



LEWESTON

SHERBORNE

Residential Housemaster to Antony House (Boys)

Leweston comprises of 4 Houses, 3 Girls' Houses and 1 Boys' House. Of the Girls' Houses, Martha House contains pupils from Prep 4 up through to Yr 8, Cecilia House contains pupils from Yr 9 through to Yr 10 and Eleanor house contains pupils from Yr 11 to Yr 13. These Houses run the length of South Wing and Dutch House and provide a homely boarding environment for approximately 100 pupils as full, weekly and flexi boarders.

Antony House comprises of boys age Prep 4 through to Yr 13 and is situated on the North Wing of the School. There is currently capacity for 40 boarders in this house.

Managed By: Director of Boarding

Accountable to: Head

Principal Role:

The Housemaster is responsible for supporting the Director of Boarding with the general health, welfare and personal development of all boarders. The Housemaster has an overview of the boys' progress and well-being and liaises with form tutors, teachers, parents and other staff where appropriate. The Housemaster is resident during term time and is line managed and responsible to the Director of Boarding. We welcome applications from a teaching or non-teaching background, if the successful candidate is a teacher the role will include teaching 50% of a full-time timetable.

Boarding

- To ensure that good relationships are fostered across all pupils so that the individual circumstances, needs, strengths and weaknesses are identified and known, so that opportunities, talents and potential are developed and maximised.
- To foster an atmosphere that is conducive to the intellectual, spiritual, social, moral, sporting and cultural development of the boarders.
- Supervision of boys boarding house at all times – including during shower times.
- To develop and maintain among the pupils high and consistent standards of behaviour, organisation and cleanliness.
- Provide boys with support regarding emotional and social development.
- To communicate effectively with parents and guardians and respond to their concerns.
- To keep suitable records of pupils' progress, health, welfare, emotional needs achievements and conduct.
- To liaise with the Bursar and the Estates Manager and their teams regarding maintenance and the development of facilities as directed by the Director of Boarding.
- To liaise with the domestic team, ensuring the boarding environment is kept clean and tidy. To carry out room inspections and insist on high standards of care.

- To set an example of organisation and punctuality to boys in both community living and any academic or extra-curricular activity.
- To support the Director of Boarding with all aspects of the Health and Safety of boarders and all those who live, work or visit the boarding house with reference to the School's Health and Safety Policy.
- As requested by the Director of Boarding, to undertake boarding administrative duties, such as maintaining all registers, running the schools' socials programme and to assist in coordinating travel transfers for all pupils.
- Run weekend boarding activities.
- Be prepared, within reasonable boundaries of expectation, to field queries from parents, pupils and staff about boarding during the school holidays.
- To support the Director of Boarding to ensure that the boarding at Leweston is run in line with (and exceeds) the National Minimum Standards for Boarding Schools (the 'NMS').
- To work with the Lay Chaplain in supporting the spiritual side of boarding.
- To undertake any other duties as reasonably required by the Director of Boarding.

Teaching

- Ensure that lessons meet curriculum requirements by following the schemes of work as devised by the department.
- Share the responsibility of updating and adapting Schemes of Work, as required, with other specialist teachers.
- Support the Catholic ethos of the school, including attending and participating in Mass as timetabled.
- Promote and develop the effective use of ICT and other independent learning resources within the department.
- Ensure that feedback is provided regularly and to specified standards, and that appropriate records are kept.
- Maintain accurate records of pupils' progress for external and internal use by writing assessments, reports and testimonials in a fair, consistent and timely manner
- Supporting and preparing pupils thoroughly for public examinations.
- Communicate effectively with pupils, parents and colleagues by responding promptly to letters and queries and by attending relevant meetings, parents evening and other events
- Supports colleagues and the Head of Department by covering absences, developing new courses and teaching methods, offering ideas, sharing experience and contributing to departmental meetings, sharing information and ideas.
- Support the department in organising events and visits here and abroad.
- Contribute to the extra-curricular timetable through events, assemblies and after-school clubs.
- Carry out relevant duties according to the duty rota
- Assists in maintaining the discipline, neat appearance, good behaviour, health and wellbeing of pupils on and off school premises by implementing school policies.
- Represent the department and school in a professional manner.
- Adhere to school policies as detailed on the school's website and intranet and as set out in the Staff Handbook and elsewhere, ensuring compliance with the School's Code of Conduct, the Safeguarding Policy and Child Protection procedures, the school's Health and Safety policy and the Health and Safety at Work Act.

Skills:

- Enthusiastic, friendly, a genuine interest and commitment to the care and development of adolescents.
- Excellent communication and interpersonal skills.
- Flexible, adaptable, co-operative, helpful, self-aware; collaborates well; ability to work alone and as part of a team.
- Excellent organisational and administrative skills; ability to work to deadlines.
- Ability to take initiative, develop new ideas and implement them.
- IT skills – all staff have access to PCs and are expected to complete their own work.

Qualifications and Experience:

- Experience of working in a boarding school or in a pastoral setting with children.
- First Aid at work certificate holder would be advantageous, although training will be given if needed.
- Full Driving licence. Minibus training will be provided.

Terms and Conditions:

- Full time
- The Houseparent post is residential and a flat is provided for the proper performance of duties. The Houseparent is expected to take meals in the School Dining Room when on duty.
- The boarding team work on a rota with one day and one evening off a week. Time off /rota will be discussed at interview.
- Salary is dependent on skills and experience offered.
- The post holder is required to be in School for 1 week before the beginning of each new academic year and 3 days before the start of the Spring and Summer Terms. They will also need to be available for 3 days after the end of each term.

We believe there is an occupational requirement for this role to be Male.

"Gender is considered to be a genuine occupational requirement in accordance with paragraph 1 of Schedule 9 of the Equality Act 2010".