

ASSISTANT HOUSEMISTRESS

James and Osborn House

Job Purpose

The Assistant Housemistress of James and Osborn (currently Years 10–13) is responsible to the Headmistress via the Housemistress for the care of the pupils in the house and the day to day running of the Boarding House. She should contribute fully to the whole school house staff team to ensure that all boarders have a positive experience at the school and are a valued and active part of the KC community.

Working times

The Assistant Housemistress will carry out an appropriate share of supervisory duties in accordance with published schedules. The Assistant Housemistress will need to be in residence within the house, except during specified days off.

Time Off

The Assistant Housemistress will be off duty for 48 hours each week either in 2 separate 24 hour periods or 48 hours taken together.

ALL house staff are expected to be on duty on the following occasions:

- The first and last day of each half and full term (when the boarders arrive and leave).
- There are no compulsory exeat weekends, therefore a rota will be organised and agreed by the Housemistress.
- There are a few annual school and boarding events throughout the year, where attendance is compulsory, such as: Open Days, Christmas Concert, Leaver's Barbecue, Sports Day.

The times parents (guardians) come into the House to collect and deliver pupils is prime contact time, beginnings and ends of term, are very busy and many parents do want to talk.

Principal Responsibilities:

Pastoral Care

- To be aware of the National Minimum Standards for Boarding Schools, School policies and procedures, and School and House aims and objectives.
- To take a full role in the house duty rota. This means taking full responsibility for the House and all matters pertaining to pupils and parents when the Housemistress is off duty or off site.
- To encourage all pupils to achieve excellent academic standards by supervising of prep either in house or in the Susanna Wesley Library and Arts Centre during the weekday or weekend.
- To encourage all pupils to contribute fully to the life of the school and take up opportunities that will enrich their experience.
- To assist in the daily running of the house so that there is a happy, welcoming and secure environment for all members and the pupils understand what is expected of them.
- To liaise directly with the Housemistress regarding any issues of concern about the pupils' pastoral or academic needs. Then, if requested to communicate with other house staff, divisional heads, form tutors, nursing sister and parents.
- To assist with the provision of care, guidance and support for the pupils in the boarding houses, developing healthy relationships with the pupils and to be a sensitive 'listening' ear.

Housekeeping

- To liaise with the housekeeping and estates staff to ensure the boarding house is kept to an excellent standard.
- To encourage high standards of bedroom tidiness and assist with the organisation of house laundry.
- To supervise common room and kitchen areas with regard to tidiness and hygiene.

Medical

- To assist with the escort of pupils to medical and dental appointments, if required.
- To administer medication as directed by the school nursing sister.
- To care for pupils in sick bay when the school nursing sister is out of school.
- To undertake a three day First Aid at Work and Administration of Medication qualification, at the school's expense.
- To liaise with the school nursing sister regarding our medical stock and its administration.

Catering

- To order daily provisions for the boarding house, including special items such as birthday cakes or packed lunches.

Activities and Excursions

- To book tickets, arrange transport and timings, and complete the risk assessments for weekend excursions.
- During part of each weekend to be responsible for pupils and other staff, during both on-site and off-site activities.
- To drive the boarders to weekend activities.
- To regularly update minibus driving licence (course at the school's expense).

Administration

- To keep suitable records in pupils' personal files.
- To write accurate House reports for parents according to the Kent College guidelines.
- To be responsible with the Housemistress for the finances allocated for the day-to-day organisation of the House. Also for Petty Cash and for the safekeeping and issuing of boarders' pocket money.
- To co-ordinate the beginning and end of term travel arrangements for all junior boarders
- To complete daily records when on duty, such as the nightly diary and communications to pupils, staff and parents.
- To assist with flexi-boarder bookings, replying to parents and arranging the stay.
- To undertake House administration.
- To attend and minute the weekly H&H staff meetings.

General

- To support the aims, ethos, reputation and good name of Kent College Pembury.
- To be in full sympathy with the school's Christian foundation.
- To accompany the pupils to weekly prayers and church services.
- To attend staff meetings, in-service training and major school occasions.
- To follow safe practice in all areas of school life.
- To carry out any other reasonable duties falling within your capabilities depending on the needs of the school.

- To continue with personal professional development through appropriate in-service opportunities (in particular BSA qualifications) and to participate in staff professional review.
- To approach their work in a flexible, positive manner, working amicably and proactively with the boarding house team.

This job description may be reviewed and amended at any time after consultation with you.

Signed by the Assistant Housemistress:	Signed by the Headmistress:
Date:	Date: