

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.

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 adapted be meet operational to 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.

Other

Whilst not a contractual commitment, staff at White Lodge currently benefit from free meals in the Dining Hall and scheduled minibus service to/from local stations.

Line managed by Assistant Principal – Pastoral and Welfare and Senior House Staff

SAFEGUARDING DUTIES AND RESPONSIBILITIES

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The following is expected of all staff:

- To uphold the School's policies relating to safeguarding and child protection, behaviour, 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 ensure full compliance with all statutory regulations, in particular Keeping Children Safe in Education (September 2016) 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
- 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