

PANGBOURNE

JOB DESCRIPTION

Pangbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Job Title:	Housemistress/master
Reports to:	Deputy Head Pastoral
Responsible for:	Assistant Housemistress/master
Department:	Boarding
Hours per week:	As required to fulfil duties of the role in conjunction with an academic teaching commitment.
Accommodation:	Family accommodation provided within the Boarding House

Key working relationships:

Assistant Housemistress/master
House Tutor and Pastoral and Academic Tutors (years 9 – 11).
Housematron/Housekeeper (partial responsibility).
Pupils and Parents/Guardians
Other Housemasters/Housemistress
Deputy Head Pastoral
Head of Boarding
Heads of KS3, KS4 and KS5
All Staff

Job Summary:

The HOM is part of the pastoral team reporting to the Deputy Head Pastoral, acting in “loco parentis” during the academic year school year. The prime responsibility at all times is the, happiness safety, welfare and development of the pupils in his/her charge. The means by which and the standards to which he/she should carry out this prime responsibility are statutorily defined by the terms of the Keeping Children Safe in Education 2018, and the Boarding Schools National Minimum Standards.

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Duties and responsibilities:

- 1 To act in loco parentis and accept responsibility for all aspects of the running of the Boarding House. HOMs have a particular responsibility to work effectively with the School's Safeguarding / Child Protection Liaison systems in all matters of Safeguarding / Child Protection.

HOMs are responsible for the Headmaster for the effective discharge of the responsibilities.

HOMs will be assisted by reference to the Boarding Schools National Minimum Standards, as defined by the Department for Education.

2 House Teams

HOMs are responsible for the following staff in running their Houses:

- Resident Assistant HOM(s)
- A regular House Tutor(s)
- A team of pastoral and academic tutors in Years 9 to 11

whose specific responsibilities are defined elsewhere.

Housematrons and Housekeepers are important members of the House Teams and are the partial responsibility of the HOMs. They also have a direct line of report to the Domestic Bursar.

The distinctive ethos of each House will be expressed in its pupil handbook. This should seek to encourage healthy values, relationships and conduct.

3 Pupils have a key role to play in creating a happy house.

Specifically, Chiefs, CC's and CL's assist in the smooth running of their house.

The Chief will take the lead in this, addressing musters and generally setting an example.

CCs are College Prefects whose writ runs in all houses and around the school. They may give extra-parades subject to HOM and Deputy Head Pastoral approval.

CLs are House Prefects who support the domestic good running of the House. They may request punishment via CCs, Chiefs or HOMs.

The New Entry CO(s) is chosen by the HOM for their integrity and pastoral strengths.

Each member of the House is particularly responsible for its good order and maintenance. The system of 'Territories' is designed to organise such responsibilities, as well as to encourage good habits.

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House Inspections by HOMs will be held regularly for the same purpose. Students are primarily responsible for their cabins.

4 **Liaison with Parents**

It is the HOM's job to be in close touch with the parents and/or guardians of pupils in the House. At all times in dealing with parents HOMs should strive to be honest yet to see the positive side of the pupil, in other words: to build on the pupil's strengths. In dealing with parents it is important to be readily accessible which really means all the time in term time and, occasionally, some of the holidays too.

- 5 The HOM seeks to create a homely and balanced community within which pupils can flourish. Hopefully he/she will adopt an open door policy so that pupils often enter his/her home.
- 6 The HOM seeks positively to promote the growth and development of the pupils in his/her care by encouraging good standards of activity and conduct.

The maintenance of a well ordered and disciplined community is achieved principally by the reinforcement of good practice. The HOM should be active in encouraging his/her pupils to aspire to high standards in all respects. He/she must promote positive achievement both by individuals and by the House and School collectively. At the heart of this role is the challenge of ensuring that each pupil is enabled to foster his/her self-esteem, that each pupil has his/her accepted niche in the House, that each and every pupil 'belongs' in the broadest sense.

- 7 Much of this fulfillment comes from a constructive use of time. It should be the HOM's ambition to be able to report that his/her pupils are not bored or disenchanted. This means that he/she must ensure that there is effective use of games and activity time and of free time. Weekend time needs to be carefully managed, according to:
 - a) the type of weekend.
 - b) the age and maturity of the student.
- 8 It is the HOM's task to monitor the morale of the House in general as well as to provide guidance for individual needs when appropriate. Close liaison with parents is essential, particularly where leave and visits are concerned. HOMs should always be aware on non-leave weekends where their boarders are and should carry out suitable checks.
- 9 The School takes pride in instilling core values and much of this process takes place through the atmosphere of the House. Self-esteem can be fostered through positive activities and achievement whether it be at House level or in doing something for the School. Equally a sense of idealism and service will come about if the right guidance is provided. And at the heart of our School ethos is the best experience of leadership – and

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here, as always, a HOM and his/her team must set the best possible example as well as mentoring his/her young.

