



JOB DESCRIPTION

<i>Job Title:</i>	Resident Assistant Housemistress/Housemaster (AHM)
<i>Responsible to:</i>	Housemistress, and then the Head of Boarding and Principal
<i>Direct involvement with:</i>	House staff, pastoral staff including the Wellness Centre, Heads of School (KS3,4 & 5), boarding tutors
<i>Hours:</i>	Full-time residential
<i>Salary:</i>	Dependent on experience
<i>Job Purpose:</i>	<ul style="list-style-type: none">• Responsible for the general welfare and personal development of all the boarding pupils in the boarding House, in accordance with School policies• To assist the Housemistress in providing boarding pupils with the best possible experience of a boarding education, providing a 'home from home' experience.• To build strong, personal relationships with each of the boarding pupils in the House, recognising their individual needs and to support the Housemistress in meeting those needs.• To take responsibility for the House when the Housemistress is off duty.

Main Duties

Care, welfare and development of the pupils

1. To ensure that appropriate care is given to boarding pupils, being mindful of overseas students who are a long way from home; responding to the special needs of those from different cultural backgrounds and ensuring that different cultures and backgrounds are recognised, respected and accepted.
2. To foster a culture of understanding where each child in the House feels safe, valued and supported.
3. To act, at all times, within the Duchy College Safeguarding policy guidelines, ensuring the welfare of the child is paramount.
4. To ensure that the principles of Boarding at Duchy College are clear to all pupils.
5. To embody the aims and values of the School.
6. To share mealtimes with the boarding pupils and other members of staff in the Dining Room during the week and at the weekends to heat up food in house and assist in clearing away after mealtimes.
7. To check that boarding pupils are in correct uniform for the School day, but also that they are appropriately dressed at other times.
8. To ensure that all boarding pupils' clothing is in neat repair and named appropriately.
9. To liaise with the Wellness Centre Staff concerning the general health and lifestyle of the boarding pupils and to keep closely in touch with the Nursing Team to ensure that appropriate care is given to boarding pupils who are ill including the correct dispensation of the required medication.

10. To keep medicines and medical items in house, fully stocked in line with Health Centre advice.
11. To be prepared to work at any time to care for the boarding pupils in times of emergency.
12. To ensure that visitors to the House are welcomed but carefully monitored.
13. To deal with disciplinary matters in a firm but caring way and to liaise with the Housemistress, relevant Head of School and Head of Boarding or Senior Deputy in any matter of serious concern.
14. To assist the Housemistress in collating information regarding travel at half-terms and end of terms.
15. To assist the Housemistress with the induction of new girls into School and House life.
16. To administer First Aid or dispense approved medication when required; all residential staff are qualified First Aiders at Work. It is expected that new appointees will acquire this qualification (if not already certified) as soon after taking up their position as possible.

Routines and Administration:

1. To assist the Housemistress in ensuring that the House is kept tidy.
2. To be responsible for House provisions and ensuring that the fridges are kept clean and any out of date food is discarded.
3. On occasion to be required to escort a boarding pupil to the dentist, doctor or other appointment that requires support or an adult presence.
4. To be responsible for ensuring the laundry systems run smoothly in the House.
5. To ensure that all regular routines are followed in House (meals, lights out, fire drills etc.) and support the improvement of these with the Housemistress.
6. To perform wake up and lights out routines in conjunction with the House schedule.
7. To assist with Travel Day, either by escorting a coach or in some other way that may not be evident until the day itself.
8. Assist in the organisation and delivery of weekend and special House activities and events.
9. To assist the Housemistress in ensuring that the House fabric and furnishings are maintained in a clean and tidy state.
10. To assist the Housemistress in ensuring that the House is ready in all respects at the beginning of term and is left in an organised state after the departure of boarding pupils at the end of each term.
11. To participate in the programme of induction of new staff into the House as required by the Housemistress.
12. To attend regular and occasional House team meetings and hand over sessions.
13. To seek the Principal's authorisation for any absence from School and to give notice, as early as possible, in the case of unavoidable absence through illness.
14. To comply with any reasonable request made by the Housemistress, Head of Boarding or Principal.

Additional responsibilities:

In addition to the role within the Boarding House, the Assistant Housemistress/ Housemaster will be expected to take on other responsibilities, dependent on their qualifications and experience. Other responsibilities may include:

- Covering Preps in College
- Support for the Music or Drama Department
- Support for the Sport Department

Working Arrangements

1. All House staff are flexible to the operational needs of the School and, if required, are able and willing to work in any of the School's Boarding Houses.
2. To be in School before the start of each term to attend INSET and support the boarding pupils' arrival.
3. The AHM must become thoroughly acquainted with information contained in the School's Policies, especially those dealing with Child Protection, Fire, Health and Safety, and be prepared to attend all relevant Induction and Training Courses.
4. To remain in School until at least 6pm on the day after School finishes to support the boarding pupils' departure.
5. Residential staff will have two periods of 24 hours off duty, normally taken between Monday and Friday, which will include two nights where they can be off site but should be contactable should an emergency arise. In the case of Teaching AHMs, only one 24-hour period of 'off duty' time can be protected from teaching commitments. During the first and last weeks of term, House staff may need to be flexible about their time off depending on the needs of the House during those particular weeks.
6. All AHMs are entitled to a 2 hour 'off duty' slot every day from Monday to Friday (except on days that have formed part of their 24 hours off). The time is taken to suit but is normally between 11.00 am and 3.00pm.
7. To ensure the best pastoral care possible, all residential staff will be on duty at weekends but there will be a 3 hour 'off duty' slot on either Saturday afternoon or Sunday, to be organised within House. AHMs are entitled to two 24 hour periods of 'off duty' time at the weekend per term (1 in the Summer).
8. If a member of the Boarding staff wishes to take time off within their scheduled working hours or at the beginning or end of term, then they should make a formal, written request to the Head of Boarding.
9. Residential members of staff attend Sunday Chapel Services with the boarding pupils.
10. It is expected that staff will be available for School functions and meetings as required.
11. Teaching AHMs will be expected to offer up to 18 teaching periods per week (please see 4. above which highlights that some lessons might have to be scheduled during one period of 24 hours 'off duty' time). A non-teaching AHM will have 18 periods in the week where they will be expected to support teaching and learning or other activities in the College. This will be focused in an area of strength and interest, for example Music, Sport, Drama etc.
12. AHMs take on additional duties in School, on an occasional basis, as required. These duties are selected to suit individual strengths and School need. At all times, however, the welfare of the boarding pupils in House is paramount and must take priority over any other duties;
13. All House staff are expected to support the evening and weekend activities programme by being willing to organise and attend such activities.

Accommodation:

1. The AHM post is a residential one and the AHM will be required to live within the House during term time. This accommodation will also be available during holiday time, should they so wish. Visitors are allowed in line the Duchy College Visitors Policy All meals are available for boarding staff in School during term time.

*Person
Specification*

Qualifications

- GCSE or equivalent including Maths and English
- Boarding related qualifications would be beneficial but not essential.

Inspiring others:

- willingness to develop own professional skills;
- ability to motivate and inspire pupils;
- reliability;
- to adopt professional dress codes whilst on duty and a professional manner at all times;
- self-confidence and enthusiasm.

Emotional intelligence:

- ability to translate care and concern for children into practical actions that make the pupils feel safe and enable them to be successful.;
- ability to plan time effectively and to organise oneself well;
- adaptability, resilience, energy and perseverance.

Ease with, and interest in, young people

- a sense of joy and fun;
- boarding experience.

Communication skills:

- strong organisational and administrative skills (including ICT) with an ability to work to a budget.

Intellectual ability

- the ability to analyse and evaluate information;
- judgement and attention to detail.

Duchy College is committed to safeguarding and promoting the welfare of children and the successful applicant must be willing to undergo child protection screening appropriate to the post. Please note that the successful applicant will not be allowed to start in school until all pre-employment checks have been completed. The school is an educational charity and equal opportunities employer