

## ASSISTANT HOUSEMISTRESS

### JOB DESCRIPTION

The Assistant Housemistress will report to the Head of Boarding and is responsible, along with other staff residing on site in boarding, for the welfare and care of the Boarders. Key to this role is effectively assisting with the day-to-day practical running of Boarding. The Assistant Housemistress will work closely with all Staff to help achieve the school's overall aims.

### OVERALL RESPONSIBILITIES

- To be responsible, in conjunction with other Boarding Staff, for the safety and welfare of all the Boarding pupils at St Teresa's.
- To be resident overnight in accommodation provided, other than evenings off, in order to ensure security and safety of the Boarders and to assist with emergencies/evacuations that happen at night.
- To promote and support the school's values of Faith, Character, Intellect, Compassion and Community, and promote this vision by working with other Boarding Staff to implement the annual Boarding Improvement Plan.
- To work closely and co-operatively with a team of Boarding Staff to effectively create happy, homely Boarding Houses where controlled, firm boundaries exist.
- To always set a good example to the students, including in matters such as dress code and moral conduct.
- Responsible for overnight duties in the Boarding houses, and hours may vary in accordance with the needs of the boarders.

### COMMUNICATION, TRAINING AND DEVELOPMENT

- To communicate effectively with Boarding Staff, Boarding Prefects and Boarders, and with parents at specific times (for example via the Boarding Welcome Day, Parents' Evenings, or when receiving telephone calls in the office).
- To assist with preparation and delivery of the annual Boarders' Welcome Day.
- To assist with the delivery of the Boarders' Induction Programme.
- To assist with the beginning/end of term and supper Open mornings and INSET days
- To contribute to the design and delivery of the Boarders' Trips and Activities Programme under the guidance of the Head of Boarding.
- To assist with the supervision of designated weekend trips and activities under the guidance of the Head of Boarding.
- To ensure effective communications are maintained between Boarding Staff and Boarders through maintenance and updating of the Boarding Noticeboards.
- To engage in relevant Continuing Professional Development to enhance skills and improve knowledge.

## **SAFEGUARDING DUTIES**

The following is expected of all staff:

- To uphold the School's policies relating to safeguarding and child protection, behaviour, health and safety and all other relevant policies.
- To promote and safeguard the welfare of children and young persons for whom you are responsible and come into contact with.
- To report any safeguarding concerns using the relevant channels, such as informing the Designated Safeguarding Lead, in a timely and appropriate manner.
- To ensure full compliance with all statutory regulations, particularly the most recent Keeping Children Safe in Education, and to communicate concerns to the Designated Safeguarding Lead, other relevant staff at the School as appropriate.

## **PASTORAL DUTIES**

- To be familiar with the individual circumstances, strengths and needs of Boarders in your assigned areas in order to assist with developing and maximising each girl's unique gifts and talents.
- To be compassionate in all dealings with Boarders whilst following school policies in relation to behaviour, discipline, rewards and sanctions and reporting exemplary behaviour or misconduct to the relevant Housemistress in a timely manner.
- To foster mutual respect and understanding between Boarders and Day girls by participating in, and/or leading, extra-curricular clubs and societies.
- To support the integration and inclusion of all Boarders and promote a tolerant and positive Boarding community by assisting with the following daily Boarding duties:
  - Supervising study times in Boarding.
  - To escort Boarders to medical appointments
  - Spending some leisure time with Boarders, particularly after school;
  - Dedicating time to support Boarders with additional needs.
- To assist with the smooth-running of the daily routine in Boarding by means of tasks such as:
  - Getting Boarders up in the mornings;
  - Completing Breakfast and Supper Registration;
  - Assisting with final checks and lights out.
- To liaise closely with the Head of Boarding on pastoral issues affecting Boarders through completion of the Pastoral Log.
- To ensure that any child protection issues are immediately recorded and reported to the Deputy Head (Designated Safeguarding Lead) and the Head of Boarding (Deputy Designated Safeguarding Lead).
- To oversee the completion of daily tasks designated to the Boarding Prefects and to report any issues to Housemistresses.

## **ADMINISTRATIVE DUTIES AND RECORD-KEEPING**

- To ensure that Pastoral concerns about Boarders are recorded daily in the Pastoral Log (Day Book), and any issues are reported in a timely manner to the Head of Boarding.
- Diary dates – To be added daily to the online calendar and Day book
- Daily Board notices

- To complete termly file checks and mobile phone contacts updates for the Boarders.
- To oversee the daily checking of Fridge temperatures throughout Boarding and to be responsible for termly cleaning of Boarding fridges.
- To contribute to the Boarding Improvement Plan.

#### **COMMITTEES & MEETINGS**

- To attend, and contribute to, meetings relevant to the position, particularly: House Meetings, Boarding Staff Meetings and Boarding Pastoral Meetings (all weekly), and Boarding Staff Meetings (termly).

#### **ACADEMIC DUTIES**

- To support the work of certain Academic Departments in a manner determined by the Head of Boarding and the Head, under the guidance and supervision of Heads of Department. Examples of the nature of this support could be: supervising practices; leading clubs or assisting with language lessons.

#### **SCHOOL DUTIES**

- To be a role model around the School site and adhere to the Staff Code of Conduct
- If the candidate wishes to enrich their timetable with observing lessons or working within particular departments such as Marketing, PE or Learning Support etc. This can be arranged with the Head of Boarding and Deputy Head Academic
- All members of staff are expected to be available for compulsory school events such as Open Mornings, Sports Days, INSET training days and other formal Parent Events.
- All members of staff are expected to return to Boarding 24hrs before pupils return at half-terms, and 72 hours prior to the beginning of each academic year.

*These duties are not exhaustive. The Head of Boarding may ask, within reason, to take on other responsibilities in keeping with their skills and experience.*

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## PERSON SPECIFICATION

The successful candidate must be a responsible and enthusiastic person who may wish to enhance their career in Boarding/teaching. It is an enriching experience which demands commitment, dedication and a serious approach to hard work, and a willingness to be involved – in both the academic and boarding sides of the School.

### Qualification criteria

- Qualified to degree level, desirable but not essential
- Experience of working with young people (including work in the voluntary sector)
- Right to work in the UK
- To speak another language – desirable
- Driving Licence – desirable

### Skills and Attributes

- Enjoy working with young people and assisting them with their personal and social development
- Have a good sense of humour
- Be energetic, flexible and positive
- Be imaginative, articulate, adaptable and keen to make a difference
- Able to remain calm and show self-control under pressure
- Act professionally and as a role model for pupils when on site
- Commitment to safeguarding and promoting the welfare of all pupils

### School Culture

- Help create a strong community, characterised by consistent, orderly behaviour and caring, respectful relationships
- Help develop a culture and ethos that is committed to achievement.