

Housemaster/mistress Job Description

The Housemaster/mistress has a vital role in leading the pastoral, academic and extra-curricular development of the students in their care reporting directly to the Head of Boarding to achieve a safe, happy and supportive community. He/she has responsibility to manage efficiently House Tutors, Assistants, Gap students, Operational staff & Prefects. It is expected that House staff participate fully in School training and professional development.

Working with students, staff & parents:

- Promote and uphold the School's mission and values amongst students and employees in line with policies and procedures
- Overall leadership of the Boarding House staff with regular review of their performance
- Ensure the safety and welfare of students in the Boarding House and that all their personal and pastoral needs are appropriately met
- Foster a welcoming, happy, collective and productive environment for student learning, development and emotional well-being
- Encourage a healthy and active lifestyle amongst the students liaising with medical/counselling staff as appropriate
- Lead the organization of sports and other extra-curricular activities to ensure students are fully occupied
- Liaise with House staff to ensure students' clothes and personal belongings are used and stored appropriately & safely
- Support the School's discipline policy, monitor behavior and deal appropriately with any issues reporting serious issues to the Head of Boarding
- Work collaboratively with other staff members across the School to develop students' Individual Learning Plans (ILP) and support each student to achieve his/her potential and take responsibility for their own learning
- To keep suitable records of students' progress, pastoral (welfare/emotional), health, achievements and misconduct and to provide such reports and references as may be reasonably required
- To lead and manage the Residential Life curriculum and regular House meetings
- To manage student and staff induction under the direction of the Head of Boarding
- To attend regular Boarding and Pastoral meetings
- To contribute to Boarding development planning as required
- Assist the Admissions & Marketing departments to promote Boarding
- Manage any House funds appropriately
- Establish and maintain regular positive communication with parents and guardians reporting any family issues to the Head of Boarding

Other:

- Competitive salary adjusted to currency exchange rate
- One-time relocation allowance for employee and dependents
- Renewable 2-year contract
- Visa and work permission support
- Full medical coverage insurance for employee and dependents
- Return flights at least once a year
- Professional development opportunities and support