



TU IGITUR PERFER ADVERSA

Waihi School

Preparatory School for Boys

Position Description

Position: Housemaster

Traditionally a Housemaster is a member of the teaching staff who contributes to the teaching programme of the school on a reduced timetable. Whilst it is certainly desirable that the Housemaster be a qualified teacher, it is not essential.

Candidates will also be considered for the role who have no teaching qualification but who are prepared to contribute to the extensive extra-curricular programme of the school.

All candidates are asked to express their areas of expertise and experience with regard to teaching and/or extra-curricular programmes.

DESCRIPTION:

The Housemaster is required to be responsible for the running of the Boarding House (Pyne House). While specific duties are outlined, other tasks as and when required by the Headmaster form part of this Position Description.

It is a condition of employment that the successful candidate will live onsite and a three bedroomed house will be provided with this position as part of the remuneration package.

ACCOUNTABILITY:

The Housemaster is directly responsible to the Deputy Headmaster and through him to the Headmaster.

REQUIRED SKILLS AND PERSONAL CHARACTERISTICS:

1. Ability to relate co-operatively and professionally with a large staff team, the School's boys, parents, residential families and visitors.
2. A bright, positive and helpful attitude.

3. Effective time-management enabling tasks to be accomplished efficiently with a minimum of supervision.
4. Ability to manage a team of staff who are employed to assist in the running of the Boarding House.
5. An understanding that the role is completely full-time and be keen to be actively involved in school life and live on the property.
6. Stature, credibility, presence and impact.
7. Highly principled with strong integrity and personal values consistent with the School's values of uncompromising excellence, staff and student focus and tradition.
8. Previous experience in and an understanding of independent schools, particularly a school with boarding facilities, would be desirable.

KEY DUTIES:

1. Pastoral care of the Pyne House boarders.
2. First point of contact with parents of Pyne House boys. This includes:
 - Arranging and approving leave for the boys
 - Regular communication via email and boarding newsletters
 - Promoting home/school relationships
3. Health and welfare of the boys (in collaboration with the Head Matron).
4. Co-ordinating and managing all Pyne House staff.
5. Communication and involvement with the day-to-day running of the school. This will include coordinating the staff duty lists in consultation with the Deputy Headmaster.
6. Arranging transport for boarders involved in school sport etc.