

## THE ROLE OF THE RESIDENT SENIOR HOUSEMASTER

The Resident Senior Housemaster leads a team of boarding staff and has overall responsibility for the general care and progress of the boarding students in the boys' boarding house, under the overall direction of the Deputy Head, Pastoral and Boarding.

The Resident Senior Housemaster must live in the designated residence within the main school building during term time.

Duties of the post (alongside other responsibilities as a member of the teaching or support staff) include:

- Overseeing the educational and social development of boarding students.
- Acting in 'loco parentis', exercising responsibility for the pastoral care of boarding students.
- Providing a caring, disciplined, and supportive atmosphere in the House.
- Maintaining high standards of behaviour and appearance of boarding students.
- Nurturing and sustaining moral, social, and religious values among boarding students in support of the school's Mission Statement.
- Maintaining a positive House spirit and atmosphere.
- Leading night prayers with the support of the Lay Chaplain.
- Taking a close interest in the academic and general progress of the boarding students, in liaison with Heads of Year and Form Tutors.
- Ensuring that a varied and interesting evening and weekend programme is available. A copy of this should be given to the Deputy Head, Pastoral and Boarding and Registrar at the start of the term.
- Encouraging and supporting student participation in co-curricular activities.
- Supporting as many school functions as possible.
- Attending weekly meetings of pastoral staff.
- Authorising weekend exeat arrangements.
- Organising and maintaining a system whereby the House is seen as the initial point of contact for the parents where appropriate.
- Maintaining open and ready communication links between boarders' families (and guardians) and the school.
- Responsibility for the welfare of the boarding staff team and leading their work.
- Organising the duty rota for the boarding staff team.
- Organising a system, with the help of the boarding staff, whereby someone is available for the students out of class time. This duty rota must be ready for the start of the term.
- Overseeing the tidiness, cleanliness, health and safety and overall condition of the House, in liaison with the support staff as appropriate.
- Administering a house budget for sundries during the term.
- Dealing with all the administrative duties associated with the job, especially those at the start and end of term.
- Keeping the Headmaster, Deputy Heads, Director of Finance and Operations and Heads of Year informed as necessary of any relevant matters concerning Boarding.

### **General.**

- To undertake any other duties that may be necessary from time to time as may be reasonably requested by the Headmaster, or Senior Leadership Team.
- To work according to the school's policies and procedures.

### **Duties**

The Resident Senior Housemaster is expected to be available to the students and their parents from the evening preceding the beginning of term until the morning after the end of that half term, with the exception of two full nights off from Monday-Friday each week, plus two weekends off in every eight, and a further two weekends where they are resident and may wish to assist with the boarding programme but are not formally on duty.

A weekend off is defined as being from after registration on Saturday morning until the start of school on Monday morning. The Resident Senior Housemaster/Housemaster are not required to be in the House except in extenuating circumstances. On the other weekends, the Resident Senior Housemaster will be involved in activities/trips or will be present in school.

The Resident Senior Housemaster, whilst on duty, may be out on a trip with some students provided the rest of their students are adequately supervised.

It is the responsibility of the Resident Senior Housemaster to organise an exchange of duty as necessary should a member of staff be unable to fulfil their duties.

*The post holder's responsibility will include promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact. The post holder will be required to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, s/he must report any concerns to the School's Designated Safeguarding Lead.*