- 10 The HOM shares with tutors responsibility for the academic welfare of the pupils in his/her care. He/she should always be prepared to seek the help and guidance of the Head of Sixth Form / Head of Key Stage 3 in this regard. The tutor may change but the HOM remains the constant factor.
- 11 The HOM is particularly encouraged to ensure that the settling in process for new pupils is as uncomplicated as possible. This specifically includes:
 - Taking all positive steps to facilitate entry to the school before and after the new pupil arrives.
 - Ensuring students learn the School Rules and Code of Conduct and Senior Divisional Handbook and International Student Handbook
 - Easy access to telephones and to home generally.
 - 1:1 sessions for the new pupil both with Tutor and HOM.
 - An anonymous questionnaire to be completed before the end of the first term.
 - Ensuring that there are no initiation rites.
 - Working closely with new COs.
 - Appointing suitable mentors.
 - Encouraging parental attendance at early College events, especially key parades and parade gatherings.
- 12 The HOM is responsible for all aspects of Health and Safety both in his/her House and as they affect the pupils in his/her care. This includes the organisation and monitoring of termly fire practices both by day and by night. Risk Assessments will be carried out for the House by the HOM and the Domestic Bursar. In liaison with the Health Centre he/she is responsible for informing parents of illness and accidents, and for checking, when necessary, that the appropriate school authorities have been notified.
- 13 **Paper work - all done electronically via Google Suite (Team Drives)**

This includes:

 - Duty Log
 - Traffic lights (monitoring of pastoral and academic concerns)
 - Cabin Inspection Scores
 - Sanction records
 - Fire Alarm Log
 - Medical/Health and Safety log
 - Location of International students for Exeat and College holidays
 - Pupil files, records, references and Welfare and Medical care plans
 - Medical overview
 - House bank

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- Pupil concern log
- Parental concern log
- Restraint log
- Communication with Parents
- House Security arrangements (lock up instructions)
- Academic Weekly Bulletins (for the term and year)
- A termly list of duties (Produced by head of boarding)
- Telephone numbers of parents and students (ISAMs)
- Names of those entitled to drive
- Pupil Files, records, references and Individual Welfare Plans.
- Signing in and out books (paper copy)
- Visitors book (paper copy)

Notice Boards

These should display the following:

- Academic Weekly Bulletins
- Music Lessons
- Telephone number of the Office of Children's Commissioner
- BSA Commitment to Care Charter
- Statement of Boarding Principles and Practice
- Independent Listener (Heather Thorne) poster
- Poster of house personnel
- Grid showing 'Who's on duty?'
- Telephone numbers of staff on duty at night
- Copy of 'Where do I go to for help?'
- Details of Health Centre times
- Leaflet advertising Sue Hubbard – College Counsellor
- ChildLine poster
- Poster of Peer Mentors
- Poster of School Council personnel
- Minutes of School Council Meeting
- Catering Menus
- Fire Safety information
- Poster of Flag Values
- Poster of Code of Conduct
- List of Activities (evening and weekend) and Games
- College Routine and Evening routine
- Pupil Internet Safety Guidelines
- Up to date photos of pupils and College life
- House Layout
- Cabin lists
- Lists of pupil duties
- Co-education Rules for the house

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- 14 HOMs are responsible for the proper expenditure of the House Funds. Proper accounts should be kept for auditing by the Bursary.

HOMs are also to keep good records of pupil pocket money.

- 15 HOMs have crucial role to play in the projection of the School by means of:

- Feedback to prep and feeder schools as to former pupils' progress.
- Visiting prep schools.
- Representing the College at School Fairs and Events
- On Open Day.
- Meeting prospective parents / tours of boarding houses

- 16 HOMs will be subject to regular appraisals by either the Deputy Head Pastoral or a suitable member of the SMT. The process is outlined elsewhere but will include Peer Feedback and feedback from an agreed sample of students and parents.

Key Role Vocabulary

CCCC: Chief Cadet Captains of the College (Head of School)

CCC: Chief of Division (Head of House)

CC: Cadet Captain (College Prefects - U6th only)

New Entry CO: They are responsible for looking after the New Entry and are U6th pupils (any new pupils to the College, mainly 3rd form).

CL: Cadet Leader (House Prefect - all U6th are promoted to CL in September)

Division: Boarding House

Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and College.

This job description and accompanying documentation do not form part of the employment contract.

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Child Protection and Safeguarding Policy

It is the post holder's responsibility for promoting and safeguarding the welfare of children. He/she will comply with the Pangbourne College Child Protection and Safeguarding Policy, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.

Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the College.

The post holder will be required to participate in the College's appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

Information Security, Confidentiality and Data Protection

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All personal identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the General Data Protection Regulations and the College's Privacy Notice, unless explicit written consent has been given by the person identified.

Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work etc Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the College and colleagues in complying with Health and Safety obligations to maintain a safe environment.

April 2019