



Job Description Residential Housemistress

AIM:

To manage efficiently, in close partnership with all Boarding staff, medical Practitioners and Teachers, the organisation, resources and activities of the Boarding Houses, providing an environment that is safe, where good behaviour and positive correction is accepted and where the pastoral well being of all girls is achieved.

Responsible to: Head of Pastoral Care and Deputy Principal

Responsible for: The safety and well-being of all pupils who use the facilities.

KEY TASKS AND RESPONSIBILITIES

Boarding Procedures, Management of the House and Staff:

- To fulfill the requirements of the School's policy on Safeguarding Children.
- To manage efficiently the organisation and resources of the Boarding Houses in line with agreed procedures.
- To have overall responsibility when on duty.
- To ensure that all staff know and can implement the emergency procedures and ensure that they understand their delegated responsibilities.
- To ensure that staff going off duty effectively communicate all relevant information to staff coming on duty and record information as required.
- To ensure that boarding policies are consistently adhered to by all boarding staff and pupils.
- To be aware of new developments and legislation as it relates to boarding and ensure any new policies initiated in the School are understood and adhered to.
- To keep accurate, up to date records.
- To contribute to the Boarding House Staff documents.
- Working in close partnership with all Boarding Staff to ensure the operational effectiveness of the Houses.
- Working closely and in partnership with the all boarding staff in preparing any required reports for all pupils.
- To ensure that the travel arrangements of all the girls are managed effectively.

Care and support of the Boarders:

- To ensure there is appropriate confidentiality within the Houses.
- To work with the medical department in providing first aid cover and support.
- To act in loco parentis and therefore to accept the overall responsibility for the welfare, health, safety, discipline and care of the students, both boarders and day girls.
- To ensure the safety and security (including emotional) of all girls, at all times.
- To liaise with the School Sister to ensure that the girls' medical requirements are properly catered for; to encourage girls to adopt a healthy lifestyle.
- To encourage a culture of learning, creativity and development in the House, to ensure that the conditions and supervision in boarding are conducive to academic progress.
- To ensure that there are proper procedures in place for signing in and out.
- To ensure the observance of school uniform/dress code, maintaining the excellent



presentation and appearance of the girls in School and also in the wider community at all times.

- To oversee the arrangements regarding weekend leave, half terms and holidays, laundry and pocket money.
- To foster, with the support of the House Team, the establishment of a happy and caring environment within the House, by listening, understanding and responding to the girls needs.
- To develop, in the girls, a collective responsibility to be aware of the difficulties or problems of others, and to offer such support and help for each other, as appropriate.
- To manage behaviour and discipline in the House, supporting the schools' disciplinary policy. By encouragement and reward, and by a clearly understood and fair system of sanctions, foster an acceptance of the Schools' code of conduct. To inform the Head of Pastoral Care, Boarding and Sixth Form in serious cases of breaches of school rules.
- To advise and support girls, at a time and place which is conducive to good communication, concerning any emotional, social or behavioural problems they may have; to liaise with the those responsible for the girls' siblings, if appropriate; to inform the Head of Pastoral Care if any referral to outside agencies is required.
- To ensure that the individual circumstances, needs, strengths and weaknesses of each pupil are identified and known by yourself and other staff, so that the individual opportunities, talents and potential are developed and maximized.
- To deal with problems that have been referred to the House and, in cases of difficulty, to refer these to the Head of Pastoral Care, as appropriate.
- To monitor and support the involvement of girls in extra curricular activities and their personal development.
- To organise, lead or staff the programme of extra curricular activities available to the girls during the school day and at evenings and weekends.
- To provide opportunities for leadership within the House.
- To keep suitable records of girls' progress, welfare, health, emotional problems, achievements and misconduct; to provide such reports and references as may reasonably be required.
- Liaise as required with the Director of Admissions to organise the induction of new girls into the school and House life.

Communication:

- To liaise closely with the relevant staff to ensure information is shared proactively and appropriately.
- To provide professional management and to enhance communication across the school and encourage and support learning and achievement for all girls.
- To establish an integrated community within both the House and the School.
- To attend weekly boarding staff meetings as required.
- To attend Open Mornings, Parents' Evenings, Whole School meetings INSET and Workshop training sessions, as required.
- To advise relevant colleagues of all pastoral problems of girls in their care, as appropriate.
- To read all pupil reports and reviews, noting any comments that need follow-up.
- To use every opportunity to cultivate contacts and communicate with parents, to ensure that they are fully conversant with their child's welfare and to ensure that any family incidents and problems are brought to the attention of those who need to know.
- To assist in promoting good relations between the House and the general public, particularly with current and prospective parents and the local community.
- To meet prospective parents and give them a tour of the House, when required.

Housekeeping:

- To ensure that the girls leave their rooms tidy each morning.
- To ensure that there are appropriate operational guidelines and systems in place to keep the house clean and tidy e.g. laundry, etc.
- To work closely and co-operatively with the Housekeeping and Catering staff in all areas

relevant to the girls health and welfare

- To assist in preparing the house for the Lets as agreed between the Boarding staff and the Operations Manager and Domestic Bursar.
- To assist in planning for the optimum use or development of facilities within the House

Working arrangements:

- All boarding and non-residential staff are flexible to the operational needs of the School and, therefore, if required, are able and willing to work in either of the schools' boarding houses.
- Specific additional responsibilities for the Housemistress will be as agreed with the Head of Pastoral Care.
- Driving of the School Mini Buses as agreed.
- To be in school three working weekdays and the weekend before the start of the Autumn term and two days before the start of the Spring and Summer Terms.
- A different rota applies to the first and last weeks of every term as Housemistresses are required to work to support the girl's arrival and departure.
- If a member of the Boarding staff wishes to take time off within their scheduled working hours or at the beginning or end of term they should make a formal written request to the Head of Pastoral Care.
- Boarding Staff are expected to support all their colleagues in the performance of their roles.

GENERAL

Undertaking such other duties and responsibilities of an equivalent nature, as may be determined and negotiated from time to time.

The post holder's duties must at all times be carried out in compliance with the School's policies designed to protect employees or service users from harassment.

The post holder must take reasonable care for the health and safety of self, other persons and resources whilst at work, co-operating with management as far as necessary to enable responsibilities under the Health and Safety at Work Act to be performed and to follow the School's Health and Safety Policy.

It is the duty of the post holder not to act in a prejudicial or discriminating manner towards colleagues or employees of the service. The post holder should also counteract such practice or behaviour by challenging it or reporting it to the relevant authority.

The Housemistresses are expected to be in residence each night during term time unless off duty. Should sleep be interrupted due to care required for a pupil, time will be given back at the earliest possible opportunity.

All residential staff are subject to the terms of the Boarding Staff Handbook.

April 2016