



Heathfield School Ascot



Application pack for position of

Job Description

Acting Deputy Housemistress

September 2024-May 2025

The Role

We seek to appoint a resident, full-time acting Deputy Housemistress to be an enthusiastic and committed representative of the boarding community at Heathfield.

The Department:

The Deputy Housemistress is directly line managed by the Housemistress. Together, with all the boarding staff, the Deputy Housemistress must strive to provide excellent boarding and pastoral care and guidance, and act as *in loco parentis*, for all students in the House. The Deputy Housemistress, along with the rest of the boarding team, will ensure that the atmosphere in the boarding area is warm and secure and that they provide the necessary structure for the students to function successfully in the boarding community.

Job Purpose:

- To be resident within the House at all times, except at specified off duty time, and to be responsible to the Housemistress for the general welfare and personal development of all the boarders in the House in accordance with the policy of the School and the detailed guidance in the Children Act.
- To build a strong personal relationship with each of the students in her care, to sound out the needs of each and to support the Housemistress in working continuously towards meeting those needs.
- To keep closely in touch with parents and guardians as required by the Housemistress and to keep her informed of all matters concerning the welfare of the boarders.
- To work closely with the Housemistress and Tutors in ensuring continuity of care for the students in the House and the proper running of the House.
- To be a member of the team in the House and to make a positive contribution in all areas concerning the welfare of the boarders, and to deputise for the Housemistress and to carry out those of her duties and responsibilities as required by the Housemistress.

KEY RESPONSIBILITIES

The main responsibilities of the Deputy Housemistress are:

- Assisting the Housemistress including dealing with pastoral and disciplinary issues and liaising with parents, staff and other professionals, as necessary. This includes following any reasonable requests made by the Housemistress or any other member of Boarding Staff.
- When the Housemistress is off duty the Deputy Housemistress must be willing and able to act as the direct lead for the Boarding House and step up to lead the team of dedicated staff, inspiring them to trust and rely on her for advice, guidance and support as well as deal with any minor day-to-day issues that arise at that time.
- Playing a full and active role in promoting the well-being of the students in the House, including being proactive in creating opportunities for pupils to flourish and being able to apply the Promoting Positive Behaviour Policy for both rewards and sanctions.

The establishment and maintenance of systems and routines which facilitate the smooth running of the House, in particular, but not limited to, routines dealing with the logistical side of the Boarding House such as dealing with pocket money, ensuring common rooms and bedrooms are kept clean, monitoring passports and weekend travel arrangements, laundry and general maintenance issues.

- The Deputy Housemistress will have frequent daily contact with the Housemistress, Assistant Head (Pastoral & Boarding) and the School Nurses and contact with the Deputy Head (Pastoral & Boarding), Heads of Year, Form Tutors, support staff and other staff, as necessary. It is essential that the Deputy Housemistress is a committed team member and has strong communication skills. A thorough knowledge of, and adherence to, procedures is necessary.

EXPECTATIONS OF ALL BOARDING STAFF

THE WELL-BEING OF STUDENTS IN A HIGH-QUALITY BOARDING ENVIRONMENT

- Be a cheerful, warm, friendly, approachable and reassuring presence in the boarding area.
- Form warm, secure and homely relationships, *in loco parentis*, with all students, providing kindness and

sensitivity, support and understanding, advice, encouragement and guidance.

- Understand and observe the appropriate levels of confidentiality in relation to these relationships.
- Alongside the Housemistress have an awareness of students' academic progress, targets and aspirations.
- Maintain close contact as necessary with students' parents.
- Take a positive, actively problem-solving approach to all aspects of life in the boarding area.
- Maintain school records as required by the Housemistress/Deputy Head (Pastoral & Boarding).

SYSTEMS AND ROUTINES TO SUPPORT EXCELLENT PASTORAL CARE

- Carry out all daily tasks as required to ensure that all students are relaxed and positive, and able to derive maximum benefit from the School's 24-hour curriculum provision as effective, well-prepared and well-motivated learners.
- Maintain standards of appearance, behaviour and consideration for others, in accordance with the School's policies and high expectations.
- Attend regular and occasional meetings with the Housemistress, Deputy Head (Pastoral & Boarding) and others as required.
- Attend professional development sessions as appropriate.
- Ensure that the boarding space is maintained and kept at the highest standard, with regards to spotting and reporting maintenance issues and monitoring students' tidiness and cleanliness, and to ensure appropriateness of decorations.
- Staff work as part of a team in the preparation of the boarding areas in the days ahead of the start of term and the clearing and tidying of the areas at the end of each term.

