

Queenswood



PERSON SPECIFICATION
AND JOB DESCRIPTION



Housemistress (Residential)



JOB DESCRIPTION

HOUSEMISTRESS

Queenswood School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Job Title: Housemistress (Residential)

Reporting to: Head of Boarding

Responsible for: N/A

Main purpose: The Housemistress of Mymwood is responsible for approx. 50 boarders (Y9-Y10 Full and Weekly boarders and Y11-Y13 Full boarders).

Key responsibilities

To the girls:

1. To be aware of, and to respond to, the special needs of individual boarders, including those from different cultural backgrounds.
2. To ensure the provision of a comfortable living environment and to establish and maintain a healthy routine for each girl, including ensuring that standards of cleanliness and personal hygiene are carried out.
3. To fully induct new students into the house and boarding community.
4. To share mealtimes with the girls and other members of staff as frequently as possible in the dining room and to establish routines to ensure a healthy diet.
5. To ensure that a routine is established which ensures all boarders have time to study, enjoy themselves and have sufficient rest.
6. To liaise with the Medical Centre on the general health and lifestyle of the boarders in the house and to keep closely in touch over individual cases of illness. With the correct training, to administer medication to boarders in house.
7. To deal with disciplinary problems in a firm but caring manner and to liaise with the Head of Boarding in any matter of serious concern.
8. To be prepared to work at any time to care for the girls in times of emergency.
9. To follow the instructions of the Head of Boarding to ensure that all fire regulations are rigorously met and regular fire drills carried out.
10. To ensure that the girls' presence is checked individually and personally at the times required by the Head of Boarding To ensure that this responsibility is carried out by members of the House staff team when off duty.
11. To ensure that visitors to the House are welcomed and carefully monitored, and that the bedroom accommodation, including the corridors, is private to the girls and to members of the House staff only (and to parents at the appropriate times). To ensure that no other visitors, including members of the families of House staff, are permitted to enter these areas.

To the parents:

1. To ensure that the House is ready to welcome parents and girls at the beginning of each term and after every exeat, half term and holiday.

2. To ensure that the travelling arrangements for each girl is known and recorded and to contact the Head of Boarding immediately if any problem occurs.
3. To be prepared to respond to the concerns of parents at any time.
4. To keep in contact with parents and guardians in as many different ways as possible and to get to know them personally, whilst maintaining a sense of ethical propriety.
5. To keep parents and guardians informed of any matter affecting the welfare of their children.
6. To obtain parental or guardian permission for any visit by a girl to another family at any time.
7. To obtain parental or guardian permission for any overnight stay away from School, including trips home.

To the House staff:

1. To induct all new colleagues into the House.
2. To work effectively with the House staff team, ensuring that proper channels of communication are maintained at all times.
3. To work closely with all members of the House staff, to support them and to advise on professional development and training requirements.
4. To assess the performance of the House staff in accordance with the School's Appraisal policy.
5. To participate in the Boarders' Weekend Activities Programme and lead and/or accompany trips as required.

To the School:

1. To promote self-discipline and a proper regard for the guidelines on School conduct.
2. To maintain high personal standards of punctuality and professional appearance.
3. To participate in appropriate supervisory duties shared by all members of staff.
4. To complete pupil reports as and when required, before the deadlines.
5. To seek the Head of Boarding authorisation for any absence from House duties.
6. To sleep in the House every night during term time other than the allotted amount of time off.
7. To attend all relevant staff meetings, INSET days and any other events as required by the Head of Boarding.
8. To attend all major School events, as required by the Principal.
9. To maintain accurate records of all personal information relevant to the care of individual pupils.
10. To ensure that the House fabric and furnishings are maintained in a clean and tidy state and to report any damage to equipment, furniture or fittings.
11. To ensure that the House is left in a properly secured and organised state after the departure of the girls at the end of each term.
12. To maintain an accurate inventory of all House equipment and resources.
13. To prepare a Development Plan for the House in the agreed format on an annual basis.
14. To prepare a Risk Assessment for the House in the agreed format on an annual basis.
15. To conduct Self Evaluation Forms (SEF) in the agreed format on an annual basis.
16. To update the House Handbooks (for Staff and Pupils) on an annual basis.
17. To understand and implement the School's Health and Safety policy and to ensure that all health guidelines and rules are followed and that the girls are also made aware of them and comply with them.
18. To take an active part, along with all other members of staff, in ensuring that good relations are made with all members of the local and wider community and that the School is always promoted positively.
19. To manage the House petty cash budget effectively.
20. To undertake any other tasks relevant to the work of the House or the needs of the School, as they may arise (for example, tours as requested).

21. To complete any required training.
22. To complete any duties relevant to the post as directed by the Principal, Deputy Head Pupils and Head of Boarding.
23. To teach approximately 0.5 timetable.

The Housemistress will have half a day off a week and will be on a rota to work one in three weekends, with some flexibility at the start and end of term.

The Housemistress is expected to sleep in the House every night during the term time other than during the allotted time off periods. On call cover for the nights in house is on a team rota basis. At the end of an exeat or half-term the Housemistress will be required to welcome the boarders back into the house. At the start and end of each term the expectation is that the Housemistress has limited time off, negotiated with the Head of Boarding.

No Job Description can be fully comprehensive and it is subject to review and modification as necessary.

PERSON SPECIFICATION

| Requirement | Essential | Desirable |
|-------------------------------|---|--|
| Qualifications | <ul style="list-style-type: none"> ● PGCE or equivalent that gives QTS status | <ul style="list-style-type: none"> ● BSA certificate of professional practice in Boarding Education |
| Experience / Knowledge | <ul style="list-style-type: none"> ● Experience of working in a Boarding School. ● Basic I.T. skills (Microsoft office, email, database) | <ul style="list-style-type: none"> ● Experience of residential work in a Boarding School. ● First Aid/Nursing qualifications |
| Key Skills | <ul style="list-style-type: none"> ● Excellent written and oral communication skills at all levels. ● Excellent interpersonal skills. ● Good organisation and administration skills. ● Flexibility to deal with changing needs of a busy boarding house. ● Ability to cope calmly and effectively with emergencies when they arise. ● Self-motivated & Resilient. ● Good team player, cooperative and helpful. | <ul style="list-style-type: none"> ● The desire and willingness to participate in activities across the school. |
| Personal qualities | <ul style="list-style-type: none"> ● Sensitivity and Empathy | <ul style="list-style-type: none"> ● Patient and a sense of humour. |
| Other Skills | <ul style="list-style-type: none"> ● Physically able to undertake all the physical requirements of the post and use equipment according to health and safety guidelines. | <ul style="list-style-type: none"> ● Current clean driving licence. |

Benefits:

- All meals (term time)
- Accommodation is provided all year within the boarding house.
- Teacher's pension: Queenswood teacher's pension scheme is administered by Aviva.