



## JOB DESCRIPTION – 2020

<b>Job Title:</b>	Housemaster/Housemistress (HsM)
<b>Reports to:</b>	Director of Boarding
<b>Manages:</b>	Deputy Housemaster/Senior Resident Tutor/ Resident Tutor/House Manager
<b>Department:</b>	Teaching/Pastoral
<b>Hours per week (if appropriate):</b>	2 evening duties per week from 4.15-11.00pm 1 weekend day duty every weekend from 8.00am-11.00pm 1 weekend off from 8am Saturday – 7am Monday approximately every three weeks 10 periods per fortnight timetable remission On call from 11.00pm – 7.00am on a rota basis
<b>Expectations for the role:</b>	It is expected that the HsM will have a daily presence in the house even when not on formal duty and may be asked to be available prior to and at the ends of terms, at the Head's discretion to facilitate the smooth running of the house By 1 <sup>st</sup> September 2020, the postholder will have completed and passed the Educare Module 'Child Protection Advanced' and a copy of this certificate has been sent to HR HsM's partner and any dependents over 16 will need to undergo the relevant safeguarding checks. HsMs will be asked to opt out of the 48 hour working week. The postholder will be resident on site within the Boarding House.
<b>Key working relationships</b>	Deputy Head Director of Marketing and Admissions Director of Boarding Head of Fryer (Lower School) Assistant Head: Senior Master and Head of Year 9 Head of Year 10 and Year 11 Head of Sixth Form Pastoral Management Team Deputy Housemaster House Tutor team House Manager House Staff Students in the House Parents of students in the House
<b>Job Summary</b>	Houses lie at the very heart of Leighton Park and are critical to our ethos. We are extremely proud of our reputation for being a leading school in the sector for exceptional pastoral care and we aim to have an outstanding, cohesive team who put students' safeguarding, welfare and happiness at the forefront of their work. HsMs form a close team; supporting one another and sharing knowledge, challenging themselves to continually improve and, whilst

adopting the School's Quaker ethos and educational aims, they strive for excellence, not only in themselves, but also in the students in their care. The role of the HsM is very wide and varied, no two days are ever the same, and no job description would be able to encompass all the duties that this role entails and therefore should act as guidance only.

The HsM ultimately reports to the Headmaster, but day-to-day line management is carried out by the Director of Boarding. The HsM has functional accountability to the Deputy Head, the Bursar and the Designated Safeguarding Lead.

The HsM is responsible for the general welfare and pastoral wellbeing of the students in their care, as well as the efficient organisation and administration of the House. They are part of the middle management of the School and works closely with members of the Senior Leadership Team and the Director of Boarding in accordance with the School's policies and procedures.

The HsM is supported by a Deputy HsM, a Senior Resident Tutor (SRT), up to 2 further Resident Tutors, and a 'day' House Manager. Within the context of the boarding house, the HsM has line management responsibility for the Deputy HsM, Senior Resident Tutor (SRT), and Resident Tutors, they are indirectly responsible for the House Manager and Resident Graduates, who report into the Director of Boarding.

Family accommodation that is linked to the boarding house is provided and it is a requirement for the HsM to live in for the proper performance of their duties, although this accommodation does not form part of the HsM's remuneration package.

## **Duties and responsibilities**

### **Strategic objectives for the role:**

The HsM is a critical source of support, guidance, personal and academic development for the students in their care. This, in some way, is achieved by:

- Supporting the vision, Quaker ethos and policies of the School by promoting the highest levels of achievement in all areas of school life including safeguarding students as a paramount objective.
- To have a holistic view of each student's welfare and progress throughout their journey through the School. Equally this entails ensuring the School is appropriately informed about parents' circumstances.
- In conjunction with the appropriate Head of Section, maintain good communication with parents and support the Heads of Section in addressing students' academic issues.
- Create and maintain a happy, safe, homely environment which is conducive to the students feeling at ease and being able to live and work happily in the house.
- Foster an environment where students are able to talk honestly about their feelings, fears, and aspirations thus helping them develop a respect for themselves and for others in line with the School's vision and values.

### **House Management Responsibilities**

- To have overall responsibility for the smooth, orderly and effective running of the house during the school term and for the welfare, safety and wellbeing of all the students in it.

- Maintain a structured, well-disciplined and supportive environment where both students and staff feel valued and secure.
- Sharing responsibility with the Deputy Housemaster and other resident house staff for overnight and weekend supervision; to notify the Director of Boarding in the event of any overnight absence.
- Guide the house support staff (including House Manager and cleaning staff) in the execution of their duties, in liaison with the Estates Manager, the Domestic Manager and the Senior Nurse.
- Monitor the progress of students, in liaison with tutors and relevant Heads of Year and write relevant reports.
- Promote the Quaker Values of the School by attending Collect and Meeting for Worship
- Establish, publicise and maintain a routine for the House
- Attend BPTM and such other relevant meetings as required
- To treat all complaints with due attention and to keep a record of any discussion or meeting that could have important consequences
- Ensure the house is effectively closed at the end of each term and is ready to handover to the external lettings team
- Ensure the house is properly prepared for the start of each new term, advising the Estates Manager sufficiently in time for any remedial works or snagging tasks to be completed prior to the arrival of the students

#### **Management of House Team**

- Deploy, train, mentor and guide teaching House staff to make the most effective use of their skills, expertise and experience and to ensure that all House staff have a clear understanding of their roles, duties and responsibilities.
- Organise and allocate tutor groups
- Manage the tutors in their role as House Tutors to ensure effective and appropriate tutoring in line with the school appraisal system.
- As directed by the Director of Boarding, plan, implement and review structures of staff supervision in accordance with school policy.
- To be a presence in the House during morning registration to support and monitor tutors
- Cover any tutor absences in registration and to follow up absence
- Liaise with the House Manager and House staff to ensure that students' clothes and personal belongings are used appropriately and stored securely and tidily; to ensure that students treat the belongings of others, and the fabric and furnishings of the House, with respect

#### **Regulations, Safeguarding and Compliance**

- Under the direction of the Head of Boarding, work to ensure the National Minimum Boarding Standards and other compliance and regulatory matters are met within the house
- To have a detailed understanding of the implications of the National Minimum Boarding Standards and ISI inspection framework for welfare and pastoral care in the House
- Uphold the highest standards of behaviour and conduct as detailed in the Staff Code of Conduct.
- Be familiar with, keep up to date with and ensure all other House staff are familiar with, all relevant school policies, procedures and protocols and with

the National Minimum Standards for Boarding and Children Act (1989, 2004), and any relevant regulatory guidance such as the latest version of Keeping Children Safe in Education.

- In liaison with the Health and Safety Adviser, conduct fire practices in accordance with the School's policies and maintain a record of fire practices.
- Ensure the safety of student and house staff by maintaining accurate records, dealing appropriately with hazards and reporting any concerns promptly.
- Liaise with members of the SLT as appropriate and the Bursarial/Estates team with regard to Health & Safety, House finances, maintenance and other matters including carrying out Risk Assessments with the Health and Safety Adviser.

### **Pastoral Responsibilities**

- Maintain school discipline and ensure students adhere to school expectations and regulations (as detailed in The Gold Book).
- Have an up to date knowledge of any relevant medical and pastoral policies.
- Keep the Head and DSL informed of confidential or sensitive matters in respect of any student in the House.
- Actively promote the School's anti-bullying policy
- Delivery of the Induction Programme before the start of the Autumn Term each academic year including international boarders.

### **Administration and Record Keeping**

- Record all significant conversations, phone calls, incidents etc. and cascade to relevant parties and maintained in student files.
- In line with the boarding handbook, ensure there is an up to date and publicised House handbook for staff and students.
- Maintain and update personal records on each student in the House and ensure that they are passed to the School Office when the student leaves the House or the School.
- HSMs should know the whereabouts of boarders in their house at all times.
- Write annual reports and House development plans and budgets to discuss with the Director of Boarding.
- Ensure all necessary records are kept up to date, compliant and available for inspection when required.

### **Daily routines and supervision of students**

- Inform the Deputy Head of student breaches of discipline or good conduct and maintain a record of rewards or punishments awarded.
- Manage and account for boarders' pocket money and House funds on a termly basis.
- Appoint and train House prefects

### **Co-curricular Activities**

- Actively promote and encourage all students in the House to take part in co-curricular and House activities.
- Wherever possible to support students performing in concerts, plays, matches etc.

### **Health, safety and medical**

- Liaise with the Health Centre and the ILC to ensure students' needs are properly met.
- Ensure that medical matters are dealt with appropriately, liaising with the Medical Centre, the Sports Department, and the student's parents as appropriate
- Ensure any dietary or medical requirements that students are met by close liaison with the Health Centre

### **Domestic arrangements**

- Liaise with the Estates Manager in maintaining and adding to the fabric of the House and in matters relating to repairs and maintenance
- Liaise with the Domestic Manager and Grounds and Facilities Manager to maintain/add to the soft furnishings and electrical appliances of the House and regarding matters related to the House Matron/cleaning staff

### **Marketing, recruitment and retention**

- Take some part in the recruitment of boarding students to the school and house by conducting tours for prospective parents and their children as required.
- Working with the Director of Marketing and Admissions, forge and nurture links with feeder organisations and occasionally attend recruitment events as required.

### **Other**

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager. The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and School. This job description and accompanying documentation do not form part of the employment contract.

### **Terms and Conditions of Service**

The post holder will be required to comply with all policies and procedures issued by and on behalf of the School.

The post holder will be required to participate in the School appraisal procedures as an appraisee and if applicable, as an appraiser.

This post will be subject to 3 yearly DBS checks.

The post holder will be required to attend statutory and mandatory training.

### **Child Protection and Safeguarding**

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Leighton Park's Child Protection and Safeguarding Policy and the requirement to report to the Child Protection Officer any concerns relating to the safety or welfare of children. This post is classed as being in regulated activity.

**Information Security, Confidentiality and Data Protection**

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All person identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

**Equal Opportunities**

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

**Health and Safety**

Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the School and colleagues in complying with Health and Safety obligations to maintain a safe environment.