LIAISON WITH STAFF

- Maintain daily communication about students' pastoral welfare, with the Housemistress, Form Tutors and others as required.
- Establish good relations with the School Chaplain.
- Maintain daily communication with the School Nurses.
- Liaise with catering staff regarding catering needs of students in your care.
- Liaise with the Housemistress with regard to students' travel arrangements.

THE 24-HOUR CURRICULUM

- Contribute as required to the School's 24-hour boarding, pastoral and guidance curriculum, including PSHE and Citizenship.
- To be part of the team that manages and supervises a range of suitable evening and weekend activities as required.
- Responsible for the planning and booking weekend activities, which on occasion may involve the whole school.

FINANCIAL MANAGEMENT

- Maintain an awareness of the financial aspects of the School's boarding provision, and of the School's intention to provide very good value for money through cost-effective and efficient service delivery.
- Under the guidance of the Housemistress manage student pocket money and other budgets as required.

MANAGEMENT OF THE SCHOOL WITHIN THE COMMUNITY

Play an active part in the promotion of the School and the recruitment of new students through contact with current and prospective parents, Open Days and other promotional activities and events.

SAFEGUARDING AND CHILD PROTECTION

Heathfield is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding Children and Child Protection policy and procedures at all times.

HEALTH AND SAFETY

All staff at Heathfield are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety, report all accidents and incidents, raise concerns through their line managers, and address minor physical problems by reporting them as maintenance requests through the School's internal IT reporting system (EVERY).

EQUALITY AND DIVERSITY

Staff at Heathfield are expected to promote equality of opportunity for all students and staff, both current and prospective, and to support an environment that values diversity.

PROMOTING BRITISH VALUES

Heathfield recognises the importance of placing emphasis on fundamental British values in the curriculum and all other aspects of School life. These values reflect the ethos of the School and all members of the community have a role to play in delivering the values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs. All subject areas, and all non-teaching staff, are responsible for promoting these values when opportunities arise.

DATA PROTECTION

All staff at Heathfield have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the School, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role at the School, shall not be kept for longer than is necessary for that purpose or those purposes in accordance with the Data Protection Act 2018 and the School's Privacy Policy.

REQUIRED COMPETENCIES AND PERSON SPECIFICATION

The section below outlines Governors' and the Headmistress's expectations and requirements for this post. These expectations and requirements will constitute the selection criteria, which will be applied by the School as it considers the applications. The School will judge each application in the context of these selection criteria. Drawing upon the available evidence the School will assess the extent to which each applicant's professional skills and experience match the skills and experience required for this post. In addition, the School will assess the applicant's potential for the development of these professional skills and experience and will make a judgement about the extent to which the applicant has the professional adaptability to make a strong contribution as the School, in particular boarding, moves into a phase of rapid change, transformation and development. The School will furthermore assess the applicant's wider professional effectiveness, taking account of contributions to the life of the School and all additional responsibilities held in past years, and also the applicant's professional characteristics and the extent to which these characteristics meet the needs of the developing School.

GENERAL QUALITIES

The Deputy Housemistress at Heathfield will have strong, positive interpersonal skills and a real and evident love of teamwork. They will be a warm and cheerful, stable and supportive, positive and reassuring person with high levels of energy, initiative and excellent humour, even in difficult times. They will have the strength of character to deal with complex and challenging situations as and when necessary and understand the importance of following policies and procedures. They will have excellent administrative and organisational skills, as these will play a significant role in supporting the Housemistress.

The Deputy Housemistress will demonstrate competence in the following areas:

KNOWLEDGE AND UNDERSTANDING

The Deputy Housemistress will know and understand:

- What it is to be *in loco parentis* with students of this age.
- Their role in providing quality in boarding, pastoral and guidance provision.
- What they can do to help create a boarding school ethos which promotes students' spiritual, moral, social and cultural development, good behaviour, emotional well-being and happiness.
- Understand the need to follow the requirements of Health and Safety regulations, regulations arising out

of the Children Act (1989), the National Minimum Standards for boarding and the requirements of the Independent School's Inspectorate and play her part in doing so and evidencing this.

- The importance of collaboration and CPD when it comes to maintaining high personal skill levels.
- When to show initiative and be proactive, and when to defer to Housemistress for advice or handover.

