



ROYAL
BALLET
SCHOOL

ASSISTANT HOUSEMASTER/MISTRESS

OVERALL PURPOSE OF THE POST

To be a vital part of the Junior House Team at White Lodge in delivering excellent, compliant, pastoral care for the students in that House.

SUMMARY OF THE ROLE

The successful candidate will be responsible for supporting and deputising for the Housemistress/ Housemaster of Junior House (Years 7 and 8) at White Lodge ensuring that students have a secure and supportive 'home from home' during term time. Suitable training and ongoing support will be provided.

CONTRACT TERMS

Salary	Circa. £27,000 per annum. Accommodation will be provided inclusive of rates and utilities at White Lodge.
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Hours	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). For clarity the working week runs from Sunday evening until Friday and the weekend constitutes Saturday. This situation reflects current working rotas; however, flexibility is required on occasion as these may have to be adapted to meet operational requirements. Every effort will be made to provide a 24-hour period of non-contact time per week.
Location	All sites with a base at White Lodge
Duration	One year in the first instance
Annual Leave	House staff must be resident during term time (even on nights off), in case of emergency but 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. This role will be required to cover two weeks of Summer Intensive Courses, which take place during the School holidays.

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
- Being a part of creating a structured, secure but enabling community in House where students can grow and flourish artistically, academically and as a human being
- Delivering the procedures and policies required in the 'Boarding Handbook'*
- Implementation of compliance checks for the House
- Contributing to an effective trips & activities programme for students during boarding time
- Being part of an effective, proactive and caring House team with student welfare at its' heart
- Care and support of boarders outside of the routine of the School day
- Support of the medical cover
- Undertaking a day time role in support of the pastoral and broader life of the School that might include relevant administration, parental liaison, support of medical cover, second-hand uniform, lost property, sewing/mending, mealtime registers and supervision, liaison with Support Services, helping with special events etc.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

- Pastoral experience in a 11 +, coeducational boarding environment or a previous residential role involving the welfare and wellbeing of young people of this age group
- The ability to communicate clearly and effectively verbally and in writing
- 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 seek advice and support in a timely fashion when appropriate
- Able to cope effectively with high levels of stress from students and parents
- Good administration skills and IT literate
- Flexible attitude towards duties and working patterns in order to fulfil the requirements of the role
- Committed to life in a boarding environment and a desire to support all aspects of our work
- Empathy with the aims and ethos of the School
- Professional but approachable demeanour

- Full, clean driving license preferred.
- A good team player