



Boarding House Master/Mistress

The position of Boarding House Master/Mistress is one of significant importance and responsibility. It involves oversight of all aspects of the academic and personal life of each pupil in a House and, as a result, the House Master/Mistress is the focal point for all communication about the pupils in the House with teachers and parents.

The House is an ideal environment in which to encourage the development of 'a caring community of kindness, positivity and respect'; and building cohesive, supportive House communities is essential to the School's continuing development. The Deputy Head (Pastoral) provides support for the team of Boarding and Day House Masters/Mistresses, including opportunities to share best practice and training.

Each House has a team of Tutors, who oversee a group of tutees designated by the House Master/Mistress; help with the supervision of the House during meal and break times, and are involved in the delivery of the PSHE programme.

Above all, there is an expectation of a Boarding House Master/Mistress being a person who is generous with their time and responsive to the needs of the pupils in the House. They must also act as an appropriate role model for the pupils in their care, through their own behaviour and example. A list of expected duties can be neither definitive nor exclusive and the range of tasks facing a Boarding House Master/Mistress may embrace incidents and situations, which are not stated below, but require initiative to be shown. The expected duties, however, of a Boarding House Master/Mistress include:

Responsibility for managing the pastoral care of the pupils in the House, including:

- Developing a boarding environment in which each pupil is able to develop their talents and interests to the full, and can exhibit and develop leadership qualities while contributing positively to the House and School community.
- Being responsible for the care and welfare of the boarders in the house and engendering a feeling of respect and trust between boarders and the staff working in the house.
- Supporting, either directly or indirectly, the Christian ethos of the school.
- Setting high expectations of academic work among the pupils in the House, overseeing their academic progress and supporting classroom teachers in encouraging high levels of effort and attainment
- With Tutors, helping to provide pupils with effective guidance when they make important academic decisions and, with the Assistant Heads, to manage the university entrance process
- Implementing the School's behaviour policy effectively to maintain discipline within the House and creating an environment where all forms of bullying and anti-social behaviour are regarded as unacceptable
- Ensuring that the School's safeguarding policies on child protection, and health and safety are implemented effectively in the House
- Overseeing the health and welfare of pupils through effective liaison with the team in the School's Medical Centre



- Liaising with the Assistant and Deputy Heads over matters of significant concern about individual pupils or groups of pupils
- Ensuring that all new pupils are inducted and supported appropriately, and setting up a system of mentors for new pupils who join the House
- Communicating effectively with parents on all matters relating to their child, both on an individual and collective basis. This should be done both proactively and reactively, as well as formally (i.e. reports) and informally.
- Reviewing the results from Tutor Cards and utilising data analysis supplied by the Assistant and Deputy Heads to help create action plans
- Ensuring the smooth transfer of new pupils into their associated year groups - working with particular individuals or groups as needed
- Advising pupils about Option choices at Third Form, Fourth Form, and Sixth Form and communicating with parents about these decisions.

Responsibility for managing a House Pastoral Team of Tutors, including:

- Deploying the members of the House Pastoral Team to be Tutors of specified groups of pupils
- Holding regular House Pastoral Team meetings to monitor the progress of the pupils and general pastoral or welfare issues in the House
- Working effectively with Tutors to manage any pastoral issues involving individual pupils or groups of pupils
- Ensuring the Tutor team effectively delivers the required elements of the PSHE programme
- Proofreading the Subject and Tutor reports to ensure that they are both appropriate and complete for the pupils in the House
- Ensuring there is appropriate adult cover and supervision in the House at all times

Responsibility for the day-to-day administration and running of the House, including:

- Utilising available contact time with pupils in the House effectively: registration; break; lunchtime; private study periods; prep sessions and House Meetings
- Overseeing the maintenance and upgrading of the fabric, furniture and facilities of the House, and liaising effectively with the Maintenance Team
- Ensuring that senior pupils have leadership opportunities, and effectively discharge them
- Managing the House budget effectively
- Attending at least one Chapel service every week, as well as the Sunday service, and attending the Confirmation Service when pupils in the House are being confirmed.
- Be present, as requested, at occasions where the House is represented i.e. House Drama, Sporting Fixtures, in order to encourage and support the pupils, and to ensure appropriate behaviour.
- Make every effort to support and encourage individual members of the House in their endeavours, by attending Concerts, Plays, Exhibitions etc, and by discussing their pupils' performances with colleagues.
- Ensuring that a register is taken twice a day, in accordance with DfE / ISI Regulations, and dealing with any pupil absence or lateness
- Attending regular meetings of House Masters / Mistresses
- Managing, as required, the activities programme for boarders and providing opportunities for them at the weekends



Helping with the marketing and admissions process of the School, including:

- Meeting prospective parents, and conducting tours of the House and/or School
- As required, being part of interview panels for applicants for places in the School
- Attending major school events and hosting parents and other guests, whilst also ensuring that the behaviour of pupils is appropriate
- Visiting and building relationships with feeder schools; writing to feeder schools at the end of a pupil's first year to inform them of their progress. Additionally, informing feeder schools of outstanding successes of leavers (e.g. Oxbridge place, Army Scholarship).

Other responsibilities:

- Implementing safeguarding procedures in the School
- Undertaking any duties that the Head or his delegated representatives may reasonably request.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request by the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually.