

# Godstowe

## Job Description

### Deputy Housemistress

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

#### Introduction

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To safeguard and promote the welfare of all girls within the boarding community. To work with the Housemistress in ensuring that the House functions in accordance with the boarding policy and school policies relating to discipline and pastoral welfare laid down by the Headmistress.

#### Management

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The Deputy Housemistress is responsible directly to the Housemistress on a day-to-day basis. The overall responsibility for Boarding lies with the Assistant Deputy Head (Boarding/Head of Boarding) and the Headmistress, who is supported in this role by the two Deputy Heads.

#### Duties and Responsibilities:

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- To be aware of and act upon all aspects of safeguarding and child protection
- To be aware of the implications of the National Minimum Standards for Boarding Schools
- To attend boarding-related INSET and workshop training sessions, as required
- To have responsibility for running the Boarding House in the absence of the Housemistress, in accordance with the Godstowe boarding policy and policies relating to discipline and pastoral welfare
- To ensure that these policies are put into practice with the Housemistress and resident Boarding Assistants
- To support and manage the House staff when on duty, keeping the Housemistress or, if necessary, the Head of Boarding and Headmistress fully informed of any problems which may arise, as relevant
- To liaise with parents and school staff as appropriate and keep the Housemistress fully informed via the day book and/or email
- To attend Staff Meetings and other meetings as necessary or as requested by the Head of Boarding and/or Headmistress
- To act in loco parentis if necessary and, therefore, to accept responsibility for the health, safety and pastoral care of the girls in the House
- To help foster good relationships between day and boarding girls
- To help encourage a culture of learning, creativity and develop a family community with the house and wider boarding community

- To liaise with the Nursing Team as required, regarding medical matters and keep accurate records of all medicines dispensed, keeping the Housemistress fully informed of all details
- To assist in ensuring the House funds are kept in order
- To accompany girls to the Doctor, Dentist, Hospital or shopping, as required
- To help maintain all necessary records relating to pupil pastoral files, House records, etc
- To ensure that staff going off duty effectively communicate all relevant information to staff coming on duty.

### **General Duties**

- To ensure registration takes place morning and evening when on duty
- To keep a record of travel arrangements for Exeats and holidays
- To liaise with the catering department with regard to weekend numbers and house supplies
- To help ensure that proper procedures are adhered to for girls signing in and out of the house and for ensuring punctuality to morning registration
- To help ensure the observance of school uniform/dress code, maintaining the excellent presentation and appearance of the boarding pupils
- To draw the attention of the Housemistress and Estates Team to any repairs required to the furnishings or fabric of the building
- To participate in meetings at the School which relate to the curriculum, administration or organisation of the school if appropriate
- To ensure that the boarders keep the house tidy
- To assist in the packing up at the end of each term
- To actively support school events as far as possible
- To undertake other duties specified by the Headmistress, the Head of Boarding or Housemistress, as required
- To be on duty as laid down within the House staff rotas, including two working days prior to the start of a new term and the two days immediately after the end of term. Where 'off duty' periods coincide with the beginning or end of term, to be expected to adjust these in consultation with the Housemistress so that the House is properly staffed at these times
- Deputy Housemistresses are expected to conduct themselves in appearance and behaviour in a professional manner at all times, upholding the good name and policies of the school

### **Review**

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The job description will be reviewed annually and may be subject to amendment after consultation. The above is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post.

### **Child Protection**

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All members of staff are responsible for promoting and safeguarding the welfare of children. All members of staff are required to participate in regular safeguarding and child protection training and to follow the safeguarding and child protection policy at all times. Any child protection issues must be referred to the designated safeguarding lead and/or the Headmistress.