

Housemaster/Housemistress/Houseparent (HsM)

Edwards House (Boys)

Edwards House stands as a vibrant hub within our institution, hosting a dynamic mix of 60 boarders and 60 day pupils, aged between 13 to 18 years old. This diverse cohort enriches the fabric of our community, representing a multitude of cultures and backgrounds. The boys forge deep connections, fostering a robust bond with Edwards House and the broader boarding community. This unity transcends cultural differences, creating a supportive and inclusive environment where individuals thrive academically, socially, and personally.

Line managed by: Head of Boarding

Report to: Head

Salary: Culford scale (according to experience) plus TLR5

This is an exciting opportunity to expand and lead a growing boarding house in this thriving and dynamic school. The successful candidate will be a well-qualified graduate, with a strong and demonstrable understanding of boarding house leadership and management, to join our current team of boarding staff. They will excel in coordinating and supporting colleagues based on their unique needs and expertise within the boarding house. Whether leading or assisting, the ability to ensure smooth operations is essential. The chosen candidate will reside in the 3-bedroom HsM residence. This role not only demands professional competence but also offers a distinctive living arrangement, providing a unique and immersive experience for the selected candidate within our vibrant community.

It is Culford's mission to unlock the potential of every child and to develop lifelong values and a love of learning within a community that strives for excellence and nurtures compassion and resilience. We aim to be an internationally recognised independent boarding school that stands out as a leader in innovation placing a focus on nurturing the individual to fulfil their unique ambitions as global citizens contributing to a strong and sustainable future. As staff, we commit to supporting these aims within our individual roles and responsibilities.

Purpose of the role

The Housemaster/Housemistress is responsible for the running of the House, the welfare and health of all pupils in the House and works alongside the Head, Head of Boarding, the Senior Leadership Team (SLT) as required, Heads of Year, the Medical and Operations teams and all House staff including Deputies, Tutors and Matrons.

The position of the Housemaster/Housemistress is an important one in our boarding and House system. The post holder will be working within a team of other HsMs and a committee led by the Head of Boarding. They will provide important information to the Head and Senior Leadership Team.

Key responsibilities

- Act as 'Loco parentis' for all pupils in the boarding house
- Facilitating and promoting each pupil's personal, social, spiritual and intellectual development
- Being aware of the terms of the Children Act (1989) and implementing appropriate child protection procedures and measures to safeguard the welfare of pupils
- Maintaining good communication with parents and providing appropriate advice and support to parents when needed
- Ensure that all policies and processes in the House and the staff working in it, understand and adhere to the ISI NMS framework. The HsMs always aim to have high standards from its staff and pupils.
- Encourage and expect a sense of belonging within Culford's House system to be achieved through various initiatives. Weekly House assemblies serve as a platform for unity, allowing pupils and staff to connect and share experiences. Formal social events create opportunities for fostering relationships, while House competitions and trips promote teamwork and camaraderie. These initiatives collectively contribute to a vibrant and supportive community, where everyone feels valued and connected.

Management

- Regularly consulting teachers/tutors/Heads of Year on the progress of each pupil through reports and less formal means; supplying information and advice to teachers as and when this is necessary; fostering the development of positive relationships between teachers and pupils
- Involvement in the appointment of boarding duty staff, residential staff living within the boarding house, senior matron and matron positions
- Management of House tutors and the allocation of their pupils on an annual basis
- Chair weekly meetings with boarding tutors
- Management of House matron and other operations staff to maintain standards of care and cleanliness
- In coordination with the Finance department, management of House budgets.
- Organise duty rotas to ensure that the appropriate levels of staffing are maintained at all times
- Ensure that House staff have the desire to improve, through professional development providing opportunity of internal training and external courses.

Pupil responsibilities

- Ensure that each pupil knows and is known in some depth by their Housemaster/Housemistress
- Identifying and responding quickly, and appropriately, to the specific needs of each pupil
- Helping each pupil to be aware of his/her own development and to accept responsibility for it
- Applying the school's rewards and sanctions policy and protocols to each pupil and recording sanctions on the school's management system (iSAMS)
- Maintaining records (using iSAMS) relevant to the academic progress and welfare of individual pupils and to communicate this information effectively where necessary
- Maintaining iSAMS pupils records of pastoral tutorials, communications and parental contacts.

Internal Communications

- Attending regular Boarding Meetings and pastoral management meetings
- Attending regular senior leadership meetings (when invited)
- Liaising with the School Doctor and staff of the School Medical Centre
- Holding regular meetings of House staff, including House matrons
- Liaising with the Chaplain as required for the needs of the pupils
- Undertaking the induction of new staff, including resident and non-resident tutors and House matrons
- Working with the admissions team to provide taster days and transition from prospective pupil to member of the house
- Communicate regularly with the Heads of Year

Maintenance

- In coordination with Bursar, Compliance Officer and maintenance team ensure that all maintenance and health and safety within the house are addressed promptly and maintained

Hours of work

The Housemasters/Housemistresses are expected to teach within the school timetable. They will normally teach 50% of a standard teaching timetable. They are also required to be on duty in the boarding house two nights a week plus one Sunday in three.

The role is a full-time position for 36 weeks (34 weeks term time + 12 days pre-term and post-term for closure and re-opening of Houses). With the nature of the role, the Housemasters/Housemistresses will be required to work additional hours to deal with medical emergencies, marketing events and individual needs of pupils and parents.

Personal Specification

- Warm and caring disposition with a positive outlook to provide a welcoming environment for both pupils and parents - strong integrity, a willing and enthusiastic team player that can enable others to thrive
- Well organised, proactive and professional in approach
- Sound IT knowledge and skills including Google, Microsoft and management systems
- First aid qualification or a willingness to train for a suitable qualification

This is a description of the role, as it is constituted in Spring 2024. It is the practice of the School to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. The appropriate manager in consultation with the post holder will conduct this procedure.

In these circumstances, it will be the aim to reach an agreement on reasonable changes, but if an agreement is not possible the School reserves the right to make changes to your job description following consultation.