

# BRUERN ABBEY

PREP & SENIOR SCHOOL

## Housemaster Job Description

### Responsible to the Head

The Housemaster (HSM) should be a positive, warm and compassionate person who is generous with their time and energy, and responsive to the needs of the boys. Emphasis should be placed on providing a warm, caring environment where boys are provided with the structure required to develop effective self-management, irrespective of specific educational need. There can be no exhaustive list of responsibilities, but the HSM should be able to respond with initiative and professionalism to a range of situations as they arise, demonstrating excellent communication skills. However, the HSM at Bruern is expected to:

- Establish and maintain a sense of purpose and positive identity within the boarding environment.
- Manage all pastoral matters within the boarding House under the guidance of the Head, Senior Master and Head of Pastoral Care.
- Lead the organisation and management of the morning and evening routine within the boarding house.
- Be the designated point of contact for boarding for pupils, staff and parents.
- Create and maintain comprehensive record-keeping for boarding pupils.
- Lead by example in academic teaching, pastoral management and involvement in extra-curricular activities.
- Manage all disciplinary matters within the boarding House under the guidance and direction of the Head, Senior Master and Head of Pastoral Care.
- With the support of the Head, ensure that the National Minimum Standards for Boarding are met.
- Contribute towards the development of an excellence framework for pastoral care and wellbeing at Bruern and the Bruern Improvement Plan.

### Specific Duties

- Develop an environment and culture in which each boy feels safe and well cared for, and is able to develop his potential and interests to the full, whilst contributing to the boarding and school environment.
- Set high expectations of behaviour and application among the boys in the House, supporting classroom teachers and tutors in encouraging high levels of effort and attainment.
- Implement the School's behaviour policy effectively to maintain discipline within the House and create an environment where all forms of bullying and anti-social behaviour are regarded as unacceptable.

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- Ensure the School's safeguarding policies on child protection, and health and safety are implemented effectively in the boarding house.
- Respond to parental communication about boarding and associated pastoral care promptly, and ensure that all relevant information is communicated efficiently to pupils, parents, teachers and tutors involved with boarders.
- Liaise with the Head, Senior Master (DSL) and Head of Pastoral Care over matters of significant concern about individual boys.
- Ensure that boys new to the boarding environment are inducted, welcomed and supported appropriately.
- Communicate effectively with parents on all matters relating to boarding, both on an individual and collective basis.
- Play a key role in working with the boys throughout their journey at the School, taking a personal interest in their progression and participation.
- Lead House meetings for boarders.
- Lead and organise small group and boarding activities to foster wellbeing and camaraderie in the boarding environment.
- Ensure that there is appropriate adult supervision in the House.
- Manage the boarding routine, including breakfast, tea, roll calls and registration (some of which, by arrangement, may be delegated to the Assistant Housemaster on a fixed basis).
- Contribute to pastoral and staff meetings to comment on progress of the boys and monitor general pastoral or welfare issues on an individual basis.
- In collaboration with the Head of Pastoral Care and others, where required, construct individual management plans or risk assessments (based on a template) for vulnerable boys.
- Oversee and manage the relationship of boys with boarding tutors to ensure that each is given appropriate care and support.
- Ensure that boys respect each other and the facilities and equipment provided for them.
- Ensure that boys have adequate time to complete prep, engage in activities and benefit from a full night's sleep.
- Ensure that boys follow the School's rules and policies, including standards of dress.
- In collaboration with the Head, ensure that the fabric and furnishings of the bedrooms and common rooms are well cared for and well maintained and are well-presented.
- Within the boarding environment, ensure a system of rewards and sanctions, in accordance with School standards, operates effectively.
- The position is residential and the HSM will be required to live in the accommodation provided during the term, excluding weekends.

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- In periods of absence from the House during term, the HSM will arrange cover and all such absences should be pre-approved by the Head.
- In collaboration with the Head of Pastoral Care, create a Boarding House Handbook which is kept updated and relevant.
- In collaboration with the Head, lead the development of boarding.
- Work with the Head to recruit prospective pupils and market the House and recognise the importance of the role in helping with the marketing and admissions process of the School, by meeting prospective parents and boys when required.
- Attend school functions and parents' meetings, and be available for consultation when required.
- Attend relevant meetings, including SLT, when required, and take an active part in the pastoral development of the School.
- Contribute to specific and whole-school risk assessments of areas of the school used by boarders.
- Contribute to and ensure compliance with fire regulations, including drills, where boarders are affected.

The above list of responsibilities is not exhaustive, but provides an indication of the main areas of responsibility of the role. The post-holder may be asked to fulfil any other additional duties as deemed appropriate by the headmaster. This role-description is subject to periodic review by the Head.