ASSISTING IN RUNNING THE HOUSE

The Deputy Housemistress will be able to:

- Support the Housemistress by playing a major role in the logistical side of boarding.
- Think creatively and imaginatively to anticipate and solve problems and to identify opportunities with regard to boarding in general and the logistics of running the House in particular.

MANAGING STUDENTS' PROGRESS

The Deputy Housemistress will be able to:

- Contribute to the maintenance of a climate and code of conduct which promote and secure very good pastoral care and guidance, high standards of achievement, good behaviour and discipline throughout the boarding school.
- Play a part in the organisation and implementation of the 24-hour boarding, pastoral and guidance curriculum and its assessment, in particular for the logistical side of boarding.
- Display a high level of sensitivity to the wellbeing of all students, including those with special educational or linguistic needs.
- Help with the creation and promotion of positive strategies for developing an appreciation of diversity and dealing with discrimination of any kind.
- Encourage students to develop study skills in order to learn more effectively and with increasing independence.
- Ensure that students observe the School's uniform requirements at all times.

RELATIONS WITH PARENTS AND THE WIDER COMMUNITY

The Deputy Housemistress will be able to:

- Maintain an effective partnership with parents and the wider community to support and improve students' wellbeing, happiness and personal development, in liaison with the Housemistress.
- Play an active role to ensure that parents are warmly welcomed into the School at appropriate times.

MANAGING OWN PERFORMANCE AND DEVELOPMENT

The Deputy Housemistress will be able to:

- Participate in arrangements for Professional Review and take responsibility for her own professional development.
- Working with the Housemistress to prioritise and manage own time effectively.
- Work well under pressure, maintaining a cheerful and positive demeanour at all times.
- Should be able to sustain motivation and have a positive motivational effect on colleagues.
- Be enthusiastic and willing to explore and develop the use of IT, both at a personal and departmental level.
- Have the ability to be flexible and adapt to change.
- Have integrity.

MANAGING RESOURCES

The Deputy Housemistress will be able to:

- Play a significant role in managing and organising boarding accommodation efficiently and effectively to ensure that it meets the needs of the pastoral curriculum, NMS and of health and safety regulations.
- Play a significant role in maintaining the cleanliness, tidiness and general good order of the House.
- Play a significant role in anticipating and meeting the needs of the students on a day-to-day basis.

STRATEGIC LEADERSHIP

The Deputy Housemistress will be able to:

- Lead the House team as and when the Housemistress is not on duty.
- Lead by example and embody for the students and staff, the vision, purpose and values of the School
- Provide information, objective advice and support, in a timely manner, to the Housemistress, Deputy Head (Pastoral & Boarding) and other staff as necessary, to enable them to meet their responsibilities for providing boarding, pastoral and guidance provision of the very highest standard nationally and internationally.

SCHOOL CULTURE

- Support the School's values and ethos by contributing to the development and implementation of policies, practices and procedures
- Help create a strong community, characterised by consistent, orderly behaviour and caring, respectful relationships
- Help develop a culture and ethos that is committed to achievement
- Undertake other various responsibilities under the reasonable direction of the SLT or Headmistress.
- Routinely be in your accommodation by 11pm so that the Boarding team on duty can secure the house for the night and there is no disruption for the pupils.
- Occupy your accommodation whilst school is in operation.

APPLICATION FOR POSITION OF DEPUTY HOUSEMISTRESS

To apply please send your application form and a letter of application to the Headmistress, Mrs Rollings c/o HR, Heathfield School, London Road, Ascot SL5 8BQ or email recruitment@heathfieldschool.net

Closing Date: Friday 10 May 2024 (mid-day)

Interviews: TBC

All staff take part in the School's professional review process and must abide by the Code of Conduct for Staff at Heathfield School. Applications are acknowledged and valued against the selection criteria.

We reserve the right to call suitably qualified candidates to interview and offer the position before the closing date early applications are therefore encouraged.

Please note that references will be sought prior to interviews if indicated on your application form. Heathfield School welcomes applications from all sectors of the community.

Safeguarding:

Heathfield School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Heathfield is an Equal Opportunities Employer and a registered Educational Charity no. 309086 as well as a data controller and registered with the Information Commissioner's Office as required under current data protection legislation. Further information about how we use personal data is available on request. Section 9 (2)(b) of the Employment (Sex Discrimination) Act 2000 applies to this post.