



JOB DESCRIPTION

Job Title:	Housemistress	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 Head.		
Responsible To:	Head of Boarding	Responsible For:	Assistant Housemistress

Summary of Role

Woldingham has 6 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 with 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 and Assistant Housemistress.

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. They are supported by an Assistant Housemistress who reports directly to them. The House team is assisted by Residential Tutors on evenings and weekends. 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 chose to board one or two nights a week each term, meaning they fall within the care of the boarding house.

Specific Responsibilities

As a teacher, the Housemistress will be on a reduced teaching timetable. There may be circumstances where you are 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.

To manage the House by:

The Housemistress is responsible for the management of the boarding house and is an important part of the overall ethos and community. 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 be the public 'face' of the boarding experience; working closely with Marketing and the Registry Team to promote the school to perspective families including undertaking tours, managing sleepover events, and attending school fairs.
- To promote good relations between the school and the public, particularly with present and prospective parents and the local community.
- To meet with prospective girls and their families and manage the effective induction of new girls.

- To manage the Assistant Housemistress alongside any Residential Tutors and Residential Graduates in your House.
- To build and maintain a strong and cohesive staff team.

To oversee the day-to-day routine including:

- To lead 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 boarders' departures at the end of each half term.
- To manage 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 during the day/evening (rest/refreshment breaks should be taken when girls are in lessons/activities in discussion with the Head of Boarding).
- 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 around the House is dealt with in an efficient manner.
- Ensuring security of the year area including nightly 'lock-up'.

Please note this list is not exhaustive but indicative of a typical day as 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 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 Head of Year and the HOB of any strategic opportunities for improvement to the boarding experience.

The Housemistress will also attend fortnightly meetings with the Senior Deputy Head, Head of Year and Assistant Housemistress to discuss students' progress and issues of mutual concern. This does not include any ad hoc meetings as required to ensure the pastoral care of the 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.

Working pattern

The role will be on a shift basis in accordance with requirements and as agreed with the Head of Boarding.

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 when on duty can be taken in the school dining room during term time.

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 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.

- **Start Date:** September 2023/January 2024
- **Salary:** Competitive
- **Pension:** The 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, school fee remission may be available for dependants of the job holder attending the school. If not already at the school, any child would have to meet the normal entrance requirements.

PERSON SPECIFICATION

Essential	Desirable
Operational Excellence	
<ul style="list-style-type: none"> • A candidate with experience of working with young people, with teaching experience and relevant degree qualification. • 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 as an AHSM or HSM. 	<ul style="list-style-type: none"> • BSA advanced certificate
Personal Behaviours	
<ul style="list-style-type: none"> • A person who does not seek to be overly judgemental but is kind, maternal in approach to our youngest girls, 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. • Able to cope with the hours of work that this post requires. 	
Ethos and Whole School Values	
<ul style="list-style-type: none"> • Able to operate at the heart of the school community • Supportive of 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	
<ul style="list-style-type: none"> • Committed to safeguarding and promoting the welfare of children and young people. • A satisfactory Enhanced Disclosure from the DBS. 	