



JOB DESCRIPTION

Job Title:	Assistant Housemistress – Fixed-Term Contract	Department:	Residential
Hours of Work:	Full time, term time. You are expected to work such hours as are necessary to properly perform your role and as agreed with the Head.		
Responsible To:	Housemistress (and Assistant Head, Boarding)	Responsible For:	N/A

Summary of Role:

Woldingham has 6 boarding houses; Marden is home to our youngest full and weekly boarders in Years 7, 8 and 9, with Main House being home to our flexi boarders in Years 7-9. Boarders in Years 10 and 11 are split between two houses – Triffitt for our full boarders and Scott for our weekly and flexi boarders. Berwick and Shanley are for our Lower and Upper Sixth respectively and are stand-alone buildings; Shanley has en-suite facilities. All boarders in Year 10 and up have single bedrooms whilst younger students are accommodated in dorms. Pastoral care is organised in Year groups with each year team consisting of a Head of Year, Housemistress, Assistant Housemistress and tutors.

The Head of Year oversees the academic and pastoral progress of all students, both Day girls and Boarders, with the Housemistress being primarily responsible for the Boarders within the Year group. The Assistant Housemistress supports the Housemistress and reports directly to them. The House team is assisted by Residential Tutors on evenings and weekends.

Specific Responsibilities

The Assistant Housemistress will be on a reduced teaching timetable if this is applicable, however, for a non-teaching role there will be circumstances where you will be expected to contribute to the wider school community in a different capacity, according to the needs of the School, as determined by the Director of Boarding.

The Housemistress and Assistant Housemistress work closely to ensure the smooth running of the boarding house. Due to working patterns, there are times during the week when the Assistant Housemistress will deputise and take the lead in running the boarding house when the Housemistress is off duty. In addition, the Assistant Housemistress will be encouraged, with the support of more senior staff, to take the lead on aspects of the life of the house, for example in organising trips, responding to parental concerns and leading on house initiatives.

To support the Housemistress by sharing responsibility for:

The Assistant Housemistress is responsible for assisting the Housemistress in their management of the boarding house and is an important part of the overall ethos and community in the year group. Responsibilities include (though are not limited to) the following:

- To be concerned for each girl's development – academic, social, spiritual and personal welfare and take responsibility for the happiness, well-being, health, safety and pastoral care of the girls.
- To create an orderly house, by ensuring behaviour matches expectations and when it does not, implementing fair consequences.
- To create a 'home from home' environment in the boarding house with an atmosphere that fosters kindness, inclusion, enthusiasm for learning and participation in school life
- To build and maintain positive and constructive relationships with students, to provide them with the best possible care and support.
- To build and maintain strong relationships with parents and guardians.

- To support the Year Team in promoting the boarding experience including undertaking tours and promoting boarding within the wider school community.
- To assist the Head of Year and Housemistress as and when required to ensure the smooth running of the cohort as a whole.

To oversee the day-to-day routine including:

- To assist with the preparation of the House before the start of term and to assist with the clear-up at the end of term. This will include attendance at the Residential and Staff Conferences.
- To welcome girls back from the holidays and oversee boarders' departures at the end of each half term
- To assist the Housemistress with the allocation of bedrooms to boarders.
- To be on wake-up and breakfast duty on a weekday rota within the boarding team.
- To support registrations and follow up promptly on absences.
- To be an active presence in the House during the day/evening (breaks should be taken when girls are in lessons/activities in discussion with the Assistant Head, Boarding)
- Liaising with Domestic Services, Maintenance & Catering Departments regarding requirements for the House
- Ensuring good order, tidiness and maintenance of service rooms, bedroom/common room areas
- Ensuring effective and timely communication with Parents and Guardians via email/telephone
- Liaising with the Health Centre regarding any girls requiring treatment, including escorting students to medical/dental appointments as needed
- Administering medication as required and recording details in the medication log.
- To supervise students during the day and evening, including during silent study on weekday evenings
- Ensuring that lost property is dealt with in an efficient manner
- Ensuring security of the year area including nightly 'lock-up'
- To ensure the safety of girls and staff by maintaining accurate records, dealing appropriately with risks, and reporting any problems.
- Maintaining individual student files including, as appropriate, individual care plans
- Ensuring exeat information is completed and authorised each week, that safe travel arrangements are in place and taking follow-up action as appropriate
- Ensuring that the 'handover' notes, discipline, medication, sanctions and other centralised records are kept up to date
- Maintaining records of all communications/contacts with parents and guardians and ensuring the Housemistress is apprised of the required information when you are deputising

Please note this list is not exhaustive but indicative of a typical day as Assistant Housemistress.

