**JOB DESCRIPTION**

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| **Job Title:** | Assistant Housemistress – Year 10 (Main House) | **Department:** | Residential Team |
| **Hours of Work:** | Full Time, Term Time. However, you are expected to work such hours as are necessary to properly perform your role and as agreed with the Head Teacher and to attend Assembly, all Staff Conference days within the school year and other services as specified by the School. | | |
| **Responsible To:** | Year 10 Housemistress | **Responsible For:** | N/A |

The School is organised pastorally in year groups of Boarders and Day girls. Each year group is run by a Housemistress and Head of Year who is supported by an Assistant Housemistress, Residential Assistants/Tutors.

Summary of Role:

The Assistant Housemistress reports directly to the Housemistress & Head of Year who have overall responsibility for the pastoral / academic progress of the girls in the Year 10. The Year 10 team share responsibility for the effective operation of the House and act ‘in loco parentis’ for the girls, being responsible for the general wellbeing and discipline of individuals in the year group. Although the primary responsibility of the Assistant Housemistress is towards her Boarders, the Year team also work closely with Day girls for example when they visit the Boarding area, during registration or assisting with whole year group activities.

The Assistant Housemistress deputises for the Housemistress while she is off-duty. At these times the Assistant Housemistress is responsible for the general discipline and well-being of individuals in the particular Year Group. When on duty together, the Assistant Housemistress assists the Housemistress with routine day to day tasks.

In addition to this deputising role, the Assistant Housemistress undertakes non-routine tasks that add to the sense of community. These responsibilities, which will enable her to use proven abilities creatively, will be agreed between the Assistant Housemistress, Housemistress and the Deputy Head Pastoral. If a teacher, the Assistant Housemistress will be on a reduced timetable. If a non-teacher, the Assistant Housemistress will undertake other duties according to the needs of the school.

**Aims**

* To be concerned for each girl’s development – academic, social, spiritual and personal welfare.
* To contribute to the maintenance of discipline, behaviour and personal presentation of the girls.
* To create an environment in the boarding house that is conducive to study and relaxation.
* To take responsibility for the happiness, well-being, health, safety and pastoral care of the girls.
* To build and maintain strong relationships with parents and guardians.
* To promote good relations between the school and the general public, particularly with present and prospective parents and the local community.
* To be aware of the National Minimum Standards for Boarding Schools, School policies and procedures, House aims and objectives.
* To undertake ongoing professional development by attending INSET sessions in School.

**Specific Responsibilities:**

* To assist with the preparation of the House before the start of term and to assist with the clear-up and departure of girls at the end of term. This will include attendance at the Residential and full Staff Conferences before the start of term.
* To build and maintain positive and constructive relationships with pupils, in order to provide them

with the best possible care and support.

* To be an active presence in the House during the day/evening. (Rest/refreshment breaks should be taken when girls are in lessons/activities.) Supervision of Students during the day and evening, including during silent evening study.
* To liaise effectively and professionally with other staff in school.
* To ensure the safety of girls and staff by maintaining accurate records, dealing appropriately with

risks, and reporting any problems.

* **To support the Housemistress by sharing responsibility for:**
* maintaining individual student files including, as appropriate individual welfare plans/individual education plans;
* ensuring exeat permission forms are completed and authorised each week, that safe travel arrangements are in place and taking follow-up action as appropriate;
* ensuring that the ‘handover’ log-book, discipline, medication, sanctions and other centralised records are kept up to date;
* maintaining records of all communications/contacts with parents and guardians.
* **To assist in the day to day House routines and duties, including (but not restricted to):**
* registration of students and follow up on absences;
* ensuring security of the year area including nightly ‘lock-up’;
* general House administration tasks;
* ensuring effective and timely communication with Parents and Guardians via email/telephone;
* liaising with Domestic Services, Maintenance & Catering Departments regarding requirements for the House;
* ensuring good order, tidiness and maintenance of service rooms, bedroom/common room areas;
* liaising with the Health Centre regarding any girls requiring treatment, including escorting pupils to medical/dental appointments where appropriate;
* administering medication as required and recording details in the medication log.

**Residential Team Membership**

* Fostering, by example and encouragement, religious observances including Mass and ‘Night Prayers’.
* Supervising meals and undertaking other weekend /evening duties as organised by the Head of Boarding.
* Organising evening & weekend activities/trips for the enjoyment of Boarders.
* To escort students to dental/medical appointments.

The Assistant Housemistress will also attend regular meetings with the Housemistress, Head of Year and Deputy Head People to discuss girls’ progress and issues of mutual concern. She will also attend the weekly ‘Residential/Pastoral Policy’ meeting, will attend whole school staff meetings and the start of term Conferences.

**Residential Requirements**

House staff are required to reside at the School during term time when on duty. Accommodation for this post is a one bedroom flat within the Boarding House, but with private entrance. Pets may be accommodated, but this should be discussed with the school in advance.

The accommodation is within a non‐smoking area of the School. All meals are provided free for staff during term time. House staff with teaching commitment teach a significantly reduced timetable allocation. Non‐teaching House staff would be given other duties according to their skill and experience. When on duty, House staff are expected to be available through the night in order to deal with any situation which may arise with respect to boarding pupils.

Off Duty Hours

The off duty hours for the Assistant Housemistress are:

* One whole day (24 hours) each week.
* One day 07:00 – 16:30 each week.
* Alternate weekends.

*(If teaching staff, the duty pattern may be altered).*

House staff are expected to be in School before the start of term to attend staff meetings and to prepare Year areas before return of Boarders. They are also expected to manage clearing and lock‐down of Year areas after departure of Boarders at the end of term and to remain on-call until the last boarders’ flight has departed.

**PERSON SPECIFICATION**

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| **Essential** | **Desirable** |
| **Operational Excellence** |  |
| * A candidate with experience of working with young people, with our without teaching experience. * A person who is fair and consistent when managing girls’ behaviour. * A person who enjoys the company of young people, is relaxed in their company and who is keen to help them with their academic studies and guide them in good habits generally. * Excellent administrative and ICT skills. | * Boarding experience is desirable. |
| **Personal Behaviours** |  |
| * A person who does not seek to be overly judgemental but is kind and broad-minded. * An effective communicator with good interpersonal skills. * A flexible and positive attitude is essential. * Ability to work both in a team and independently. * A sympathetic person, who is patient, even-tempered and calm when under pressure. * An energetic person with considerable stamina who is able to cope with the long hours of work that this post demands. |  |
| **Ethos and Whole School Values** |  |
| * Able to operate at the heart of the school community * Committed to the Sacred Heart Values * Commitment to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care |  |
| **Safeguarding and Pastoral** |  |
| * Committed to safeguarding and promoting the welfare of children and young people. * A satisfactory Enhanced Disclosure from the DBS. |  |