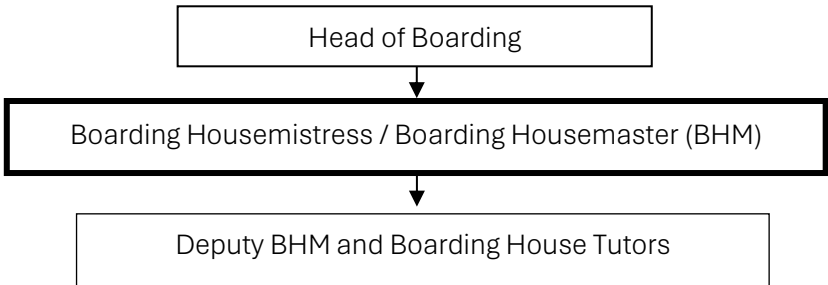


Boarding Housemaster / Housemistress

Starting September 2026

Reports to:	Head of Boarding		
Direct Reports:	Deputy Housemistress / Housemaster and Boarding House Tutors		
Reviewed:	Annually, last review Nov 25.	Employment Status	Permanent
Allowance and Benefits	<p>Allowance of £12,514 per annum paid in monthly instalments. This allowance is reviewed annually in September in line with the Teacher cost of living pay increases.</p> <p>Residential Accommodation on site.</p> <p>In addition, the payment of running costs by the school (utilities, fixtures and fittings and repairs and maintenance) generates a “Benefit in Kind” which is subject to income tax. The benefit in kind value, which is assessed annually, is subject to income tax at your marginal rate. The benefit in kind value has historically been less than £3,000.</p>		
Hours of Work:	Full Time		
Notice Period	Two terms’ notice to be given if departing.		
Job Purpose:	The Housemistress/Housemaster is a full-time, permanent position. They are responsible for approximately 40 students aged 11 to 18 years and are the line manager for a House Team (comprising of Deputy Housemistress/Housemaster, Matron and at least 4 Boarding Tutors).		
Department / Team Purpose:	<p>The Housemaster / Housemistress has a significant role in creating the ethos of the boarding community in the House.</p> <p>A sound understanding of the Boarding House Handbook will act as a good guide in ensuring the basic requirements of a successful boarding community are in place.</p> <p>The BHM will be a member of the Boarding Leadership team and will be expected to contribute collaboratively to ensuring that the aims of Boarding in Reading School are fulfilled and that the community continues to develop as a positive environment for boarders.</p>		
Organisation Chart:	 <pre> graph TD A[Head of Boarding] --> B[Boarding Housemistress / Boarding Housemaster (BHM)] B --> C[Deputy BHM and Boarding House Tutors] </pre>		

Main Tasks and Responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Head of Boarding (Headmaster).

Reading School is committed to safeguarding and promoting the welfare of our students. We expect all staff working in the school to share in this commitment and contribute to:

- Providing a safe environment for our students to learn in.
- Identifying safeguarding concerns and acting in line with our safeguarding policies.

Core Responsibilities

- All aspects of the organisation and operation of the relevant Boarding House.
- Complete the induction of new boarders and make appropriate record.
- Ensuring the pastoral wellbeing of the resident boarders, being aware of their individual needs and enabling them to thrive and be happy at school.
- Maintaining an overview of the pastoral, academic and co-curricular progress of all the pupils in the house, ensuring their social and academic potential is reached.
- Manage and support the house team, to ensure proper channels of communication are maintained.
- Attend boarding meetings and chairing house tutor meetings.
- Establish effective communication with parents/guardians, ensuring that they are fully informed about any matter affecting the welfare of their children.
- Work alongside the Head of Boarding and Boarding Leadership Team on regular parental communication.
- Maintenance of good discipline and dress in liaison with the Head of Boarding and the Boarding Leadership Team.
- Ensure the provision of a comfortable living environment, a home from home, and to establish and maintain a healthy routine for each boarder.
- Oversee and develop the programme of activities within the house for boarders (on and off site) with diverse activities to engage and support the social development of the boarders.
- Instilling the value of the whole person - spiritual, cultural, moral, intellectual, physical and social and promoting the development of conditions in which individual personality and interests can flourish.
- Maintain all the required documentation enabling the safe running of the house and to keep accurate and up-to-date records on pupils using the agreed school systems.
- Be prepared to work at any time to care for the boarders in times of emergency.
- Undertake any other tasks relevant to the work of the House or the needs of the school as they may arise, as required by the Head of Boarding.

Additional Information

- The role is rewarding, both personally and professionally.

- Attractive family accommodation is provided.
- Boarders at Reading School are weekly boarders. They normally arrive in the boarding house from 6pm on Sunday evening and depart on a Friday evening after school activities. In certain circumstances, boarders may be able to stay over on a Friday night, if they are scheduled to attend School related activities on the Saturday morning.
- The Housemistress/Housemaster is expected to sleep in the house every night during term times, except when boarding is closed during the weekend.
- As with all boarding roles, the responsibilities are significant and the Housemistress/Housemaster is expected to be flexible.
- Following an Ofsted Boarding Inspection in November 2023, the Boarding provision at Reading School was judged to be outstanding.
- Our boarding houses work so well because deep understanding of the lives of our boarders informs the best of our classroom practice, and because our boarding house parents and tutors are all teaching staff who see boarders at work and play during the school day. Our ideal housemaster/mistress must therefore be an outstanding educational practitioner.

Person Specification

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate:

Essential	Desirable	Evidence
Experience of working in a school with boarding.	BSA certificate of professional practice in Boarding Education or equivalent.	Application Form References Interview Certificates of Qualification
Experienced Teacher	Mental Health First Aid training or equivalent.	
Good ICT skills (Microsoft Teams and associated apps, School Information Systems).	First Aid qualification.	
Excellent interpersonal and communication skills.		
Able to motivate and inspire others.		
Team player, co-operative and helpful.		
Flexible and calm under pressure.		
Strong organisational skills.		
Understanding and supporting of Reading School's values and ethos.		