



## JOB DESCRIPTION

<b>Job Title:</b>	Assistant Housemistress	<b>Department:</b>	Residential
<b>Hours of Work:</b>	Full time, term time. You are expected to work such hours as are necessary to properly perform your role and as agreed with the Headmistress.		
<b>Responsible To:</b>	Housemistress	<b>Responsible For:</b>	N/A

### Summary of Role:

Woldingham has six boarding houses; Marden is home to our youngest boarders in Years 7 and 8, with Main House being home to our boarders in Years 9, 10 and 11 in three distinct boarding areas within the building. -Berwick and Shanley house our Lower and Upper Sixth respectively and are stand-alone buildings; Shanley has en-suite facilities. All boarders in Year 10 and up have single study bedrooms whilst younger students are accommodated in dorms. All year groups are a mixture of full, weekly and flexi boarders. -The School is organised horizontally in Year groups with each year team consisting of a Head of Year, Housemistress, Assistant Housemistress and Residential Tutor.

The Head of Year oversees the academic and pastoral progress of all students, both Day girls and Boarders, with the Housemistress being primarily responsible for the Boarders within the Year group. -The Assistant Housemistress supports the Housemistress and reports directly to them as does the Residential Tutor. It is important for the House Staff to ensure they are familiar with Day and Boarders alike; flexi boarding is a popular initiative, and many Day girls choose to board one or two nights a week each term, meaning they fall within the care of the boarding house.

### Specific Responsibilities

The assistant housemistress will be expected to contribute to the wider life of the school outside of the boarding house, according to the needs of the school and candidates' strengths.

The Assistant Housemistress works closely with the Housemistress to ensure the smooth running of the boarding house. When on duty, the Assistant Housemistress will be responsible for running the boarding house.

Whilst taking direction from the Housemistress, the Assistant Housemistress is encouraged to take the lead on several key aspects of the boarding house, including organising trips, socials and key initiatives.

### *To support the Housemistress by sharing responsibility for:*

The Assistant Housemistress is responsible for assisting the Housemistress in their management of the boarding house and is an important part of the overall ethos and community in the year group. -To this end, responsibilities include:

- To be concerned for each girl's development – academic, social, spiritual and personal welfare.
- To take responsibility for the happiness, well-being, health, safety and pastoral care of the girls.
- To create an orderly house, by contributing to the maintenance of discipline, behaviour and personal presentation of the girls.
- To create a 'home from home' environment in the boarding house with an atmosphere that fosters kindness, inclusion, enthusiasm for learning and participation in school life.
- To build and maintain positive and constructive relationships with students, to provide them with the best possible care and support.
- To build and maintain strong relationships with parents and guardians.

- To support the Year Team in promoting the boarding experience including undertaking tours and preparing for any Boarding Taster Weeks.
- Assist with the effective induction of new girls to the year group - we have intakes typically at 11+, 13+, 14+ and 16+.
- To assist the Head of Year and Housemistress as and when required to ensure the smooth running of the cohort as a whole.

***To oversee the day-to-day routine including:***

- To assist with the preparation of the House before the start of term and to assist with the clear-up at the end of term. This will include attendance at the Residential and Staff Conferences.
- To be on hand to welcome families at the start of the academic year, welcome girls back from the holidays and oversee boarders' departures at the end of each half term.
- To assist the Housemistress with the allocation of bedrooms to boarders, including the arrangements for flexi-boarding before the start of each term.
- To be on wake-up and breakfast duty on a weekday rota within the boarding team.
- To support registration in the morning and afternoon.
- To be an active presence in the House before and after school, and at weekends.
- Liaising with Domestic Services, Maintenance, & Catering Departments regarding requirements for the House.
- Ensuring good order, tidiness and maintenance of service rooms, bedroom/common room areas.
- Ensuring effective and timely communication with Parents and Guardians via email/telephone.
- Liaising with the Health Centre regarding any girls requiring treatment, including escorting students to medical/dental appointments as needed.
- Administering medication as required and recording details in the medication log.
- To supervise students during the day and evening, including during silent study on weekday evenings.
- Ensuring that lost property is dealt with in an efficient manner.
- Ensuring security of the year area including nightly 'lock-up'.
- To ensure the safety of girls and staff by maintaining accurate records, dealing appropriately with risks, and reporting any problems.
- Maintaining individual student files including, as appropriate, individual care plans.
- Ensuring exit information is completed and authorised each week, that safe travel arrangements are in place, and taking follow-up action as appropriate.
- Ensuring that the 'handover' log-book, discipline, medication, sanctions and other centralised records are kept up to date.
- Maintaining records of all communications/contacts with parents and guardians, and ensuring the Housemistress is apprised of the required information when you are deputising.

