

## BOARDING HOUSE MISTRESS OR HOUSE MASTER JOB DESCRIPTION

<b>Job Title :</b>	Boarding House Mistress or House Master	<b>RA Point:</b>	RA4
<b>Line Manager:</b>	Second Master		

### Purpose of Job

In charge of one of the boarding houses, the House Master/Mistress is responsible for the smooth running of the house, the supervision and guidance of staff and, above all, the safety and welfare of the boarding students.

### Duties and Responsibilities

#### Pastoral oversight

- Maintain high standards of personal conduct in the boarding house, in accordance with school policies
- Foster a homely, purposeful and safe atmosphere within the house
- Induct new boarders and liaise closely with their parents before, during and after their arrival at the school
- Be proactive in seeking to forge excellent personal relationships with boarders, their parents and/or carers
- Oversee the pastoral and academic welfare of all students in the boarding house and act in loco parentis for boarders during term time
- Carry out daytime and evening duties as agreed with the Second Master
- Carry out weekend duties, on rotation, as agreed with the Second Master

#### Academic duties

- Be an advocate of boarding across the wider school
- Teach a chosen subject specialism on a commensurately reduced timetable
- Maintain an active interest in the academic progress of boarders in the house and interceding on their behalf as required, for instance, by attending parents' consultations etc.
- Liaise closely with members of teaching staff across the school, as well as administrative staff and auxiliary staff to ensure the smooth running of the house
- Feed back to parents formally, as part of the school's reporting procedures

#### Administration

- Manage the team of house staff - both academic and domestic - in order to ensure the smooth running of the house
- Ensure that communications sent home, or to pupils, are read and understood by parents and carers
- Hold regular weekly meetings with the staff operating in the house
- Take responsibility for ensuring high standards amongst the staff, oversee their appraisal in accordance with the school's existing systems for performance management
- Draw up duty rotas throughout the term and ensure that duties are divided up equitably and the house is properly supervised at all times
- Advise on the running of weekend activities, and leading on weekend duties, where required
- Supervise off-site trips for boarders and complete the administrative tasks for such trips as required
- Manage the day-to-day finances of the house and drawing up well-costed plans for future expenditure
- Keep the operations team informed of any health and safety and/or maintenance issues that may arise during the course of the term

- Assist Admissions and the Boarding Secretary in ensuring that boarders' paperwork is up-to-date and reflects the current truth, particularly in relation to arrangements for guardians and local carers

#### **Other responsibilities**

- Be resident in the accommodation provided in the boarding house during term time
- Act as a 'backstop' when staffing issues arise in the boarding house and/or when other circumstances call for extra duties to be taken on
- Be prepared, within reasonable boundaries of expectation, to field queries from parents, pupils and staff about boarding during the school holidays
- Follow all school policies and procedures as shared and in the various staff handbooks

#### **Requirements**

- Hold a degree, and be a fully qualified teacher in your country of origin (candidates from the UK are expected to hold QTS)
- Have several years of experience in teaching, ideally in a residential setting
- Enjoy community life, and not resent its intrusion on privacy, nor its occasional calls for hard work at unsociable hours for no additional pecuniary advantage
- Have a solution-focused, positive and resilient approach to the vicissitudes of school life
- Enjoy the company of young people for its own sake and have an easy rapport with them
- Pass all the school's normal safeguarding checks: acceptable police checks (or equivalent) from the country of origin and from all other countries in which the applicant has worked and appropriate references from current and previous employer, corroborated by personal phone calls made to each referee

Education is an ever-changing service and all staff are expected to participate constructively in schools activities and to adopt a flexible approach to their work. 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 from 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 during the appraisal process, and will be varied in the light of the business needs of the school.