

# Queenswood



PERSON SPECIFICATION  
AND JOB DESCRIPTION



## Residential Housemistress (Swanwick House)



## **JOB DESCRIPTION**

### **HOUSEMISTRESS**

*Queenswood School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.*

<b>Job Title:</b>	<b>Housemistress (Residential) – Swanwick Boarding House</b>
<b>Reporting to:</b>	<b>Assistant Head (Boarding)</b>
<b>Responsible for:</b>	<b>Boarding Assistant</b>
<b>Main purpose:</b>	The Housemistress of the Swanwick Flexi Boarding House is responsible for up to 60 Y9-Y10 Flexi boarders.

#### **Key responsibilities**

##### **To the girls:**

1. To be aware of, and to respond to, the special needs of individual flexi boarders, including those from different cultural backgrounds.
2. To ensure the provision of a comfortable living environment and to establish and maintain a healthy routine for each girl, including ensuring that standards of cleanliness and personal hygiene are carried out.
3. To fully induct new students into the house and boarding community.
4. To share mealtimes with the girls as frequently as possible in the dining room and to establish routines to ensure a healthy diet.
5. To ensure that a routine is established which ensures all flexi boarders have time to study, enjoy themselves and have sufficient rest.
6. To liaise with the Medical Centre on the general health and lifestyle of the flexi boarders in the house and to keep closely in touch over individual cases of illness. With the correct training, to administer medication to flexi boarders in the house.
7. To deal with disciplinary problems in a firm but caring manner and to liaise with the Assistant Head (Boarding) in any matter of serious concern.
8. To be prepared to work at any time to care for the girls in times of emergency.
9. To follow the instructions of the Assistant Head (Boarding) to ensure that all fire regulations are rigorously met and regular fire drills carried out.
10. To ensure that the girls' presence is checked individually and personally at the times required by the Assistant Head (Boarding).
11. To ensure that visitors to the House are welcomed and carefully monitored, and that the bedroom accommodation, including the corridors, is private to the girls and to the House team only (and to parents at the appropriate times). To ensure that no other visitors, including members of the families of the house team, are permitted to enter these areas.
12. To collate and manage the Flexi boarding nights (including change of boarding nights, notice periods, new flexi boarding requests, dorm plans) and liaise with the Bursary and the Boarding Status team to ensure that records are kept up to date and the database (Isams) reflects the current flexi boarding statuses of all the Flexi boarders in the house.

##### **To the parents:**

1. To ensure that the House is ready to welcome parents and girls at the beginning of each term and after every half term and holiday.

2. To ensure that the travelling arrangements (if applicable) for each girl is known and recorded and to contact the Assistant Head (Boarding) immediately any problem occurs.
3. To be prepared to respond to the concerns of parents at any time.
4. To keep in contact with parents in as many different ways as possible and to get to know them personally, whilst maintaining a sense of ethical propriety.
5. To keep parents informed of any matter affecting the welfare of their children.

#### **To the House team:**

1. To induct all new colleagues into the House.
2. To work effectively with the Boarding Assistant and Evening Tutors, ensuring that proper channels of communication are maintained at all times.
3. To work closely with all members of the house team, to support them and to advise on professional development and training requirements.
4. To assess the performance of the Boarding Assistant in accordance with the School's Appraisal policy.

#### **To the School:**

1. To promote self-discipline and a proper regard for the guidelines on School conduct.
2. To maintain high personal standards of punctuality and professional appearance.
3. To participate in appropriate supervisory duties shared by all members of staff.
4. To complete pupil reports as and when required, before the deadlines.
5. To seek authorisation from the Assistant Head (Boarding) for any absence from House duties.
6. To sleep in the House every night during term time other than the allotted amount of time off.
7. To attend all relevant staff meetings, INSET days and any other events as required by the Assistant Head (Boarding).
8. To write individual reports at times specified throughout the school year (e.g. for Flexi 3 night boarders).
9. To attend all major School events, as required by the Principal.
10. To maintain accurate records of all personal information relevant to the care of individual pupils.
11. To ensure that the House fabric and furnishings are maintained in a clean and tidy state and to report any damage to equipment, furniture or fittings.
12. To ensure that the House is left in a properly secured and organised state after the departure of the girls at the end of each term.
13. To maintain an accurate inventory of all House equipment and resources.
14. To prepare a Development Plan for the House in the agreed format on an annual basis.
15. To prepare a Risk Assessment for the House in the agreed format on an annual basis.
16. To conduct Self Evaluation Form (SEF) in the agreed format on an annual basis.
17. To update the House Handbooks (for Staff and Pupils) on an annual basis.
18. To understand and implement the School's Health and Safety policy and to ensure that all health guidelines and rules are followed and that the girls are also made aware of them and comply with them.
19. To take an active part, along with all other members of staff, in ensuring that good relations are made with all members of the local and wider community and that the School is always promoted positively.
20. To undertake any other tasks relevant to the work of the House or the needs of the School, as they may arise (for example, tours as requested).
21. To work with the Admissions Team in promoting Flexi boarding and attend marketing events were necessary.
22. To work with the Assistant Head (Boarding) in developing Flexi Boarding throughout the school.
23. To complete any required training.

- 24. To complete any duties relevant to the post as directed by the Principal, Deputy Head Pastoral and Assistant Head (Boarding).
- 25. To teach approximately 0.5 timetable.

The Housemistress will have every weekend off from 6pm on a Friday evening to 7am on a Monday morning.

The Housemistress is expected to sleep in the House every night during the term time other than during the allotted time off periods. On call cover for the nights in house is on a rota basis. At the start and end of each term the expectation is that the Housemistress has limited time off, negotiated with the Assistant Head (Boarding).

**No Job Description can be fully comprehensive and it is subject to review and modification as necessary.**

### PERSON SPECIFICATION

Requirement	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>● PGCE or equivalent that gives QTS status</li> </ul>	<ul style="list-style-type: none"> <li>● BSA certificate of professional practice in Boarding Education</li> </ul>
<b>Experience / Knowledge</b>	<ul style="list-style-type: none"> <li>● Experience of working in a Boarding School.</li> <li>● Basic I.T. skills (Microsoft office, email, database)</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of residential work in a Boarding School.</li> <li>● First Aid/Nursing qualifications</li> </ul>
<b>Key Skills</b>	<ul style="list-style-type: none"> <li>● Excellent written and oral communication skills at all levels.</li> <li>● Excellent interpersonal skills.</li> <li>● Good organisation and administration skills.</li> <li>● Flexibility to deal with changing needs of a busy boarding house.</li> <li>● Ability to cope calmly and effectively with emergencies when they arise.</li> <li>● Self-motivated &amp; Resilient.</li> <li>● Good team player, cooperative and helpful.</li> </ul>	<ul style="list-style-type: none"> <li>● The desire and willingness to participate in activities across the school.</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>● Sensitivity and Empathy</li> </ul>	<ul style="list-style-type: none"> <li>● Patient and a sense of humour.</li> </ul>
<b>Other Skills</b>	<ul style="list-style-type: none"> <li>● Physically able to undertake all the physical requirements of the post and use equipment according to health and safety guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>● Current clean driving licence.</li> </ul>

**Benefits:**

- All meals (term time)
- Family accommodation is provided all year within the boarding house.
- Teacher's pension: Queenswood teacher's pension scheme is administered by Aviva.