



ROYAL BALLET SCHOOL

HOUSEMISTRESS/MASTER

OVERALL PURPOSE OF THE POST

To lead and manage the House team at Aud Jebsen Hall (Years 12 and 13) in delivering excellent, compliant, pastoral care for the students.

SUMMARY OF THE ROLE

The successful candidate will be a qualified teacher (academic or artistic), or have extensive experience in managing a senior boarding house and will be responsible for the 1st and 2nd Year students at our Upper School in Covent Garden. They will ensure that our students have a secure and supportive 'home from home' during term time, as well as the day-to-day management of the House team and domestic services.

Suitable training and ongoing support will be provided. This role will be in addition to a reduced teaching timetable.

CONTRACT TERMS

Duration	Permanent
Salary	Circa £40,000 - £45,000
Hours	<p>Full-time with two evenings per week and three weekends per term (plus exeats) off duty (although staff may be called upon in an emergency). Every effort will be made to provide a 24-hour period of non-contact time per week. Where this may not be possible for timetabling reasons, then suitable arrangements for equivalent periods of non-contact time will be made.</p> <p>House staff must be resident during term time but they may ask permission from the APPW for occasional absences for special occasions. No holiday may be taken during term time, the last week of the summer break or when there is planned Inset.</p> <p>When 'on call' staff should be within 30 minutes of the House and be conscious that they could be called upon to be on duty. Off Duty – This is free time and staff are not required to be present within the House. However, in the case of a real emergency it is expected that all staff will help out if required.</p>

	The successful candidate would ideally be expected to support academic teaching at the Upper School.
Location	118 Warwick Way, London, SW1V 4JB
Line Managed by	Assistant Principal (Pastoral & Welfare)
Key contacts	Assistant Housemistress, Resident Teaching Assistant x 2, House Assistant

SAFEGUARDING DUTIES AND RESPONSIBILITIES

The School is committed to safeguarding and promoting the welfare of children and young people and recognises that safeguarding and promoting the welfare of children is everyone's responsibility. The School expects all staff and volunteers to share this commitment to children's safeguarding and to share this child-centered approach. This approach means that staff must consider, at all times, what is in the best interests of the child. Additionally, the following is expected of all staff:

- To uphold the School's policies relating to safeguarding and child protection, behavior, health and safety and all other relevant policies
- To promote and safeguard the welfare of children and young persons for whom you are responsible, and come into contact with
- To report any safeguarding concerns using the relevant channels, such as informing the Designated Safeguarding Lead, in a timely and appropriate manner
- To ensure full compliance with all statutory regulations, in particular the most recent Keeping Children Safe in Education, and communicating concerns to the Designated Safeguarding Lead, other relevant staff of The Royal Ballet School or local children's services as appropriate.

MAIN DUTIES

This list should be seen as illustrative rather than prescriptive

- Ensuring The Royal Ballet School's 'Boarding Principles'* are effectively implemented in the day to day life of the House
- Creating a structured, secure but enabling community in House where students can grow and flourish artistically, academically and as a human being
- Implementing the procedures and School policies* required in the 'Boarding Handbook'
- Oversight of compliance checks for the House
- Delivery of an effective trips and activities programme for students during boarding time
- Creating an effective, proactive and caring House team with student welfare at its' heart
- Providing a first-line point of contact for parents for the House
- Care and support of boarders outside of the routine of the School day
- Effective liaison and communication on all medical matters relating to the students in the House
- Teaching a suitable timetable. (as published from time to time on the School website.)

PERSON SPECIFICATION

ESSENTIAL CRITERIA

- Degree educated with relevant professional qualification and / or extensive pastoral experience
- Strong verbal and written communication skills
- A positive outlook, good sense of humour and able to stay calm in a crisis
- Good listener who can build effective relationships with students, staff and parents
- Able to establish a strong rapport with students, assert authority when needed and maintain appropriate boundaries
- Proactive in approach and able to show initiative
- Able to cope effectively with possible situations of conflict
- Good administration skills and IT literate
- Flexible attitude towards duties and working patterns in order to fulfil the requirements of the role
- Empathy with the aims and ethos of the School
- Professional but approachable demeanour
- Full, clean driving license preferred.

We're passionate about creating an inclusive workplace that promotes and values diversity. At The Royal Ballet School we are committed to creating an environment where every one of our employees feels part of our team and can flourish, regardless of their background.