



ASSISTANT HOUSEMISTRESS FOR GIRLS' BOARDING

PERSON SPECIFICATION

Qualifications/Attainment	Essential	Desirable
Qualification in EAL teaching		Y
Qualifications relating to childcare and / or teaching		Y
Educated to degree level		Y
Experience/Knowledge	Essential	Desirable
Familiarity with boarding education		Y
Experience of working with or caring for children and young people		Y
Experience of managing or motivating staff		Y
Skills/Abilities	Essential	Desirable
An approachable, warm, empathetic and sympathetic personality	Y	
Effective communication skills and the ability to communicate with a wide range of people, including: Housemaster, pupils, staff and parents	Y	
A good rapport with pupils being tactful, fair and firm	Y	
The ability to use own initiative, be proactive in finding possible solutions to problems that may arise, relying on reason and persuasion	Y	
A good listener, mediator and relationship builder	Y	
The ability to earn pupils' respect, in order to support the Housemistress in achieving appropriate standards of behaviour	Y	
A genuine interest in pupils and the ability to encourage them with their activities and ambitions	Y	
High standard of self-motivation, self-discipline and integrity	Y	
Practical and organised with the ability to keep a cool head in emergencies	Y	
Proactive, enthusiastic and motivated team player and leader	Y	
The ability and willingness to support the Housemistress in developing good working relationships	Y	
Excellent ICT skills and high levels of attention to detail	Y	
A good sense of humour, adaptability and a sense of proportion	Y	