



## Ripon Grammar School

### Job Description

#### Deputy Housemaster/Housemistress

##### Key Aspects of Role:

To support and deputise for, if required, the Senior Housemaster/Housemistress [SHP] in the leadership and management of a boarding house in accordance with the current Ofsted Framework (SCIFF) and the National Minimum Standards for boarding schools. To be resident in the house when on duty and provide outstanding care for the boarders' welfare and personal development.

##### Reports to:

Senior Housemaster/Housemistress

##### Terms and Conditions:

- Hours per week: 39 hpw term time only + 5 training days
- Salary: NYCC Grade E, points 6-9
- Accommodation provided in the boarding house.
- Tenancy agreement and rent to be paid [approx. £50 pcm]

##### Specific Duties

##### House Operations

- To assist with the management of the delegated budget for the boarding house.
- To assist with the maintenance of key monitoring files.
- To attend house staff meetings.
- To contribute to and ensure that the aims and objectives of the Boarding Development Plan are implemented.
- To undertake professional development training as required.
- To be familiar with the School's code of practice for Child Protection and other policies on the school website.

##### Leadership and Management of Boarding Staff

- To provide support to the SHP in the management of all boarding house staff including cover, staff meetings, sharing of information with teaching staff etc.

##### Students

- To be responsible for the care and welfare of the boarders in the house and to engender a feeling of respect and trust between boarders and the staff working in the house.
- To liaise, if required, with external agencies/partners to ensure the safety and welfare of all boarders is met.
- To liaise with boarders' teachers (or a house tutor if necessary) to ensure that every boarder fulfils their academic potential and inform staff of any issues relating to boarders' performance.

- To be responsible for the care, supervision, cleanliness and presentation of students, co-ordinating and liaising with other staff as necessary, ensuring readiness for school.
- To act as a tutor to a small group of boarders to support academic progress and personal development.
- To support the weekly and weekend activities programme, including safe supervision and completion of relevant risk assessments.
- To be aware of the school uniform requirements of students, and to ensure that they have all items they require; to be responsible for the good standard of clothing of students, arranging for clothing to be sent to and returned from the laundry; arranging for appropriate repair of clothing.
- To liaise with parents of boarders as necessary, concerning domestic, welfare and medical matters.
- To support the induction arrangements for new students joining the School and to ensure that any settling problems are resolved.
- To provide a sympathetic presence in the House, and to be sensitive to those who are having difficulties coping with school life; to liaise closely with House and other staff concerning the progress and welfare of pupils.

#### **Health and Medical**

- To support the SHSM in looking after the general health and well-being of those in the House.
- In the case of any doubt or concern, to refer medical matters to the School Health Worker
- To deal with routine medical appointments, escorting students as needed to the surgery or hospital.
- To attend to any sick boarders.
- To ensure that the drugs, equipment and dressings in the medical room are in date and re-stocked.
- To liaise with the nominated pharmacist re: the storage and administration of non-prescribed medicine.
- To ensure that appropriate student records (including medical records) are kept up to date and that they are stored securely; to liaise with school staff as appropriate e.g.(Head of School, form tutor), in order to share any health or main medical concerns.
- To liaise with parents as necessary concerning welfare and health and medical matters

#### **Domestic**

- At the end of term, alongside the SHSM, to supervise the clearing up and cleaning of the House; to carry out a check on all bedding, furniture, fixtures and fittings, preparing a list of repairs and maintenance items required, to be submitted to the Premises Manager, with a copy to the DSO. To advise on the replacement or renewal of bedding, fixtures and furnishings.
- At the end of the vacation, to support the preparation of dormitories and bedrooms for the new term; to carry out a check on all furnishings to ensure that they are in good order, repairs carried out, that rooms are clean and presentable.
- To participate in the instruction and induction of domestic staff allocated to work in the House, following any administrative arrangements made by the Premises Manager (PM); to advise the PM on domestic requirements and problems involving staff.
- To ensure adequate supplies of cleaning materials and equipment, medical items and other domestic materials, and make adequate provision for their safe storage and use.

**Any other duties as reasonably requested by the Headmaster**