



---

## JOB DESCRIPTION

---

<i>Job Title:</i>	Resident Housemistress/Housemaster
<i>Responsible to:</i>	Head of Boarding
<i>Direct involvement with:</i>	Senior Deputy, House staff, other pastoral staff including the Wellness Centre staff, Heads of School and boarding tutors
<i>Hours:</i>	Full time residential on a permanent basis
<i>Salary:</i>	Competitive, dependent on experience
<i>Job Purpose:</i>	<ul style="list-style-type: none"><li>• To be resident within the House at all times during term time (excluding off duty time) and to be responsible for the general welfare and personal development of all the boarders in the House, in accordance with School policies;</li><li>• To provide the boarders with the best possible experience of a boarding education, providing a 'home from home' experience;</li><li>• To build a strong, personal relationship with each of the boarders in her/his care, recognising their individual needs, and to support other members of the House team in meeting those needs;</li><li>• To work closely with the relevant Head of School and Tutors, ensuring continuity of care for the boarders and to liaise effectively and promptly with parents and guardians;</li><li>• To manage effectively and efficiently the staffing, organisation and resources of the House; and</li><li>• To oversee Health and Safety standards and requirements within the House.</li></ul>

### **Care, welfare and development of pupils:**

1. In liaison with the Estates Bursar and the Facilities Manager, to ensure each boarder has a comfortable living environment, which might involve liaison over matters related to the general fabric of the House and putting in written requests when work/repairs are needed.
2. To implement and maintain the National Minimum Standards for Boarding Schools for welfare and pastoral care in the House.
3. To ensure that appropriate care is given to boarders, being mindful of overseas pupils who are a long way from home; responding to the special needs of those from different cultural backgrounds; and ensuring that different cultures and backgrounds are recognised, respected and accepted.
4. To foster a culture of understanding where each young person in the House feels valued and supported.

5. To act, at all times, within the HLC Safeguarding Policy guidelines, ensuring the welfare of the child is paramount.
6. To share mealtimes with the Boarders and other members of staff in the dining room.
7. To check that the boarders are in the correct uniform for the School day, but also that they are appropriately dressed at other times.
8. Ensure that all boarders' clothing is in neat repair and named appropriately.
9. To liaise with the Wellness Centre Staff concerning the general health and lifestyle of the boarders and to keep in close touch with the nursing team in cases of individual concerns.
10. To deal with disciplinary matters in a firm but caring manner and to liaise with the Head of Boarding/Senior member of staff on call and/or relevant Head of School in any matter of serious concern.
11. To be prepared to work at any time in order to care for the boarders in times of emergency.
12. To ensure that fire regulations are met and regular fire drills and testing of fire bells/alarms is carried out.
13. To ensure that the presence of boarders is checked individually and personally at the times required by School policy, and that this responsibility is carried out effectively in your absence by other members of the House team.
14. To ensure that visitors to the House are welcomed but carefully monitored.
15. To oversee and provide printed arrangements regarding travel at half-terms and end of terms.
16. To organise the induction of new boarders into House life.
17. To oversee arrangements regarding weekend leave, laundry and pocket money.
18. To support the learning and academic performance of all boarders in the House.
19. To administer First Aid or dispense approved medication when required: all residential staff are qualified First Aiders at Work. It is expected that new appointees will acquire this qualification (if not already certified) as soon after taking up their position as possible.

**Responsibilities to the House team:**

1. To induct and integrate into the House all new colleagues.
2. To hold regular team meetings and face to face 'hand-over' sessions.
3. To work closely with each member of the team and understand their aspirations. To support them in difficulties and advise on their professional development and training needs.
4. To organise the work pattern and agreed breaks of members of the team in the best interests of the welfare of the boarders.
5. To work effectively with all members of the House team (Assistant Housemistress, language assistants, tutors), ensuring that proper channels of communication are maintained at all times.

**Routines and Administration:**

1. To liaise with the Bursary in order to maintain communication over financial records in House and to keep House accounts, ensuring accurate book-keeping.
2. To attend all House Staff meetings as required.

3. To be involved in marketing the School on Open Days and at other times when prospective parents/agents are visiting and want to see the boarding provision.
4. To be involved in weekend trips, as required, taking part in a rota of all House staff.
5. To create and update an on-going House Development Plan and ensure its distribution and high profile amongst the House Team.
6. To complete pupil reports as and when required.
7. To seek the Principal's authorisation for any absence from School and to give notice, as early as possible, in the case of unavoidable absence through illness.
8. To be responsible for the security of the House.
9. To ensure that the House fabric and furnishings are maintained in a clean and tidy state.
10. To ensure that the House is ready, in all respects, at the beginning of term and is left in an organised state after the departure of boarders at the end of each term.
11. To help update the Boarding Handbook annually.
12. To comply with any reasonable request made by the Principal.
13. Production of House newsletters to parents and guardians each term.
14. To keep all appropriate records, as per School policies.

#### **Working Arrangements:**

1. All House staff are flexible to the operational needs of the School and, if required, are able and willing to work in any of the School's Boarding Houses.
2. To be in School before the start of each term to attend INSET and support the boarders' arrival.
3. To remain in School until at least 12 noon on the day after School finishes to support the boarders' departure.
4. House staff will have two periods of 24 hours off duty (usually consecutive), taken between Monday and Friday, which will include two nights where they can be off site but should be contactable should an emergency arise. During the first week of term, House staff may need to be flexible about their time off depending on the needs of the House. In the final week of any term, house staff are required to work evenings to assist with the pupil and house preparation for the approaching holiday.
5. All Housemistresses/masters (HMs) are entitled to a 2 hour 'off duty' slot every working day from Monday to Friday. The time is taken to suit both the HM and the wider school needs.
6. To ensure the best pastoral care possible, all residential staff will be on duty over weekends, but there will be a three hour 'off duty' slot on a Saturday and Sunday, to be organised within the House team. Each HM is entitled to 24 hours extra time off per half term, which can be discussed further with the Head of Boarding.
7. If a member of the boarding staff wishes to take time off within their scheduled working hours or at the beginning or end of term, then they should make a formal, written request to the Principal.
8. It is expected that staff will be available for School functions and meetings as required.
9. Teaching HMs may be expected to offer up to 18 teaching periods per week. Non-teaching HMs would be expected to support the daily running of

College in an area of their strength and interest for a similar number of periods.

10. HMs take on additional duties in School, on an occasional basis, as required. These duties are selected to suit individual strengths and School need. At all times, however, the welfare of the boarders in House is paramount and must take priority over any other duties.

**Accommodation:**

1. The HM post is a residential one and the successful HM will be required to live within the House during term time. This accommodation will also be available during holiday time, should she/he so wish. The HM's family is entitled to stay in this accommodation but are subject to appropriate DBS checks, dependent on age. Animals are welcome, but the postholder must be willing to comply with the School's risk assessment relating to animals living on site. All meals are available for boarding staff in School during term time. The successful applicant will sign a Licence to Occupy for this accommodation. The accommodation is a three-bedroom property within the boarding house.

***Harrogate Ladies' College is committed to safeguarding and promoting the welfare of children and the successful applicant must be willing to undergo child protection screening appropriate to the post. Please note that the successful applicant will not be allowed to start in school until all pre-employment checks have been completed. The school is an educational charity and equal opportunities employer***