



SEDBERGH SCHOOL

JOB DESCRIPTION

ASSISTANT HOUSEMASTER/HOUSEMISTRESS (AHSM)

Safeguarding of Children

Safeguarding the welfare of children is of the highest priority to Sedbergh School. Every employee of the school has a responsibility to:

- **Protect Children from abuse**
- **Be aware of the School's safeguarding procedures**
- **Know how to access and implement the required procedures**
- **Keep a sufficient record of any significant complaint, conversation or event**
- **Report any matters of concern to the Designated Safeguarding Lead**
- **Attend annual in-service training provided by the School**

General

Sedbergh School, founded in 1525 by Roger Lupton, Provost of Eton, is an Independent Co-educational Boarding School. The Headmaster is a member of the Headmasters' and Headmistresses' Conference. Set in the spectacular Yorkshire Dales National Park, the School also benefits from fast motorway and rail access to the rest of the UK.

The School is a vibrant, demanding and supportive community which encourages pupils and staff to be involved in as broad a range of activities and interests as possible. Art, Drama and Music are especially strong, and the School has a national reputation for Sport. Sedbergh has its own Prep School located approximately five miles away at Casterton.

Organisation

The Headmaster, Mr AAP Fleck BSc, MA, acts as the “Chief Executive” of both Schools and is supported by a number of senior managers. The Bursar, Peter Marshall, is responsible to the Headmaster and Governors for the management of all the administration and support staff.

The Bursar has responsibility not only for the finances of the School, but also for the extensive land and buildings, maintenance department, grounds & gardens, catering, housekeeping & domestic staff and all other support staff

Sedbergh operates a traditional boarding house system for girls and boys with a maximum of 70 pupils per house. Pupils from year 9 to year 13 inclusive live together as a close and supportive community with older children expected to set the example to younger pupils and to provide support to the younger children. All boarders stay 7 days per week during term time.

Purpose

The role of the Assistant Housemaster/mistress (AHSM) is the provision of outstanding welfare support to the pupils in the House, in support of the Housemaster/Housemistress.

- Their primary role is to provide direct support to pupils and staff in managing all aspects of the health, welfare and pastoral care of pupils adhering to relevant school policies at all times.
- Secondly, to support Housemasters and Housemistresses with a wide range of administrative duties relating to pupils and their parents.
- Thirdly, to work closely with the operational management team to ensure that the House catering, cleaning and laundry teams maintain, the standards in accordance with school policy and operating specifications.

It is essential for the AHSM to be able to demonstrate an empathy with and understanding of young children, a sense of humour and a genuine concern for the pupil’s well-being and active involvement in their personal development. They are required to positively encourage the pupils, without discrimination or favoritism in their interests and activities and develop a professional and friendly relationship with them. They must provide support in the maintenance of morale, standards and the efficient operation of the House, but they will also be required, at times to be firm with the pupils, reminding them when necessary of the need for appropriate manners and courtesy.

The duties of the AHSM will be wide and varied and this job description is not intended to cover every area of responsibility. It is anticipated that the scope of the work may vary from time to time, but will include:

Health and wellbeing

Under guidance and direction of the HSM, the AHSM's primary role is the physical and mental health of the pupils in the House. In carrying out this function, they are expected to work closely with the School Medical Officer and the School Medical staff in all matters relating to pupil's health. They are required to ensure that the school's medical policies are adhered to at all times.

(See Appendix for further details)

Pastoral Care

The AHSM will be expected to work closely with other staff in the House to provide comprehensive pastoral care for the pupils. She/he is encouraged to be involved in a myriad of activities with the pupils. Such care is of paramount importance for all. They are required to ensure that the school's pastoral care and behavioral policies are adhered to at all times and specifically to demonstrate a full knowledge of safeguarding policy and current legislation relating to DFE safeguarding policy as defined in the government policy Keeping children Safe in Education.

Administration Support

The AHSM will be required to provide HSMs with administrative support in running the House as required by the HSM. This will include the management of pupil commitments through the school week and liaising closely with parents to organize all individual pupil travel arrangements for arrival and departure at school. The AHSM will be expected to be in frequent communication with parents regarding logistical queries and will be expected to establish contact with all guardians.

(See Appendix for further details)

Housekeeping

Whilst there is no direct line management responsibilities for the operational members of staff in the house, the AHSM will oversee the house catering, cleaning and laundry teams working closely with Operational management, in accordance with school policy and specifications. The AHSM will monitor standards in all areas whilst ensuring a good team morale in the house.

General

The Assistant HSM will need to carry out any reasonable duties as requested by the Housemaster/Housemistress, Deputy Headmaster (Pastoral), Bursar and School Medical Officer.

Health & Safety

The AHSM must be fully conversant with the School's Health & Safety Policy and report any breaches of the policy to their Line Manager.

