ability to work on own initiative, plan, prioritise, coordinate and lead, taking ownership of a task and seeing it through to completion High degree of resilience Ability to work collaboratively in a team Ability to communicate succinctly and effectively both orally and in writing, using appropriate language Ability to mediate and manage conflicting views. Ability to build good relationships with parents and colleagues, including working well within a team and an ability to take direction 		A / I / L h

Other requirements	<ul style="list-style-type: none"> • Commitment to promote and safeguard the welfare of children, young persons and vulnerable adults • Flexible approach to working hours • Desire to make a positive contribution to all aspects of school life • Empathy with the ethos and aims of St Hugh's • To undertake ongoing professional development 		A / I / L

Date: August 2023