**JOB DESCRIPTION**

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| **Job Title:** | Assistant Housemistress – Lower Sixth (Berwick House) | **Department:** | Residential |
| **Hours of Work:** | 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. | | |
| **Responsible To:** | Lower Sixth Housemistress (and Head of Boarding) | **Responsible For:** | N/A |

Summary of Role  
Berwick House is home our Lower Sixth students. The Lower Sixth is a mixture of full, weekly and flexi boarders. The School is organised horizontally in Year groups; the Lower Sixth team consists of the Head of Sixth Form, Housemistress and Assistant Housemistress. The team is supported by a Day Matron at points throughout the week during the school day, and more widely by the Deputy Head of Sixth Form.

The Head of Sixth Form oversees the academic and pastoral progress of all pupils, both Day girls and Boarders, whilst the Lower Sixth Housemistress is primarily responsible for the boarders; however she does work closely with the Day girls, in particular regarding their pastoral care. The Lower Sixth Assistant Housemistress supports the Housemistress and reports directly to them. The House team are assisted by Residential Tutors on weeknights and Language Assistants at weekends. It is important for the House Staff to ensure they are familiar with Day and Boarders alike; Berwick House is the main base for all Lower Sixth pupils during the school day and so all of the year group fall into their care.

**Specific Responsibilities**

If a teacher, the Assistant Housemistress will be on a reduced timetable (approximately 25% of a normal teaching allocation). If non-teacher, you will be expected to contribute to the wider school community in a different capacity, according to the needs of the School, as determined by the Head of Boarding.

When on duty together, the Assistant Housemistress and Housemistress work closely to ensure the smooth running of the boarding house. Due to working patterns, there are times during the week when the Assistant Housemistress will deputise and take lead on running the boarding house when the Housemistress is off duty. This is typically one full day a week, one evening and alternate weekends.

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 Berwick House. 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 pupils, in order 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 the Lower Sixth Boarding Taster Week
* Assist with the effective induction of new girls to Sixth Form- there is an intake of new girls at 16+.
* To assist the Head of Sixth Form and Housemistress as and when required so as to ensure the smooth running of the Year 12 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 full Staff Conferences.
* To be on hand to welcome families at the start of the academic year, welcome girls back from the holidays and oversee girls 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 undertake registration in the morning and afternoon, and follow up on absences for Year 12
* To be an active presence in the House during the day/evening (rest/refreshment breaks should be taken

when girls are in lessons/activities)

* 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 pupils 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 exeat cards are 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 by the Head of Boarding.
* Organising weekend trips offsite and activities onsite, with both external and internal providers, for the Lower Sixth boarders (or Sixth Form boarders)
* Organising Socials with other schools and extra-curricular activities for the Sixth Form students
* 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 fortnightly meetings with the Deputy Head People, Head of Sixth Form and Lower Sixth Housemistress to discuss girls’ progress and issues of mutual concern. This does not include any ad hoc meetings as required to ensure the pastoral care of the Year 12 boarders. They will also attend the weekly ‘Residential/Pastoral Policy’ meeting, will attend the half termly whole school Staff Meetings and the start of term Staff Conferences.

Off Duty Hours

The off duty hours for the Assistant Housemistress are:

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| Sixth Form House Staff |
| One whole day (24 hours) each week. |
| Either:  One evening (16.30-midnight) each week OR  One day 08:00 – 16:30 each week. |
| Alternate weekends. |

**Residential Requirements**

This is a residential post. Private accommodation attached to the boarding house, is provided. Accommodation is free although a small tax liability may be incurred. All meals can be taken in the school dining room during term time.

Please note that the accommodation provided in within a non-smoking area of the school. Pets may be accommodated in the property in discussion with the Director of Finance and Operations.

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 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.

**PERSON SPECIFICATION**

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| **Essential** | **Desirable** |
| **Operational Excellence** |  |
| * A candidate with experience of working with young people, with our without teaching experience. Boarding experience is desirable. * A person who is fair and consistent when managing girls’ behaviour. * A person who enjoys the company of young people, is relaxed in their company and who is keen to help them with their academic studies and guide them in good habits generally. * Excellent administrative and ICT skills. | * Experience of boarding * Knowledge of National Minimum Standards for boarding |
| **Personal Behaviours** |  |
| * A person who does not seek to be overly judgemental but is kind and broad-minded. * An effective communicator with good interpersonal skills. * A flexible and positive attitude is essential. * Ability to work both in a team and independently. * A sympathetic person, who is patient, even-tempered and calm when under pressure. * An energetic person with considerable stamina who is able to cope with the long hours of work that this post demands. |  |
| **Ethos and Whole School Values** |  |
| * Able to operate at the heart of the school community * Committed to the Sacred Heart Values * Commitment to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care |  |
| **Safeguarding and Pastoral** |  |
| * Committed to safeguarding and promoting the welfare of children and young people. * A satisfactory Enhanced Disclosure from the DBS. |  |