Residential Team Management

- Fostering, by example and encouragement, religious observances including Mass and 'Night Prayers'.
- Supervising meals and undertaking other weekend /evening duties as organised by the Assistant Head, Boarding.
- Attending and assisting with the organisation of weekend trips offsite and activities onsite.
- To be aware of and adhere to the National Minimum Standards for Boarding Schools, School policies and procedures, House aims and objectives.
- To undertake ongoing professional development by attending INSET sessions in or out of School.

The Assistant Housemistress will also attend fortnightly meetings with Assistant Head, Boarding and Housemistress to discuss students' progress and issues of mutual concern. This does not include any ad hoc meetings as required to ensure the pastoral care of the boarders in the year group. They will also attend weekly residential meetings and will attend the half termly whole school Staff Meetings, Staff INSET and the start of term Staff Conferences.

Off Duty Hours

Every other weekend (Sat 08:00 – Mon 07:00)

One full 24hr period per week

One additional evening per week

Residential Requirements

This is a residential post. Private accommodation attached to the boarding house, is provided. Accommodation is free although a small tax liability may be incurred. All meals when on duty can be taken in the school dining room during term time.

Please note that the accommodation provided is within a non-smoking area of the school. Pets may be accommodated in the property in discussion with the DFO.

During term time, house staff are expected to reside on site when on duty and will be required to do overnight call; you should be available to the girls for unexpected illness or other such situations which may arise. You will be on a rota for fire officer duty in case evacuation of the building is required due to the fire alarm sounding.

All House Staff are expected to be in residence before each start of term to attend staff meetings, to prepare Year areas before return of Boarders, and to be on hand for the return of Boarders. They are also expected to manage clearing and lock-down of Year areas after departure of Boarders at the end of term and to remain on-call until the last boarders' flight has departed.

- **Start Date:** October half term 2026 – fixed term
- **Salary:** Competitive
- **Pension:** The Assistant Housemistress will be auto enrolled into the appropriate pension scheme, which includes life assurance.
- **Lunch:** All meals (taken in the dining room) when on boarding duty.
- **Parking:** There is free parking on site.
- **Gym and Pool:** There are staff sessions for use of these facilities.
- **School fees:** Subject to Governors' discretion, school fee remission may be available for dependants of the job holder attending the school. If not already at the school, any child would have to meet all of the normal entrance requirements.

PERSON SPECIFICATION

Essential	Desirable
Operational Excellence	
• A candidate with experience of working with young people, with or without teaching experience. • A person who is fair and consistent when managing girls' behaviour. • A person who enjoys the company of young people, is relaxed in their company and who is keen to help them with their academic studies and guide them in good habits generally. • Excellent administrative and ICT skills. • Experience of working within boarding. • Knowledge of the National Minimum Boarding Standards.	• BSA Professional Certificate. • A clean driving licence. • First aid certificate. •
Personal Behaviours	
• A person who does not seek to be overly judgemental but is kind and broad-minded. • An effective communicator with good interpersonal skills both written and verbal. • A flexible and positive attitude is essential. • Ability to work both in a team and independently. • A sympathetic person, who is patient, even-tempered and calm when under pressure. • An energetic person with considerable stamina who is able to cope with the long hours of work that this post demands.	
Ethos and Whole School Values	
• Able to operate at the heart of the school community. • Supportive of the Sacred Heart Values. • Commitment to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care.	
Safeguarding and Pastoral	
• Committed to safeguarding and promoting the welfare of children and young people. • A satisfactory Enhanced Disclosure from the DBS.	

