

Boys' Housemaster or Housemistress

Due to the promotion of the present incumbent to a Deputy Headship, Belhaven Hill is seeking to appoint a Housemaster or Housemistress to oversee all aspects of the running of the Boys' Boarding House, which accommodates up to 52 full-boarding boys from ages 7-13.

The Housemaster / 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 Housemaster / Housemistress leads the pastoral team in the Boys' House and is the key contact for parents and guardians with regard to the boys' boarding arrangements. The Housemaster / Housemistress is supported by the following:

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

General Duties & Responsibilities:

The Housemaster / 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 Boys' 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 his/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 Housemaster / 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 Boys' Housemaster / Housemistress will also play an active part in both the sporting and co-curricular life of the school.

A 3 bedroom flat will be provided within the House. Salary, commensurate with experience, available on request.

If you require any further information, please contact Edmund Lovatt by email on edmundlovatt@belhavenhill.com