



Hurtwood House

Job Description – Housemaster/Housemistress (HH)

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Main duties and responsibilities:

- Promote and safeguard the welfare of all students for whom you are responsible and with whom you come into contact
- Monitor the academic and pastoral progress all students in the main house
- Work closely with SMT to ensure that the ISSR and NMS for boarding schools are met
- Liaise regularly with House Staff and Academic Tutors on the progress and well being of students in your care
- Liaise regularly with parents about the progress, welfare and behaviour of their children - the minimum requirement being a comprehensive report at the end of each term (more frequent contact is encouraged) and keep a record of all contact with parents/guardians
- Liaise with the Deputy Head (Students) on the academic progress and pastoral care of the students in the main house
- Record student attendance and ensure effective supervision of Hurtwood House students at all times
- Make arrangements for the distribution of grades each Monday evening
- Counsel students over difficulties with their work and be prepared to introduce sanctions where necessary
- Prepare confidential references for UCAS, HE, employment or other applications
- Investigate and consult with the Deputy Head (Students) when a student breaks a House or School rule
- Maintain records of sanctions administered to students
- Assist with the school's drug testing programme
- Carry out a fire practice within two weeks of the start of the academic year and then on a termly basis. Maintain a log of all tests and practices as well as occasions when the fire alarm has sounded.
- Organise and maintain in good order the social and other amenities in the House. These would include AV and ICT facilities, video, pool table, kitchen, social rooms and any other equipment
- Liaise with the Estate Manager regarding routine maintenance and repairs.
- Provide at the end of each term a list of necessary maintenance plus any suggested improvements.
- Maintain a D1 PSV licence by undertaking annual CPC training. Drive the students to and from school as required ensuring that buses are not overloaded and rules regarding seat belts are adhered to.
- Be responsible for the welfare and professional development of House Staff. This would include representing grievances to SMT
- Follow the provisions and requirements of the Children Act 1989 and report any breaches or notifications to the Deputy Head (Students)
- Carry out general duties and responsibilities as deemed reasonable by the SMT



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Person Specification – Housemaster/Housemistress (HH)

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	Essential These are qualities without which the applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of assessment
Qualifications:	A good degree from a recognised university either in the UK or overseas.	A PGCE or equivalent teaching qualification. A qualification in pastoral care. A qualification in first aid.	Production of the Applicant's certificates.
Experience:	Experience in a residential role within a boarding school environment. Experience of teaching a subject at AS and A level in a recognised school or college and outstanding classroom skills.	Experience in a residential role with international students. Experience as an examiner or moderator for one of the examination boards. .	Contents of the Application Letter. Interview Professional references.
Skills:	Effective communication skills with staff, students and parents. Ability to cope calmly and effectively with emergencies when they arise Flexibility to deal with the changing needs of a busy boarding house. Strong written English and good ICT skills. Proven leadership, organisational and administrative skills. The ability to show initiative within the framework of a strong and supportive team. The ability to offer extra-curricular sports or activities.	A clean driving licence. A D1 minibus licence or a willingness to obtain one.	Contents of the Application Letter. Interview. Professional references.
Knowledge:	A good working knowledge of the regulatory requirements for boarding care in schools. An awareness of the statutory requirements of Health and Safety. An understanding of the principles of emergency aid. A thorough understanding of the UK examination system.	Familiarity with Microsoft Office.	Contents of the Application Letter. Interview. Professional references.
Personal competencies and qualities:	The motivation to work with children and young people. Sensitivity and empathy. Stamina and good health. A good sense of humour. The ability to form and maintain appropriate relationships and personal boundaries with children and young people. A positive attitude to the use of authority and maintaining discipline.	A calm demeanour. A perceptive understanding of teenagers and their 'needs' and 'expectations'. A flexible approach to teaching and a willingness to learn. An even handed approach in all matters.	Contents of the Application Letter. Interview. Professional references.