

Housemistress

Hawkwell & Hargreaves House

Job Purpose

The Housemistress of Hawkwell & Hargreaves House is responsible to the Head via the Deputy Head Pastoral (Head of Boarding) for all matters relating to the boarders and boarding staff in Hawkwell & Hargreaves House.

Key Responsibilities

To share with the Housemistress (J&O), the responsibility for ensuring that there are "whole boarding community" events in school. Eg Christmas Concert, Farewell BBQ, international evening etc.

- To be responsible for boarders' welfare – academic and pastoral – in Year 9 and below;
- To be responsible for boarders' Health and Safety – all aspects – in Year 9 and below;
- To lead and develop a team of residential house staff;
- To ensure regular and effective communication between house staff and parents;
- To produce a termly newsletter to parents;
- To work closely with student managers and tutors (in Senior School), form teachers (prep School) and other academic staff;
- To oversee exeat/half term arrangements for boarders in Hawkwell and Hargreaves;
- To liaise with the Housemistress (J&O) to be "on call" for all boarding staff during term time.

Overall responsibility for:

A. **Welfare, Health and Safety: (shared with the Housemistress of James and Osborn House):**

- The welfare, safety and health of all the boarders, ie full, weekly and flexi.
- The implementation of the latest Child Protection guidance and the organisation for inspections by the ISI.
- To ensure that all members of the boarding house team as well as senior boarders (as appropriate) are familiar with the school's policies and procedures for Safeguarding including Child Protection, countering bullying, substance misuse, and Health & Safety, and are aware of the appropriate response.
- To work closely with the Deputy Head Pastoral Head of Prep School, Student Managers and Chaplain on matters of pastoral care and also on academic matters.
- To advise on matters of the security and safety of the residential community.
- To liaise with Sister/School Doctor/Counsellor/on boarders' medical matters and to encourage boarders to adopt a healthy life style.
- To liaise with Chaplain regarding Sundays and weekday services, confirmation and the spiritual wellbeing of all boarders.
- To liaise with the Catering Manager to discuss aspects of food provision and to ensure that student year representatives meet with the Catering Manager and Housekeeper regularly.
- To attend Health & Safety committee meetings to represent boarders.

- To check and report Health & Safety incidents, fire practices etc. and to keep the Head and Bursar informed of areas of concern.
- To take responsibility for emergency fire procedures between 16.30 and 08.30 on weekdays and on weekends, and for organising fire drills, liaising with the Estates Manager
- In close association with the Estates Manager, to initiate and control action necessary in an emergency, liaison with fire, ambulance and police services.
- At the end of term, to work with the other Housemistress to co-ordinate an arrangement to ensure that any pupil leaving late or who gets stranded can be looked after (in one house) if necessary until the next morning.

B. Staffing

- To advise the Deputy Head Pastoral on residential staffing needs and to assist in the appointment of new staff and their induction.
- To work with the Deputy Head Pastoral to organise the boarding staff rota to include, time off duty and cover and to ensure that all residential staff duties are undertaken in Hawkwell & Hargreaves House.
- To chair weekly meetings of residential staff in Hawkwell & Hargreaves and to ensure minutes are produced and circulated.
- To be responsible for the professional development of House staff and to work alongside the Housemistress James & Osborn , in maintaining and developing further the existing programme of residential staff development and performance management.
- To undertake own professional development, using BSA courses if relevant, and to keep up to date with boarding matters.

C. Communication/Administration

- To ensure, through the House staff/Boarding staff, school nurse and clerical staff, that full and accurate records are maintained on boarders, welfare, health, emotional problems, achievements and misconduct; to provide such reports and references as may be required.
- To liaise with parents and guardians of boarders whenever this is necessary and to oversee all correspondence to and from parents on boarding matters.
- To exercise an organisational oversight of the Boarding Handbook for staff and those of the individual houses for pupils and parents.
- To produce any material needed for promoting boarding, in liaison with the Director of External Relations.
- To show prospective parents around the boarding houses and on Open Days etc. in liaison with the Registrar.
- To attend Open Days.
- To submit a budget each year and once confirmed, to maintain this throughout the year in liaison with the Bursar.

D. Discipline/Behaviour/Extra Curricular Activities

- To lead on all in house disciplinary matters with the support of the Deputy Head Pastoral
- To support house staff with regard to routine disciplinary matters
- To monitor sanctions and rewards in the house, checking and signing the house book twice a term.

General Duties

- To uphold the ethos, aims and objectives of Kent College.
- To be in sympathy with the school's Christian foundation.
- To attend Progress Meetings concerning the pupils in your care and to attend Staff Meetings, In-service Training and major school occasions.
- To interview prospective parents whenever required to do so by the Head.
- To attend Assemblies and other school events (regular or occasional) as regularly as possible.
- 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.

Time Off

The Housemistress will be off duty for approximately 48 hours each week, either in 2 lots of 24 hour periods or 48 hours together. ALL house staff are expected to be on duty on the following occasions:

- Penultimate night of each term
- Beginning and end of full and half term

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.

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

Housemistress' Signature:	Head's Signature
Date:	Date:

January 2022