



## **KIS International School Reignwood Park Campus**

### **Job Description: Boarding House Master / House Mistress**

#### **Employment Arrangements:**

- Full-time employee
- Initial two-year contract (renewable)
- Vacation as per academic staff
- Requires evening and weekend commitments.

**Direct report to:** Director of Boarding

#### **Position Overview**

KISRP school is seeking to appoint a House master/Mistress who is inspirational, motivational, and truly passionate about whole child education for the position of Housemaster/Mistress at KISRP. This is an excellent opportunity for one who enjoys working collaboratively alongside a dedicated and energetic faculty.

The House Master/Mistress (HM) is responsible to the Director of Boarding for the overall leadership and smooth running of their House, the supervision and guidance of staff and, above all, the safety, welfare and academic progress of the boarding students. House Masters/Mistress will have a lesser teaching commitment.

The role involves working closely with academic, administration, and support staff to develop, maintain, promote, and enhance a productive, happy, social, and vibrant boarding environment. Safeguarding and student wellbeing are central to the role; proactive measures should be in place to mitigate risk, protecting student mental and physical health. The academic progress of each student is also a key responsibility, through strong relationships and clear communication with relevant academic staff and each student's parents, to provide for 'close personal tutoring'.

HMs will have the expertise, stamina, and interpersonal skills to command the respect of a wide range of stakeholders from different cultural backgrounds, and the intellect, sensitivity and humility to effectively lead a team of House staff to providing close personal tutoring, outstanding pastoral support, and an enriched boarding life.

The postholder will be a highly visible pastoral leader with the ability to inspire and motivate the different constituencies of their House. They will be an empathetic relationship-builder with a deep understanding of, and proven track record in, working effectively in a fully residential environment.

### **Academic & Professional Qualifications**

Appropriate education degree, or PGCE and UK QTS (or internationally recognised high-quality equivalent). Postgraduate or boarding specific qualifications/experience would be advantageous.

### **Skills, Experience, & Attributes Sought**

- A minimum of two year's boarding experience, including extensive experience in residential positions. Appropriate familiarity with the UK National Minimum Boarding Standards for Boarding Schools.
- All staff need to be comfortable guiding highly able students through close personal tutoring, supporting their progress to the world's best universities.
- KISRP the language of instruction and inclusion is English. Appointment will require fluency in English.
- Our teachers, including boarding staff, must be fully committed to the digital culture of the school, able use new technologies through innovative, future-focused methodologies.
- HMs should be of a calm character, organized.
- Should have a happy positive personality.
- Enjoy the challenges of teenagers.
- Have a calm temperament.
- Able to organise and lead.
- To be adaptable
- To have interests to teach the boarders such as sport, music, or hobbies etc.

### **Key Responsibilities:**

The HM will ensure that all House students, and their parents, complete a detailed induction process and that daily routines, communications, safeguarding protocols and health and safety procedures are understood and adhered to.

On a day-to-day basis, the HM will ensure that students understand where they should be and why, that they are organised and prepared for their lessons and activities and that supervision of students is appropriate at all times, when they are in the House as well as off site during boarding or House specific activities and excursions.

The HM along with the Director of Boarding will ensure that House rules are adhered to, and that rewards and sanctions are proportionate and fair in relation to their administration.

The agreed system of rewards should be followed to recognise good student conduct. Disciplinary matters will be recorded and, where necessary, referred to the Director of Boarding for further action.

The HM will develop, manage, and report an agreed budget for resources and expenses with clear records of expenditure.

The HM will build friendly and professional working relationships with parents and carers, ensuring that regular and proactive contact is initiated, maintained, recorded, and constantly improved upon. A boarding report for all students in the House is to be written by the HM at the end of each Term.

**The HM shall lead the house team:**

- Hold weekly, minuted, meetings with the House staff team.
- Hold a weekly meeting with the Director of Boarding.
- Ensure all staff are fulfilling their duties to a high standard.
- Be open and honest about House staff performance and facilitate professional development.
- Organise cover for duties as necessary.
- Lead the House ethos, fostering an atmosphere of calm, caring professionalism in the community of the House.
- Ensure that KIS values are engendered in the community of the House.
- Ensure the provision and co-ordination of weekend routines with duty staff, ensuring adequate supervision in the House and for both on- and off-campus boarding/House activities.
- Ensure that accurate records of student movements are kept, liaising with duty staff to ensure a wide range of high quality, interesting and fulfilling activities are planned and executed.
- Undertake and maintain risk assessments for trips in conjunction with the Director of Boarding and the Director of Operations.

Participate in the promotion of the boarding experience through regular publications and the use of professional social media accounts.

Manage and maintain academic study times during the week, be informed and aware of the academic progress of the boarders, initiating and facilitating academic support through the school's academic staff so as to provide close personal tutoring.

Keep a regular, weekly, record of Health and Safety items and ensure prompt responses to matters relating.

**The HM shall at the start and end of terms:**

- Prepare room assignments for each student, balancing and rotating ages, friendship groups, dispositions, and interest as appropriate to the demographics and needs of the House.
- Ensure that all students have read and understood the House Rules and Expectations.
- Liaise with the School Pastoral and/or Academic Staff regarding any new boarders and in relation to school routines and start/end of term arrangements.
- Welcome all new boarders and families, hosting a ‘new boarders’ meeting at the start of each **term**.
- Be available at the beginning and ends of the terms (prior and after the formal end of academic lessons) for co-ordination of the start of term and ends of term (managing student departures and train/airport trips etc.)

Please note this is a residential post of HM is expected to reside in the boarding house. Meals when on duty are to be taken with students . HMs are entitled to an average of two days off per week but should not always expect these to occur at weekends or to be regular in their timing. All in house bills and catering will be covered. Meals term time only.

**Approved: 5 October 2023**

**Reviewed:**