Reporting

The AHSM will be appraised by a combination of their HSMs, the senior Assistant HSM and the Deputy Head (Pastoral), who is their line manager. The AHSM are members of the Bursar's support staff, to which any major issues relating to finance and their personal contracts of employment should be directed.

The AHSM will take direction from the HSM for the day to day running of the house, with additional responsibility to the following:-

- School Medical Officer for implementing School medical policy;
- The Estates Manager for implementing School maintenance policy;
- The Support Services Manager for implementing School cleaning policies;
- The Hospitality Manager for implementing the School catering policies.

Further information

1. Accommodation

The AHSM are required to reside in the boarding house during term time. If they wish to remain in residence during the holiday periods, they are requested to notify the Bursar in advance. Full board and lodgings during term time, will be provided free of charge, other than a small tax charge as a benefit in kind.

2. Hours of Work

This position is included in the collective agreement that regulates 4 i) of the Working Time Regulations 1998, which relates to a maximum 48 hours working week shall not apply (opt out). Both parties accept that this clause may be terminable by either parties giving three months' notice in writing.

Overnight on call during days of work from 10pm to 7am. If the incumbent is called out whilst on call, time maybe taken the following day in lieu of.

The AHSM may be absent from the House, with the agreement of the Housemaster/Housemistress or his/her appointed representative, for periods during the day. During periods of absence they must organize a clear system of communication detailing their location and return time and appropriately brief any temporary cover.

The position holder is entitled to the following time off during term-time:

- One period of 24 hours off per week as pre agreed with the HSM. (Evening pupil prep time is also deemed to be Matrons time away from duties, unless an emergency arises.
- One additional evening per week commencing 7pm.

3. Holidays

The AHSM will be entitled to all School holiday periods apart from an additional 3 week period non term time as follows:

The AHSM must be present to ensure that the House is set up and closed down at the beginning and end of term and its preparation for the start of the following term. This will consist of 4 working days, allocated either after the end of a term or prior to the start of a new term, and 1 day at Half Term up to a total of three working weeks:

- The AHSM should be back in Houses on Friday nights before term starts and will work until Sunday evenings after term has finished.
- In the Summer Term, the AHSM will work until the Friday following the end of term.

- For all half terms, the AHSM should be available to work in the House up to lunch time on the day after half term begins and be back in the House by lunch time on the day half term ends.

4. Transport

The School has a designated car for AHSMs and would expect this to be utilized unless it is not available. Use of the appointee's own car with prior approval for any occasional business usage will be covered by the School's insurance, and any mileage expenses will be reimbursed at the prevailing rate. Formal legal documents of the vehicle must be seen by the School to ensure that the vehicle is road worthy.

Core Competencies required to be demonstrated include:

- Quality Focus
- Integrity
- Planning, organising and flexibility
- Confidence and self-control
- Problem solving and initiative
- Communicating with clarity
- Collaborating with others
- **Qualifications and experience**
- Relevant qualifications in medical or welfare related roles would be preferable but not essential.
- Computer literacy

Appendix 1

Medical tasks will include:

- a) AHSMs must be First Aid Trained to the satisfaction of the School nurse and administer 1st Aid as necessary;
- b) Conduct primary assessment of unwell / injured pupils and liaise with the medical centre staff as necessary;
- c) Care for ill pupils in-house;
- d) Inform / liaise with parents & house staff regarding ill / injured pupils/ following outpatients / hospital visits etc;
- e) Take pupils to appointments / hospital as per Transport policy;
- f) Administration and documentation of medication including controlled drugs as per medication policy;
- g) Ensure safe storage of medication;
- h) Ensure house staff are aware of pupils with health care needs / allergies;
- i) Update pupil problem list in liaison with medical staff;
- j) Monitor stock of over the counter medication and first aid supplies;
- k) Inform pupils of appointments at the medical centre and ensure they attend – update parents as necessary;
- l) Keep the duty nurse update with pupils who are ill in house.

Administrative tasks will include:

- a) Recording House roll calls;
- b) Maintain all travel information;
- c) Medical records, including appointments and travel arrangements;
- d) Routinely reporting any defects in plant, fabric and equipment as per the School's Help Desk system for maintenance;
- e) Record House meeting minutes (weekly, prefect and forums);
- f) Report on the quality of Housekeeping, laundry and catering to Operational management;
- g) Complete event proformas;
- h) Support all House events;
- i) Complete fire drill administration;
- j) Maintain House noticeboards;
- k) Ensure pupils have the correct uniform and equipment;
- l) Communicate with parents over logistical matters;
- m) Administration of activity, games, socials and haircuts etc.;
- n) First response to staff regarding missing pupils;
- o) Meet and greet parents at House events;
- p) Maintain the House diary;

- q) Administer House risk assessments;
- r) Recording of pupil commitments through the School week;
- s) Liaising closely with parents to organize all individual pupil travel arrangements for the arrival and departure at School;
- t) Liaise with pupil Guardians as requested.