



## **JOB DESCRIPTION**

### **Housemistress**

#### **THE SCHOOL**

RMS is a leading independent girls' day and boarding School with a forward-thinking approach to providing exceptional education to over 800 girls aged 2 – 18 and over 250 teaching and support staff, situated on a 300-acre parkland site near Rickmansworth in Hertfordshire. Potential candidates are strongly encouraged to visit the school website [www.rmsforgirls.com](http://www.rmsforgirls.com) for more information about our thriving school, with its excellent value-added results and inclusive community spirit that encourages both girls and staff to share a commitment to continued personal, professional and academic development.

With close proximity to both Rickmansworth train station (servicing Chiltern Railways and the Metropolitan Line) and the M25, the School is easily accessible by various means of transport.

In recent years, considerable investment has been made to improve the facilities for students such as the new Performing Arts Centre in 2019, the theatre space in 2022 and more recently the delivery of a coffee shop, conference room, a career's centre and a wellbeing room for the Sixth Form in the summer of 2023. Boarding facilities are continually being upgraded and all houses now boast wonderful communal facilities.

#### **THE ROLE**

We are seeking to appoint a caring, enthusiastic and experienced Housemistress to join our boarding community in January 2027.

The housemistress alongside the rest of the boarding team and wider school will provide support to ensure the School can deliver a step-change in boarding cultures, transforming the pupil experience within boarding. The post holder will be responsible for supporting the strategic direction of Boarding whilst ensuring every individual boarder is valued and encouraged to develop their full potential in all areas of school life.

You will work to ensure the academic experience of all boarding pupils is developed, strengthening links between the academic and boarding life of the school. The post holder (if a teacher) will have a significantly reduced teaching allocation in order to ensure the strengths of boarding at RMS are developed, and to promote and facilitate a diverse range of inclusive, engaging, co-curricular student opportunities. You will play an important role in supporting the recruitment of boarding pupils, including conducting tours, arranging taster evenings/weekends and working with the Admissions and Marketing department to actively promote the opportunities provided at RMS.

You will undertake training and development as appropriate and will play a significant role in ensuring the safeguarding and wellbeing of all our boarding pupils.

## **JOB SPECIFICATION**

In addition to the duties of a subject teacher (if applicable) the main duties and responsibilities of the post holder include but are not limited to;

### **Pastoral**

- supporting the tone and ethos of the Houses, ensuring that the pastoral needs of each pupil are met
- supporting the induction of new boarders whether in September or those that join mid-term
- ensuring the individual circumstances, needs, strengths and weaknesses of each pupil are identified and known by staff as needed, so that individual opportunities, talents and potential are developed and maximised
- taking specific interest in key areas of the pupils' academic progress, such as GCSE choices and university admissions, and being involved in helping the pupils through any disciplinary issues
- ensuring consistency of pastoral and academic approach
- working with the Heads of Year, Deputy Heads with oversight for Pastoral and Academic matters, the Health Centre and Assisted Learning Support teams to ensure that the academic progress and pastoral care of boarders is of the highest standard
- being actively involved in relevant pastoral meetings
- supporting the implementation of key policies (e.g. School's Child Protection and Safeguarding Policy, anti-bullying)

### **Communication with Parents and prospective parents**

- building and maintaining co-operative relationships with parents and carers and to communicate with them on students' learning and progress, drawing attention to skills and talents as well as areas for improvement and difficulties
- attending parent information evenings and other meetings with parents as required, and providing parents with information about a student's effort, attitude, performance and prospects
- attending other events outside the school day as required e.g. Open Day, Speech Day

### **Relationships**

- undertaking development and training to ensure the highest standards of performance, demonstrating commitment to self-improvement, personal development, and a genuinely reflective professional culture
- promoting the school's values and rules, maintaining good order, discipline and respect for others amongst students
- safeguarding the health and safety of all pupils whether on school premises or engaged in school activities elsewhere
- developing relationships amongst students conducive to optimum learning
- demonstrating a positive approach, a willingness to share ideas and to work as part of a team

### **Professional Development**

- keeping up to date with new developments in Boarding, alongside current educational thinking and practice evaluating and reviewing one's own methods of teaching
- participating in the School's programme of professional development
- demonstrating an active commitment to promoting and ensuring innovative practice in boarding and in the classroom

## **Departmental**

- working with staff to monitor, guide, advise and direct study in order to improve pupil learning
- supporting the team to arrange, organise and participate in the programme of activities, trips, social events and weekend activities which play a key role in ensuring the very special boarding experience
- organising boarding staff rotas
- effectively support the delivery of the department development plan
- attending regular boarding meetings and professional development at which the quality of practice is the principal focus
- undertaking any CPD as required
- aiding the induction of new members of boarding staff, including GAP Assistants ensuring standards in the boarding houses adhere to the highest expectations, all departmental administration is compliant and completed accurately and effectively with regard to National Minimum Boarding Standards and ISI Inspection requirements
- adhering to the departmental handbook
- ensuring that pupils' clothes and personal belongings are stored securely and tidily and to ensure that the house and all belongings are treated with respect.
- liaising with the Medical Centre to ensure that pupils' medical requirements are properly catered for; to encourage pupils to adopt a healthy lifestyle.  
taking responsibility for Health and Safety across boarding
- liaising with the catering department through the appropriate channels to ensure that the dietary needs of boarding pupils are met.

