



Ripon Grammar School

Job Description

Housemaster/Housemistress

Key Aspects of Role

- Provide outstanding care for students in the boarding house by creating an ethos which is supportive, provides clear boundaries and expectations and sets the highest standard, in all aspects of boarding
- Line management of the house tutor team
- Teach a reduced timetable and support the ethos and values of the day school

Reports To

- Assistant Head [Boarding]

Terms and Conditions

- Remuneration - teachers' pay scale [M1-UPS3] as relevant to experience and additional RGS allowance
- Teaching allowance of 10 periods [27/40 teaching periods and 3 PPA]
- Family accommodation provided as an annex to the boarding house

Professional Attributes

- Clear strategic focus and passion to deliver change in terms of school improvement
- Excellent communication and public speaking skills
- Ability to work as part of a close knit academic team
- Ability to motivate and consult with staff
- Good organisational and time management skills
- Up to date knowledge pastoral matters including safeguarding and child protection.

Specific Responsibilities and Duties:

Management of the House

- To be responsible for the leadership, management and organisation of the boarding house and its routines, including staffing, accommodation, resources, maintenance and development of facilities
- To be responsible for health and safety in the house and liaise with the Premises Manager responsible for health and safety on site
- To manage the delegated budget for the boarding house in association with the school's bursar
- To regularly review and update documentation relating to the boarding house handbook and crisis file. To ensure that key monitoring files are maintained and updated
- To be responsible for monitoring and reviewing routines in the boarding house
- To take part in staff performance management on an annual basis
- To undertake professional development training as required

Leadership and Management of Boarding Staff

- To lead, manage and support all boarding house staff
- To take line management responsibility for identified staff in the boarding house under the schools performance management arrangements and oversee their continuous professional development
- To organise staff cover for boarding duties
- To organise and lead House staff meetings
- Oversee the house tutor system and to review its effectiveness
- To attend weekly staff briefing meetings, to share information with teaching staff as appropriate
- To monitor food quality at mealtimes and to ensure feedback from students is acted upon

Students

- To be responsible for the care and welfare of the boarders in the house and to engender a feeling of respect and trust between boarders and the staff working in the house.
- To liaise with external agencies/partners to ensure the safety and welfare of all boarders is met
- To liaise with boarders' teachers (or a house tutor if necessary) to ensure that every boarder fulfils their academic potential and inform staff of any issues relating to boarders' performance.
- To be responsible for the care, supervision, cleanliness and presentation of students, co-ordinating and liaising with other staff as necessary
- To be aware of the school uniform requirements of students, and to ensure that they have all items they require; to be responsible for the good standard of clothing of students, arranging for clothing to be sent to and returned from the laundry; arranging for appropriate repair of clothing
- To liaise with parents of boarders as necessary, concerning domestic, welfare and medical matters
- To organise and run the induction arrangements for new students joining the School and to ensure that any settling problems are resolved

Health and Medical

- To be responsible for the general health and well-being of those in the House, holding daily 'surgeries' at appropriate times
- In the case of any doubt or concern, to refer medical matters to the School Health Worker
- To deal with routine medical appointments, escorting students as needed to the surgery or hospital.
- To attend to any sick boarders
- To ensure that the drugs, equipment and dressings in the medical room are in date and re-stocked
- To liaise with the nominated pharmacist re: the storage and administration of non-prescribed medicine
- To ensure that appropriate student records are kept up to date and that they are stored securely; to liaise with school staff as appropriate e.g.(Head of School, form tutor), in order to share any health or main medical concerns

Domestic

- At the end of term, to supervise the clearing up and cleaning of the House; to carry out a check on all bedding, furniture, fixtures and fittings, preparing a list of repairs and maintenance items required, to be submitted to the Assistant Head [Boarding] and Premises Manager [PM]
- At the end of the vacation, to supervise the preparation of dormitories and bedrooms for the new term; to carry out a check on all furnishings to ensure that they are in good order, repairs carried out, that rooms are clean and presentable
- To participate in the instruction and induction of domestic staff allocated, following any administrative arrangements made by the PM and advise on domestic requirements and problems involving staff
- To ensure adequate supplies of cleaning materials and equipment, medical items and other domestic materials, and make adequate provision for their safe storage and use

Any other duties as reasonably requested by the Headmaster