



JOB DESCRIPTION AND PERSON SPECIFICATION

HOUSEMASTER/HOUSEMISTRESS

The Role

The Housemaster/mistress (HSM) has a vital role in leading the pastoral care, academic development and extension opportunities of the students in their care.

The Housemaster/mistress (HSM) will report to the Executive Principal via the Assistant Principal (Pastoral) and will lead a team comprising the Assistant Housemaster/mistress (AHSM) and Resident Tutors (RTs), to whom they are the line manager, and Tutors (from a range of departments). The team will grow considerably as student numbers increase.

The aim of the post is to lead, safeguard and promote the safety, good discipline, wellbeing and development of all students in the House.

Duties and responsibilities listed below are in addition to teaching duties as defined in the job description for *Member of Faculty*. The weekly teaching expectation is up to 16 periods (40-45 minutes) in a relevant academic discipline.

Duties and Responsibilities

The HSM will be required to:

- promote the ethos and aims of the school and act as an ambassador at every opportunity
- prioritise safeguarding and welfare of all students in the School
- ensure that students are registered and that any absences are followed up and accounted for immediately, so that all students are safe and accounted for
- always act in the best interests of the students, putting them at the centre of each concern
- live on the campus in the Boarding House and create a 'home away from home' for the boarders
- ensure that the individual circumstances, needs, strengths and weaknesses of each student in the House (boarding and day) are identified and known by the House Team, so that individual opportunities, talents and potential are developed and maximised
- develop and manage the House Team (AHSM, RTs and Tutors), so that they can effectively carry out their roles and responsibilities
- appraise the work of the AHSM and RTs and support the setting of targets for all Tutors
- develop in the students a collegiate responsibility so that they are aware of the difficulties or problems of others, and to offer such support and help for each other as is appropriate
- develop and promote participation in a full and varied programme of co-curricular activities (CCAs) and inter-House competitions (IHCs) by all members of the House
- be aware of legal implications and local rules, and best practice guidelines such as the Minimum Standards of Boarding supported by the Boarding Schools' Association (BSA) and the UK Independent Schools' Inspectorate (ISI) as quality indicators with respect to the care and wellbeing of all students in the House

- actively promote the School's policies and procedures for Safeguarding, Student Attendance and Supervision, Wellbeing, Countering Bullying, Health and Safety, etc. and be aware of the appropriate response needed in these areas
- keep abreast of current educational developments in the context of Boarding and Pastoral Care and to ensure that professional development is recorded and reflects the requirements of the relevant statutory legislation and best practice
- ensure that House staff, parents and students understand the aims and objectives of membership of the House, and the principles on which community life on campus is based
- plan, implement and review structures of staff supervision to promote the wellbeing, safety and security of all students
- liaise with medical team to ensure that students' medical requirements are properly catered for; to encourage students to adopt a healthy lifestyle and to ensure their clothes and personal belongings are used appropriately and stored securely and tidily
- promote and cultivate contact and communication with parents, to ensure that they are fully informed about their child's progress and wellbeing
- ensure that family incidents and problems are brought to the attention of those who need to know
- keep appropriate records of students' progress, wellbeing, health, emotional problems, achievements and conduct; to provide such reports and references as many be reasonably required
- facilitate the counselling of students, at a time and place which is conducive to good communication, concerning any emotional, academic, social or behavioural problems they may have; to liaise with other HSMs, if appropriate and keep the Assistant Principal and Executive Principal informed about significant issues or concerns
- support the School's Behaviour Policy and Rewards Policy and, by encouragement, reward and a clearly understood and fair system of sanctions, foster acceptance of the rules and expectations of students' behaviour in the House and School; to inform the Assistant Principal and Executive Principal of any incidents which would require sanctions beyond the remit of the House or any referral to outside agencies
- provide for the Executive Principal a short monthly report, biannual information for inclusion in the report to the Board and an annual House Development Plan based on an audit of the work done in the House to safeguard and promote the wellbeing and development of all members of the House community
- take part in such appraisal or staff review arrangements as are made by the School
- support the marketing of the School and meet prospective parents and students
- organise House socials, events and entertainment and encourage involvement of the House Team and all boarders and day students
- support the weekend programme for boarders, ensuring that the provision during the weekends is of a very high standard and fully supported by all Houses
- endorse Full Boarding in the House and encourage day students to convert to boarding
- liaise with other HSMs to organise cross-House and Grade events, to promote and encourage mixing across Houses, year groups and ages
- work with House Coordinators in the Primary and Kindergarten Divisions to arrange cross-school House ethos, events and celebrations, as appropriate
- oversee the day-to-day management of the House in terms of Health and Safety, including the carrying out safety audits with the Head of Operations and annual up-dates of House Risk Assessments
- review the maintenance, decoration and improvements to the fabric of the house, as well as to its fittings and furnishings in conjunction with the Head of Operations

Person Specification

The role of HSM is an important and senior position in the School and the successful candidate should:

- have pastoral leadership experience in school, or demonstrate clear leadership potential
- present an imaginative vision for their House in a high achieving, dynamic and progressive school
- demonstrate a positive and authoritative rapport with all students in the House
- have a warm and engaging manner, and a positive outlook
- have highly effective communication skills for dealing with students, parents and staff
- be organised, energetic and self-directed
- have excellent academic qualifications and subject knowledge
- be an experienced teacher capable of delivering dynamic and effective lessons
- be committed to boarding school life and willing to engage in a range of extra-curricular activities