## **School Life**

- taking a role in the co-curricular life of the boarding community
- participating fully in all areas of school life by attending assemblies, staff briefings, attending a variety of other events and carrying out general supervision duties as required, as well as contributing to extra-curricular activities
- taking part in whole school reviews of policy as required
- working with the Deputy Head Pastoral and Director of Marketing and Admissions to promote boarding at RMS internally and externally, locally and nationally, to prospective parents, feeder schools and existing day girls contributing to the School liaison and marketing activities, e.g. the collection of material for press releases and the school website.

## **PERSON PROFILE**

The holder of this post will be flexible, experienced and enthusiastic and enjoy working within a team with all members of the school community as well as demonstrating an affinity and understanding of the ethos of the school. An open mind, being receptive to new ideas and challenges and a willingness to contribute to all areas of school life will be essential alongside a commitment to self-improvement.

## **PERSON SPECIFICATION**

### Qualifications and Attainments;

- Strong A levels and/or a good degree in an appropriately related subject
- A PGCE / QTS or other suitable teaching qualification (preferred, not essential)
- Evidence of recent CPD/ In-service training
- A strong understanding of safeguarding; have or undertake safeguarding accredited training

### Experience and knowledge:

- Evidence of working successfully in a boarding post
- Awareness of or willingness to learn about the National Minimum Standards for boarding
- Ability to lead by example and influence others
- Excellent interpersonal and communication skills
- Excellent subject knowledge
- Ability to teach one of the subjects on the RMS senior school curriculum (age range 11-18) (preferred, not essential)
- Desire to contribute effectively to pastoral life at RMS
- Evidence of the capacity to contribute to the broader life of the School, and for evidence of passion and enthusiasm for the relevant subject
- Ability to set high standards in the classroom for themselves and others
- Excellent IT skills

### Desirable skills

- Full UK Driving Licence & the willingness to drive a minibus (with appropriate training/qualification)
- Current First Aid certificate or the willingness to gain certificate upon appointment
- Evidence of relevant experience outside the classroom

### Personal Attributes:

The successful holder of this post will need to demonstrate that she has a genuine interest in the care and development of children and young people as well as a commitment to safeguarding. The ability to work both independently and effectively as part of a team and be willing to contribute to the whole life of the school with a supportive understanding of the ethos of independent education is vital. The successful post holder will need to be:

- passionate about teaching their subject; an excellent classroom practitioner for themselves and others
- able to develop Boarding to achieve the highest standards to ensure all pupils reach their full potential
- able to embrace change
- able to inspire boarders to bring new/innovative ideas to the team
- communicate effectively, orally and in writing, to a range of audiences
- highly organised with sound planning skills
- able to investigate, solve problems and make decisions with support as necessary
- have a record of good health and attendance and be of smart personal appearance
- a positive role model for young people
- demonstrate an open mind that is receptive to new ideas, approaches and challenges

### **TERMS OF EMPLOYMENT**

The terms of employment include:

- Full time, permanent role, with reduced teaching allocation (required to teach up to 40% of a full time allocation).
- Expectation you will be available in the boarding houses on a rota of weekends on/off duty (3 weekends per term). You will be expected to be resident overnight for up to 5 nights each week during term time. On-call duties will be shared. House staff are expected to be present at school events including INSET as deemed necessary by the School.
- Day and half off per week
- Free Accommodation in one of the boarding houses
- Staff Pension Scheme
- Free school meals when the School's catering facilities are open
- Access to an Employee Assistance Programme

- School fee discount – subject to terms and conditions of the policy
- We welcome female applicants only as this position is in a girls' boarding house. *This is a genuine occupational requirement in accordance with schedule 9, part 1 of the Equality Act.*

#### **DISCLOSURE AND BARRING SERVICE**

The School is a "Registered Body" under the provisions of the Police Act 1997 because employment at the School involves access to children under the age of 18. This post shall be subject to the receipt of overseas criminal records check (where appropriate) and will require an Enhanced Disclosure Certificate (with barred list) from the Disclosure and Barring Service (DBS) before an offer of employment can be confirmed.

#### **SAFEGUARDING CHILDREN**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the School's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School they must report any concerns to the Head.

In addition to the candidate's ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children, including;

- Motivation to work with young people
- Ability to form and maintain relationships and personal boundaries with young people
- Emotional resilience in working with the challenges that young people present
- Approach to the use of authority and maintaining discipline

#### **Revision of Job Description**

According to the development and requirements of the School, Job Specifications will need to be reviewed and updated periodically, after consultation with the Job Holder.