

JOB DESCRIPTION

ASSISTANT HOUSE MASTER/MISTRESS

Job Title:	Assistant House Master/Mistress
Line Manager:	House Master/Mistress

Purpose of Job

The Assistant House Master/Mistress (AHM) supports the House Master/Mistress in ensuring the smooth running of their House, the supervision and guidance of staff and, above all, the safety and welfare of the students.

The role involves working closely with academic staff, administration staff, and the wider community of auxiliary staff to support the development, maintenance, promotion, and enhancement of a productive, happy, social, and vibrant boarding environment. Safeguarding and student wellbeing are central to the role; proactive measures should be in place to mitigate and manage risk, protecting student mental and physical health.

Assistant House Masters/Mistresses will have the stamina, energy, and interpersonal skills to enjoy the respect of a students and parents from different cultural backgrounds, and the intellect, sensitivity and humility to engage broadly with a team of House staff who will all play a vital role in creating a culture of excellence, outstanding pastoral support, and an enriched boarding life.

AHMs are expected to be empathetic and caring relationship-builders with a sophisticated understanding (and proven track record of excellence in) of how to work effectively in a fully residential environment with multiple stakeholders, achieving excellence in all aspects of pastoral/House provision.

Duties and Responsibilities

ROUTINES

AHMs will support HM's in ensuring that all students (and their parents) complete a detailed induction process and that daily routines, communication channels, safeguarding protocols, and health and safety procedures are understood and adhered to.

On a day-to-day basis, AHMs will support other House staff in ensuring that students understand where they should be and why, that they are organised and prepared for their lessons and activities, being on a rota of staff responsible for the supervision of students when they are in the House as well as off site during boarding or House specific trips and excursions.

As appropriate, AHM's will be asked to deputise on the HM's absence.

ACADEMIC

On a rota basis, supervise academic study times, be informed and aware of the academic progress of boarders, initiating and facilitating academic support through the school's academic staff.

The AHM role is an academic one and will come with a teaching commitment.

WEEKENDS

- Undertake weekend duties, ensuring adequate supervision in the House and for both on- and off-campus boarding/House activities.
- Support the HM in ensuring that accurate records of student movements are kept.
- Working with the HM, develop a wide range of high quality, interesting and fulfilling weekend activities.
- Undertake risk assessments for trips in conjunction with the HM, Director of Boarding and the Director of Operations.

HOUSE REWARDS AND SANCTIONS

Working with the HM, the AHM will ensure that House rules are adhered to and that responses are both measured and fair in relation to any contraventions.

A system of rewards should be followed to recognise compliance with the rules and recognition for good conduct. Disciplinary matters must be recorded and where necessary referred to the HM for further action.

CONTACT WITH PARENTS

The AHM should develop a friendly and professional working relationships with parents and carers, supporting the HM in ensuring that regular and proactive contact is initiated, maintained and recorded.

COMMUNICATION

Participate in the promotion of the boarding experience through regular publications and the use of professional social media accounts.

GENERAL

- Attend weekly House meetings.
- Be available before the start and after the end of each term, supporting student arrival and departure routines, including airport trips etc.
- Welcome all new boarders and families, attending a 'new boarders' meeting at the start of each term.
- Cover for absent colleagues as necessary.
- Ensure that all students have read and understood the House Rules and Expectations.
- Foster an atmosphere of calm and caring professionalism among the whole community.
- Undertake boarding specific professional development.
- Uphold and ensure that the ethos of Harrow is engendered in the boarding community.

Personal Specification

COMMITMENT TO BOARDING: Harrow Appi is a full, seven-day boarding school – all students will board, and all staff will be resident on-site or close to the school. All academic staff will be fully involved in boarding, including evening and weekend duties and residential visits. A passion for educating the whole child is essential.

QUALIFICATIONS: Fully qualified with an appropriate education degree, or a Bachelor's degree and a UK PGCE, and QTS (or internationally recognised high-quality equivalent). Postgraduate or boarding specific qualifications would be advantageous.

EXPERIENCE: A minimum of three year's boarding experience, including experience in residential positions (at schools of quality). Appropriate familiarity with the UK National Minimum Boarding Standards for Boarding Schools.

COMMITMENT TO TEACHING: All Harrow schools are academically rigorous. All staff need to be comfortable guiding highly able students, supporting their progress to the world's best universities.

ENGLISH LANGUAGE ABILITY: Harrow Appi is a British international school; the language of instruction and inclusion is English. Appointment will require fluency in English.

DIGITAL CAMPUS: Our teachers, including boarding staff, must be fully committed to the digital culture of the school, able use new technologies through innovative, future-focused methodologies.

COMMITMENT TO HOLISTIC EDUCATION: Learning at Harrow Appi will take place in classrooms and in the great outdoors. Teachers and boarding staff must thrive in a mountain school environment, in rural Japan.

In addition, Assistant House Masters/Mistresses will demonstrate exemplary:

- Commitment to safeguarding and to promoting the welfare of children and young people.
- A clean criminal record (reported via the International Child Protection Check from the UK or appropriate police and other checks from relevant countries of residence/work, for applicants who have never worked in UK) and no issues regarding suitability to work with children.
- Evidence of relevant and challenging continuing professional development.
- Professionalism and consideration of the well-being of children.
- Ability to act as an effective and compelling ambassador for the school.
- Knowledge of the rapidly changing sector internationally.
- Commercial acumen.
- Organisational, administrative and IT skills.
- Respect for all members of the community, irrespective of position, gender, age and ethnicity.
- Previous experience working with students for whom English is not their first language.
- A positive, resilient and solution-focused attitude to working life.
- A flexible approach and a willingness to get involved wherever needed.

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 by 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.

Harrow Appi Japan is fundamentally committed to safeguarding the children in our care and their welfare is our top priority.

All adults in the School community are expected to follow its Child Protection procedures and are required to undertake safeguarding checks.

Harrow Appi Japan reserves the right to recruit at any stage during the selection process.