

Job Description: Housemaster/mistress

The Position

This position represents an excellent opportunity for an experienced individual to lead the day-to-day running of a busy boarding house as well as the pastoral care of pupils aged 12–18. Glenalmond College seeks to appoint a suitably qualified Housemaster or Housemistress.

The position is full-time and residential, and will ideally suit a candidate with experience of working in a boarding environment who wants to contribute to the running of this thriving and busy school. The successful candidate will lead all aspects of the House with direct responsibility for the welfare of pupils and the management of staff. The position of Housemaster/mistress can be a teaching or non-teaching post. We would particularly welcome applications from candidates able to teach Humanities or English.

All staff at Glenalmond are expected to contribute fully to the extra-curricular and boarding life of this busy and successful College. Glenalmond College is committed to promoting the safeguarding of children and expects all its employees to share this commitment.

Each House is run by a residential housemistress/master supported by a team of residential and visiting staff. All are assisted by an assistant housemistress and a matron. In addition, there is a team of visiting tutors who, alongside other members of the teaching staff, provide supervision and pastoral care. As a Housemaster/mistress, the post-holder will have direct responsibility for the pastoral care and welfare of a boarding house.

Pupils are aged between 12 and 18, and the House accommodates both day pupils and boarders; the boarding cohort comprises both domestic and international pupils. There is a strong emphasis on community and teamwork, and mutual support. Each member of staff undergoes an annual appraisal process, providing an opportunity to review progress and identify future opportunities for development.

Opportunities are available in both girls' and boys' houses.

Key Function

To lead and manage the House, with overall responsibility for the staff and pupils.

Line Management

Reports to: The Deputy Warden

Responsible for: Assistant House staff, Tutors, Matron

Accommodation

Residential accommodation for the Houseparent and their family is provided within the House and comprises a spacious family home. WiFi is available throughout the College.

Key Duties & Responsibilities

- Leadership of staff and pupils within the House.
- Manage the pastoral care and development of pupils within the House, including the delegation and supervision of duties
- Promote and safeguard the welfare of pupils at all times
- Generate a positive and supportive atmosphere within the House such that all pupils and staff respond to the high standards of behaviour, mutual respect and teamwork.
- Communicate regularly and promptly with parents, including the welcoming of parents into the House for formal and informal meetings and events.
- Lead the work of the House Prefects.
- To be aware of, and to implement, the requirements of the National Minimum Standards for Boarding Schools.
- Ensure all procedures and protocols are updated in accordance with the statutory requirements and College policies.
- Liaise with the various tutors and the Deputy Head (Academic) to monitor the academic progress of pupils in the House.
- Monitor and maintain records of pupil attendance, progress and welfare.
- Manage the House's resources and budget as delegated by the Bursar.
- Monitor the fabric of the House, ensuring the highest standards of cleanliness, repair and good order are maintained.
- Be available to meet prospective pupils and parents as required.
- Promote and market the House.
- Attend all Chapel Services, College and House Assemblies.
- Attend, when possible and within reason, events involving members of the House.
- Produce appropriate House booklets and maintain a positive social media presence for the House.
- Produce an annual House Development Plan and Review. Write reports on pupils as required and complete UCAS references.

Person Specification

Education

Essential if applying as a teaching Housemaster or Housemistress

- Strong academic background
- Degree from a recognised university in a relevant subject
- Relevant teaching qualification and eligible for GTCS registration
- Experience of working in a secondary school, ideally a boarding school
- Ability to teach a subject to A-level

Desirable

- Knowledge of National Minimum Standards for Boarding
- Experience as an assistant housemaster/mistress or resident tutor
- Experience of leading a team
- Experience in managing parental expectations

Experience

Essential

- Excellent written and spoken communication skills
- Excellent organisational skills and able to prioritise
- Understanding of issues affecting young people
- Conversant with educational and curricular developments
- Able to work on one's own as well as in a team
- Able to motivate and consult with staff and build teams
- Ability to support the co-curricular life of the school

Desirable

- Managing resources and budgets
- A high level of IT skills
- Effective mentoring skills

Skills & Aptitude

Essential

- A passion for pastoral care and working with young people
- Confident and authoritative
- Able to lead, manage and motivate others
- Able to inspire, to teach and motivate pupils
- Awareness of safeguarding issues, legislation and good practice
- To uphold the College's core values publicly
- Have an excellent punctuality and attendance record
- Be of a smart professional appearance
- Have a willingness to engage in further training
- Ability to adjust to change and development

Desirable

- Willingness to promote the House throughout the College

Terms & Conditions

Hours of Work

- This is a permanent full-time post.
- There is also a requirement to attend all-school events (such as Open Days and Inset Days), some of which take place outwith the usual working pattern.

Salary Scale

- The College has its own pay scale and accommodation as part of the role. We can offer you a competitive salary, complimentary refreshments during working hours of work, a good working environment as part of a close-knit team, and the possibility of opportunities for the role to grow and develop.

Pension

There is a College pension scheme.

Other Benefits

- Fee concessions are available for staff children who attend Glenalmond.

The Application

Glenalmond is committed to safeguarding and promoting the welfare of children.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers/Disclosure Scotland at an enhanced level. Appointments will be conditional on references acceptable to the College and sight of original qualification certificates.

All applications must be made on the College Application Form. Please also include a covering letter outlining your suitability for this position.

Detailed information about Glenalmond, together with a copy of this job description and application form, can be found at: www.glenalmondcollege.co.uk

All applications will be sent to wardensea@glenalmondcollege.co.uk

The Deadline

Closing date for this post is 20th May at 17.00. We reserve the right to appoint at any point during the process.

The Interview

The interview process will include interviews with senior staff, the teaching of a lesson, if appropriate, and the opportunity to meet House Staff departmental colleagues, a tour of the private accommodation and the College. Further details and a schedule will be provided in advance of the interview.

Equal Opportunities

Glenalmond College is an equal opportunities employer and welcomes applications regardless of age, gender, race, religion, disability or sexual orientation.