**JOB DESCRIPTION**

**JOB TITLE:** Resident Housemaster / Housemistress (HSM)

**JOB PURPOSE:** To lead Athelstan House, taking lead responsibility for the welfare, social and academic well-being and development of the pupils in their House.

**RESPONSIBLE TO:** Head, through the Deputy Head Pastoral (DHP)

**RESPONSIBLE FOR:** Management of the House Team (Assistant Housemaster, Resident House Tutor, Day Matron, Tutor Team)

**Indicative Duties and Responsibilities**

House responsibilities

* Model and promote the Aims of the School, adhering to the Staff Code of Conduct
* Ensure that all practices and procedures in House are consistent with National Minimum Standards
* Ensure that whole school policies and procedures are understood and followed in House
* Working within consistent whole school policies and procedures, develop the distinctive culture of the House, in which: kindness and respect (of self and others) are central, the wellbeing of all is promoted and all feel a sense of belonging.
* Set a culture of optimal achievement, based on the ‘personal best’ principle, in all aspects of pupil activity, and in both social and academic development
* Establish, in conjunction with the Deputy Head Pastoral, clear and appropriate House routines, making parents and pupils fully aware of them
* Be a visible presence at all times around the house, and specifically on duty three nights a week, as well as undertaking weekend duties as agreed with the Deputy Head Pastoral
* Commence off duty evenings after a handover with duty staff following evening callover
* Working with Designated Safeguarding Lead, safeguard and promote the welfare of the pupils in the House (All HSMS have Dorset Level 3 Safeguarding Training)
* Attend all main school events and services
* Take lead responsibility for Health and Safety in the House
* Manage the House budget, in liaison with the Deputy Head Pastoral
* Reside in school accommodation through the term, and for at least seven days prior to the beginning of the Michaelmas term, two days before the start of other terms, and to be available throughout the term other than by arrangement with the Head

*Pupils*

* Provide sensitive pastoral care and support for the pupils in the house in line with the Christian ethos of the school, acting as a positive role model
* Know each pupil in the House as an individual, ensuring that each one is challenged to develop his potential in line with the school’s aims and objectives
* Maintain close knowledge of each pupil’s cognitive profile and any SEND requirements
* Own the pupil profiles, liaising with Admissions to create initial profile and ensure that it is updated as required and at least annually
* Promote the physical and mental health of all pupils in the house, encouraging healthy behaviours and choices
* Maintain all pupil records, following the school policies and procedures, in relation to registration, reporting of missing pupils, fire records, tutor records, the incident book and the house handbook
* Oversee the discipline of pupils in the House, taking a proactive approach, consistent with the guidance of the pupil handbook, behaviour policy and staff handbook
* Inform parents of disciplinary decisions, up to temporary exclusion
* Prepare, write and be responsible for all reports and references as requested by the Head
* Collate information about pupils and distribute to all staff as appropriate
* In conjunction with the Head, appoint and train Head of House and House Pilots (Prefects)
* Assist with, and check, the travel and accommodation arrangements of pupils at half-term and at the beginning and end of term
* Observe pupils in lessons or activities to promote optimal performance and advise colleagues on effective strategies with individual pupils
* Organise activities and events – especially house weekends – for the pupils in the house
* Liaise with the School Nurses / Doctors over medical matters
* Proactively engage with parents and pupils to ensure strong pupil retention

*Parents*

* Ensure prompt communication with parents over issues of pupil welfare and pupil discipline.
* Manage parental expectations, foresee problems and anticipate issues
* Establish good and appropriate working relationships with parents (and where applicable the Guardian for overseas parents), offering advice and guidance
* Ensure, through effective management of the tutor team, that there is appropriate and accurate communication over matters of academic progress and pastoral matters
* Be available, during term time, 24 hours a day to parents, and reply to emails within 24 hours, or ensure their Out of Office reply is activated to direct parents to the Resident Assistant Housemaster / Housemistress
* Arrange social evenings with individual year group parents through the year
* Contact parents regularly, including writing a termly House newsletter, and organising regular drinks evening with year group parents

*Housestaff*

* Appoint, in liaison with the Senior Deputy Head and Deputy Head Pastoral, resident tutors and matron
* Make significant contribution to the appraisal, performance management and professional development of the tutor team, in liaison with the Deputy Head Pastoral and the Staff Tutor
* Manage a resident and non-resident tutor team, ensuring that duty nights and weekends are fully covered, in liaison with the tutors, taking responsibility for all weekend duties
* Run weekly, minuted meetings with tutors and house matron, sending the information to the Deputy Head Pastoral within 48 hours

*House fabric*

* Take full responsibility for the security of the House, including opening and locking of House at the start and finish of each term, at exeat weekends and half terms
* Take full responsibility for liaising with the Head of Operations to ensure that the House is well maintained, and that damage is reported, and meeting with the Head of Operations formally once a term
* Conduct a House audit at the start and finish of each term to assess wear and tear of the House
* Ensure that pictures, pupil work and other items of interest are displayed throughout the house to ensure that it has a family feel, and a clear identity

*Marketing*

* Support the Head in the marketing of the school as required
* Entertain prospective parents and pupils on visits in the house
* Be available for regular tours of the School each week, as well as termly Open Days and other recruitment events, liaising with Admissions as required
* Working with the Head of Marketing, providing house-based items for school media channels

Academic responsibilities

Under the direction of a Head of Department/Deputy Head Academic:

* Contribute to the teaching of the Department
* Meet or exceed all aspects of Teachers Standards

Additional Specific Responsibilities

* Contribute to the school’s extra-curricular programme
* Participate in appraisal arrangements
* Attend weekly meetings with fellow HSMs and the Head/DHP

Accommodation and residence

The HSM is provided with a self-contained three bedroom property, with all services (other than private phone calls), including council tax, heating and electricity included. The HSM is required to be resident throughout term; the Head’s permission must be sought for any overnight absence in term time. The HSM may also be asked to be available to deal with parental communications when public examination results are released.

House Staff

The HSM will be supported by two resident tutors, one of whom will be an Assistant Housemaster /Housemistress and a day matron. Medical cover is provided through the Health Centre which is staffed 24hrs a day during term time. The HSM will be allocated a tutor team, consisting of a minimum of one tutor for each year group. The HSM line manages House Staff.

Additional information

In common with all our job descriptions, this cannot be considered a comprehensive list of duties. It will be reviewed at least once every two years (as part of the appraisal process) and it may be subject to modification or amendment at any time after consultation with the holder of the post, in line with school requirements. The School undertakes to provide appropriate induction, mentoring and professional development for all HSMs.