Please note this list is not exhaustive but indicative of a typical day as Assistant Housemistress.

**Residential Team Membership**

- Fostering, by example and encouragement, religious observances including Mass and 'Night Prayers'.
- Supervising meals and undertaking other weekend/evening duties as organised on a rota basis.
- Organising weekend trips offsite and activities onsite, with both external and internal providers for the boarding community.
- Organising Socials with other schools for your cohort.
- To escort students to dental/medical appointments as required.
- To be aware of the National Minimum Standards for Boarding Schools, School policies and procedures, House aims and objectives.
- To undertake ongoing professional development by attending INSET sessions in or out of School.

- To keep abreast of developments in boarding and to liaise with the Housemistress, advising her and the HOB of any strategic opportunities for improvement to the boarding experience.

The Assistant Housemistress will also attend meetings with the Housemistress to discuss students' progress and issues of mutual concern as required. This does not include any ad hoc meetings as required to ensure the pastoral care of the boarders in the year group. They will also attend the half termly whole school Staff Meetings, Staff INSET, and the start of term Staff Conferences.

### **Off Duty Hours**

The off-duty hours for the Assistant Housemistress includes at least one 24-hour period each week, assigned on a rota by the Housemistress.

### **Residential Requirements**

This is a residential post. Private accommodation attached to the boarding house is provided. Accommodation is free of charges for rent, council tax and water rates although a small tax liability may be incurred in relation to other services provided. Please note that the accommodation provided is within a non-smoking area of the school. Pets may be accommodated in the property in discussion with the Bursar.

During term time, house staff are expected to reside on site when on duty and will be required to do overnight call; you should be available to the girls for unexpected illness or other such situations which may arise. -You will be on a rota for fire officer duty in case evacuation of the building is required due to the fire alarm sounding.

All House Staff are expected to be in residence the night before the start of term to attend staff meetings and to prepare Year areas before return of Boarders. They are also expected to manage clearing and lock-down of Year areas after departure of Boarders at the end of term and to remain on-call until the last boarders' flight has departed.

- **Start Date:** September 2024
- **Salary:** Competitive
- **Pension:** The Assistant Housemistress will be auto enrolled into the appropriate pension scheme, which includes life assurance.
- **Lunch:** A free lunch is available in the dining room each working day when the kitchens are open, and other meals when on boarding duty.
- **Parking:** There is free parking on site.
- **Gym and Pool:** There are staff sessions for use of these facilities.
- **School fees:** Subject to Governors' discretion, remission for dependants of the job holder attending the school may be available. If not already at the school, any child would have to meet the normal entrance requirements.

## PERSON SPECIFICATION

Essential	Desirable
<b>Operational Excellence</b>	
<ul style="list-style-type: none"> <li>• A candidate with experience of working with young people, with or without teaching experience.</li> <li>• A person who is fair and consistent when managing girls' behaviour.</li> <li>• A person who enjoys the company of young people, is relaxed in their company and is keen to help them with their academic studies guiding them in good habits generally.</li> <li>• Excellent administrative and ICT skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Boarding experience.</li> <li>• BSA Professional Certificate.</li> </ul>
<b>Personal Behaviours</b>	
<ul style="list-style-type: none"> <li>• A person who does not seek to be overly judgemental but is kind and broad-minded.</li> <li>• An effective communicator with good interpersonal skills.</li> <li>• A flexible and positive attitude.</li> <li>• Ability to work both in a team and independently.</li> <li>• A sympathetic person, who is patient, even-tempered and calm when under pressure.</li> <li>• Ability to cope with the hours of work that this post requires.</li> </ul>	
<b>Ethos and Whole School Values</b>	
<ul style="list-style-type: none"> <li>• Ability to operate at the heart of the school community.</li> <li>• Supportive of the Sacred Heart Values.</li> <li>• Commitment to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care.</li> </ul>	
<b>Safeguarding and Pastoral</b>	
<ul style="list-style-type: none"> <li>• Committed to safeguarding and promoting the welfare of children and young people.</li> <li>• A satisfactory Enhanced Disclosure from the DBS.</li> </ul>	