

Housemaster / Housemistress from September 2026

Person Specification

The person appointed will:

- Have had significant experience of working within a boarding house or having undertaken similar residential duties;
- Have excellent interpersonal skills;
- Be a good communicator;
- Liaise well with all relevant stakeholders within a boarding school community;
- Recognise the unique demands and rewards of working within a boarding school;
- Develop a good working knowledge of both safeguarding and the National Minimum Standards for Boarding;
- Possess exceptional leadership qualities;
- Take an active part in the development of their subject curriculum within the school;
- Demonstrate an interest in contributing to extra-curricular activities;
- Be flexible and imaginative in developing new ideas and resources, as well as adapting to curriculum changes.

General Job Specification and Conditions of Employment

The Housemaster/Housemistress shall:

1. Embody the mission and aims of the School through his/her work in boarding.
2. Be responsible through the Deputy Head to the Headmaster for all matters pertaining to the good order of his/her house and the welfare, behaviour and pastoral care of the students who are allocated to the House and any others as required by the Headmaster.
3. Other than in exceptional circumstances and with the agreement of the Headmaster, reside in his/her boarding house whilst the School is in session.
4. Lead and monitor the House Action Plan, ensuring its continual operation and review by including the House Team in its development and monitoring.
5. Take responsibility for the organisation and operation of the House Team, consisting of a resident, a matron and non-resident staff, to ensure continuous cover and supervision of the students in the House.
6. Participate in the School duty rota for the supervision of meals and other duties within the School as directed by the Deputy Headmaster.
7. Operate his/her house in accordance with School policies and procedures and in a manner which conforms to the National Minimum Standards for Boarding.
8. Ensure that students in his/her House make full use of the opportunities for extra curricular activities and that they adhere to the high standards of discipline and appearance as required by the Headmaster.
9. Support and monitor participation in the co-curriculum and develop opportunities within the house for co-curricular enrichment.
10. Ensure that House records, including the House Diary, SIMS entries and pupil files are up to date, meaningful and accurate.
11. Act as line manager for the House Matron and Boarding Tutors and ensure that all duties are properly discharged.

12. Participate in the promotion of boarding within the School and elsewhere, including assistance as required with the interviewing of candidates for boarding places, the organisation of House Open Days and Open Evenings, Induction Days and the like, and the attendance at any marketing events as requested by SLT.
13. Attend Housemaster's meetings.
14. Lead House Assemblies each week.
15. Ensure the good order and discipline of all members of the House at School events, including assemblies and inter-house events.
16. Participate in appropriate professional development activities and the School's Performance Management Scheme.
17. Undertake such other duties connected with boarding in the School as the Headmaster may from time to time reasonably require.

Old Swinford Hospital is committed to safeguarding and promoting the welfare of children and applicants are required to undertake an enhanced Disclosure & Barring Service check.