

Girls' Housemistress

Due to the promotion of the present incumbent to a Housemistress role at Cheltenham Ladies' College, Belhaven Hill is seeking to appoint a Housemistress to oversee all aspects of the running of the Girls' boarding house, which accommodates up to 45 full-boarding girls from ages 8-13.

The Housemistress is responsible for overseeing the smooth running of the boarding house, organising bedtime routines and dormitories in conjunction with the Matrons. Most importantly the Housemistress leads the pastoral team in the Girls' House and is the key contact for parents and guardians with regard to the girls' boarding arrangements. The Housemistress is supported by the following:

1. The Headmaster
2. The Headmaster's wife (Head of Pastoral Care)
3. The Housemaster in the Boys' House (Head of Boarding)
4. The School Nurse
5. The Matronal Team
6. The Evening Duty Staff & the Tutors

General Duties & Responsibilities:

The Housemistress is responsible for:

- the safety, comfort, hygiene, health and wellbeing of the pupils, in conjunction with the school nurse and a team of matrons
- creating a secure, nurturing and disciplined environment in the Girls' Boarding House
- ensuring that all necessary steps are taken to implement any changes to regulations and legislation
- recording and reporting, on a daily basis, all concerns in relation to the children in her care
- Dealing with any matters that may arise concerning discipline within the house, and referring any serious concerns to the Headmaster and, where necessary, the Child Protection Officer.
- Maintaining strong, positive relationships with parents / guardians, ensuring that there is excellent communication between school and home
- enforcing all fire safety protocols within the boarding house
- implementing all school policies, as necessary

In addition, the Housemistress should:

- meet with the Headmaster each morning to discuss any issues that arise
- attend weekly meetings as a member of the Pastoral Committee
- organise and oversee the compiling of all necessary lists and rotas and ensure that these are distributed and observed
- maintain efficient, clear and constant communication with the Headmaster and his wife, between the boarding houses, the Matrons, the school office, the Bursar and the staff room

Personal Qualities

The skills required are many and varied but essential are:

- Diplomacy, tact, fairness, firmness, tolerance, decisiveness
- Excellent personal organisational skills and time management
- Superb inter-personal skills, showing and using initiative
- Mediation and conflict management
- Seeing strategies and initiatives through to completion
- Problem solving
- Maintaining a calm, unruffled manner at all times and possessing a fine sense of humour

In addition to becoming a full-time member of the teaching staff, which will include registration with the General Teaching Council, Scotland (GTCS) - although for the right candidate this could possibly be a purely pastoral role - it is expected that the Girls' Housemistress will also play an active part in both the sporting and co-curricular life of the school.

Self-contained accommodation will be provided within the House. Salary, commensurate with experience, available on request.

If you require any further information, please contact Laura Graham by email on lauragraham@belhavenhill.com