



JOB DESCRIPTION

HOUSE MISTRESS

Job Title:	House Mistress
Line Manager:	Director of Boarding & Assistant Head: Pastoral & Boarding

Purpose of Job

The House Mistress (HM) is responsible to the Director of Boarding and the Assistant Head: Pastoral & Boarding for the overall leadership and smooth running of their House, the supervision and guidance of staff and, above all, the safety, welfare and academic progress of the boarding students.

The role involves working closely with academic, administration, and support staff to develop, maintain, promote, and enhance a productive, happy, social, and vibrant boarding environment. Safeguarding and student wellbeing are central to the role; proactive measures should be in place to mitigate risk, protecting student mental and physical health. The academic progress of each student is also a key responsibility, through strong relationships and clear communication with relevant academic staff and each student's parents, to provide for 'close personal tutoring'.

HMs have the expertise, stamina and interpersonal skills to command the respect of a wide range of stakeholders from different cultural backgrounds, and the intellect, sensitivity and humility to effectively lead a team of House staff to providing close personal tutoring, outstanding pastoral support, and an enriched boarding life.

The postholder will be a highly visible pastoral leader with the ability to inspire and motivate the different constituencies of their House. They will be an empathetic relationship-builder with a deep understanding of, and proven track record in, working effectively in a fully residential environment.

As a member of the Leadership Team, the HM will play a central role in the operation of the school; developing, personifying, and ensuring a whole school ethos which promotes the Harrow Values through close personal tutoring.

This role is for the leadership of a Girl's House and as such we are only accepting female candidates.

Duties and Responsibilities

ROUTINES

The HM ensures that all House students, and their parents, complete a detailed induction process and that daily routines, communications, safeguarding protocols and health and safety procedures are understood and adhered to.

On a day-to-day basis, the HM ensures that students understand where they should be and why, that they are organised and prepared for their lessons and activities and that supervision of students is appropriate at all times, when they are in the House as well as off site during boarding or House specific activities and excursions.

HOUSE REWARDS AND SANCTIONS

The HM ensures that House rules are adhered to and that rewards and sanctions are proportionate and fair in relation to their administration.

The agreed system of rewards should be followed to recognise good student conduct. Disciplinary matters will be recorded and, where necessary, referred to the Assistant Head: Pastoral & Boarding for further action.

BUDGET

The HM develops, manages and reports an agreed budget for resources and expenses with clear records of expenditure.

CONTACT WITH PARENTS

The HM builds friendly and professional working relationships with parents and carers, ensuring that regular and proactive contact is initiated, maintained, recorded and constantly improved upon. A boarding report for all students in the House is to be written by the HM at the end of each Term.

STAFF

The HM shall:

- Hold weekly, minuted, meetings with the House staff team.
- Hold a weekly meeting with the Assistant Head: Pastoral & Boarding.
- Ensure all staff are fulfilling their duties to a high standard.
- Be open and honest about House staff performance and facilitate professional development
- Organise cover for duties as necessary.
- Lead the House ethos, fostering an atmosphere of calm, caring professionalism in the community of the House.
- Ensure that the Harrow values are engendered in the community of the House.

WEEKEND ROUTINES

The HM shall:

- Ensure the provision and co-ordination of weekend routines with duty staff, ensuring adequate supervision in the House and for both on- and off-campus boarding/House activities.
- Ensure that accurate records of student movements are kept, liaising with duty staff to ensure a wide range of high quality, interesting and fulfilling activities are planned and executed.
- Undertake and maintain risk assessments for trips in conjunction with the Assistant Head: Pastoral & Boarding and the Head of Operations.

COMMUNICATION

Participate in the promotion of the boarding experience through regular publications and the use of professional social media accounts.

ACADEMIC

Manage and maintain academic study times during the week, be informed and aware of the academic progress of the boarders, initiating and facilitating academic support through the school's academic staff so as to provide close personal tutoring.

The HM will also have a teaching commitment.

HEALTH AND SAFETY

Keep a regular, weekly, record of Health and Safety items and ensure prompt responses to matters relating.

RESPONSIBILITIES AT THE BEGINNING AND END OF TERMS.

The HM shall:

- Prepare room assignments for each student, balancing and rotating ages, friendship groups, dispositions, and interest as appropriate to the demographics and needs of the House.
- Ensure that all students have read and understood the House Rules and Expectations.
- Liaise with the School Pastoral and/or Academic Staff regarding any new boarders and in relation to school routines and start/end of term arrangements.
- Welcome all new boarders and families, hosting a 'new boarders' meeting at the start of each term.
- Be available at the beginning and ends of the terms (prior and after the formal end of academic lessons) for co-ordination of the start of term and ends of term (managing student departures and train/airport trips etc).

Personal Specification

COMMITMENT TO BOARDING: Harrow Appi is a full, seven-day boarding school – all students will board, and all staff will be resident on-site or close to the school. All academic staff will be fully involved in boarding, including evening and weekend duties and residential visits. A passion for educating the whole child is essential.

QUALIFICATIONS: Fully qualified with an appropriate education degree, or PGCE and UK QTS (or internationally recognised high-quality equivalent). Postgraduate or boarding specific qualifications would be advantageous.

EXPERIENCE: A minimum of four year's boarding experience, including extensive experience in residential positions (at schools of quality). Appropriate familiarity with the UK National Minimum Boarding Standards for Boarding Schools.

COMMITMENT TO TEACHING: Harrow schools are academically rigorous. All staff need to be comfortable guiding highly able students through close personal tutoring, supporting their progress to the world's best universities.

ENGLISH LANGUAGE ABILITY: Harrow Appi is a British international school; the language of instruction and inclusion is English. Appointment will require fluency in English.

DIGITAL CAMPUS: Our teachers, including boarding staff, must be fully committed to the digital culture of the school, able use new technologies through innovative, future-focused methodologies.

COMMITMENT TO HOLISTIC EDUCATION: Learning at Harrow Appi will take place in classrooms and in the great outdoors. Teachers and boarding staff must thrive in a mountain school environment, in rural Japan.

In addition, the HM will be exemplary in demonstrating:

- A commitment to safeguarding and to promoting the welfare of children and young people.
- A clean criminal record (reported via the International Child Protection Check from the UK or appropriate police and other checks from relevant countries of residence/work, for applicants who have never worked in UK) and no issues regarding suitability to work with children.
- Evidence of relevant and ambitious continuing professional development.
- Professionalism and consideration of the well-being of children.
- The ability to act as an effective and compelling ambassador for the school.
- Knowledge of the rapidly changing sector internationally.
- Commercial acumen.
- Organisational, administrative and IT skills.
- Respect for all members of the community, irrespective of position, gender, age and ethnicity.
- Previous experience working with students for whom English is not their first language.
- A positive, resilient and solution-focused attitude to working life.
- A flexible approach and a willingness to get involved wherever needed.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request by the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually.

Harrow Appi Japan is fundamentally committed to safeguarding the children in our care and their welfare is our top priority.



All adults in the School community are expected to follow its Child Protection procedures and are required to undertake safeguarding checks.

Harrow Appi Japan reserves the right to recruit at any stage during the selection process.