



JOB DESCRIPTION

Job Title:	Sixth Form Housemistress	Department:	Residential
Responsible To:	Director of Boarding & Head of Sixth Form	Responsible For:	Assistant Housemistress Residential Tutor

Summary of Role

The role represents a fantastic opportunity to lead a team of dedicated professionals in nurturing our uniquely vibrant, kind and busy Sixth Form community, delivering outstanding pastoral care, and ensuring a first-class boarding experience for our students. Having opened a new, purpose-built Sixth Form Centre in September 2024, there has never been a more exciting time to join us; the building is a statement of the school's ambition for our students and its commitment to empowering confident, compassionate and courageous women to go out and change the world.

There are two Sixth Form boarding houses, currently organised horizontally (Berwick House for Lower Sixth and Shanley House for Upper Sixth) and each is home to a mixture of full, weekly and flexi-boarders. The Housemistress leads in providing for the safety, progress and happiness of the students in her care, supported by an Assistant Housemistress who reports directly to her. The house is also assisted by a Residential Tutor on weeknights, and graduates may also be deployed to ensure appropriate supervision of the house.

Many day student's flexi-board and the houses are open to all students throughout the day, so the Housemistress will get to know – and form meaningful relationships with - the whole cohort. As such, the Housemistress will work closely with the Head of Sixth Form, as well as the Director of Boarding, and may have other opportunities to contribute to the Sixth Form team. This role is therefore a cornerstone of our unique, personalised approach to the sixth form experience and there are opportunities to shape the development of our sixth form provision.

Given that the Sixth Form houses are open throughout the day the role is suited to a non-teacher, or a teacher looking to substantially reduce their teaching allocation. In addition to your house duties, you will be expected to contribute to the Sixth Form, or wider school community, in a different capacity, as determined by the Head, for example in taking responsibility for an area of boarding life, acting as an EPQ supervisor or contributing to the Games programme.

Development of house

Under the supervision of the Director of Boarding 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 and take responsibility for the happiness, well-being, health, safety and pastoral care of the girls.
- To create an orderly house, by ensuring behaviour matches expectations and when it does not, implementing fair consequences.
- 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 respectful 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 be the public 'face' of the boarding experience; working closely with External Relations team to promote the school to prospective families including undertaking tours, managing sleepover events, and attending school fairs.
- 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 promote and support retention and recruitment to the Sixth Form including helping to organise elements of the Year 10 and 11 retention programmes.
- To contribute to the annual full written report of flexi, weekly and full boarders.
- If Lower Sixth, organise the start of year Sixth Form induction activity, as well as oversee the induction of new students to Sixth Form.
- To assist the Head of Sixth Form to ensure the smooth running of the year cohort as a whole.
- To manage the Assistant Housemistress and Residential Tutor (and any Residential Graduates) working in your House, to include probation and appraisal.
- To manage the staffing routines for your House, including arrangements for handovers and the House phone.
- To build and maintain a strong and cohesive staff team.

Day-to-day responsibilities include:

- To be on wake-up and breakfast duty on a weekday rota within the boarding team.
- To support registration in the morning and afternoon.
- 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 be an active presence in the House before and after school, and at weekends.
- Liaising with Domestic Services, Maintenance, Catering and Transport departments regarding requirements for the House and its students.
- To support the External Relations team in selecting student tour guides for recruitment events.
- Ordering the weekly grocery shopping
- 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.
- 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'.
- 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.
- To monitor rewards and sanctions data and to intervene in line with policy
- 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' logbook, discipline, medication, sanctions and other centralised records are kept up to date.
- Maintaining records of all communications/contacts with parents and guardians.
- Carrying out other reasonable requests, in line with the broad responsibilities of the role, for both boarding and the Sixth Form.

Please note this list is not exhaustive, but indicative of a typical day as a Housemistress. These responsibilities will be shared with the Assistant Housemistress, who deputises for the Housemistress when on sole duty.

Residential Team Management

- Fostering, by example and encouragement, religious observances including Mass and 'Night Prayers'.
- Supervising meals and undertaking other weekend /evening duties as organised by the Director of Boarding.
- To facilitate weekend trips and organise onsite activities for Sixth Form boarders, in liaison with the Co-curricular Manager
- Organising Socials with other schools
- To ensure your house is compliant with the National Minimum Standards for Boarding Schools, School policies and procedures, House aims and objectives and reporting any issues as they arise in a timely manner.
- 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 Boarding to advise on any strategic opportunities for improvement to the boarding experience.

The Housemistress will also attend fortnightly meetings with the Director of Boarding as well as a weekly Residential Team meeting. They will also have a scheduled fortnightly meeting with the Head of Sixth Form to discuss girls' wellbeing and progress (this does not include any ad hoc meetings as required to ensure the excellence of pastoral care). The Housemistress will also be expected to attend half-termly whole school Staff Meetings and Staff Conferences at the beginning of each term.

On Duty Hours

- The full time on-duty hours for the Housemistress typically includes 3 nights on duty as well as the usual wake up rotations, agreed on a rota by the Director of Boarding.
- Every other weekend as agreed with the Director of Boarding

Off Duty Hours

- The off-duty hours for the Housemistress typically includes at least one 24-hour period each week, agreed on a rota by the Director of Boarding.
- One additional evening a week as agreed with the Director of Boarding
- Every other weekend as agreed with the Director 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 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.

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.

- **Start Date:** Late August 2025
- **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, 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
Operational Excellence	
<ul style="list-style-type: none"> • A candidate with experience of working with young people, with or without teaching experience. • A person who is fair and consistent when managing girls' behaviour. • A person who enjoys the company of young people and is passionate about student well-being, ensuring that every pupil has the support and guidance they need to reach their full potential. • Excellent organisational, administrative and ICT skills. • Experience as a Housemistress, Assistant Housemistress, or other relevant boarding/pastoral role. • Knowledge of National Minimum Standards for boarding 	<ul style="list-style-type: none"> • BSA advanced certificate • Experience of working with Sixth Form students • Understanding of the Higher Education application process • A clean driving licence
Personal Behaviours	
<ul style="list-style-type: none"> • 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 and resilience who is able to cope with the long hours of work that this post demands. 	
Ethos and Whole School Values	
<ul style="list-style-type: none"> • 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	
<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. 	