



## MARLBOROUGH COLLEGE

### JOB DESCRIPTION

<b>POSITION:</b>	Mill Mead Housemaster / Mistress
<b>DEPARTMENT:</b>	Boarding
<b>REPORTING TO:</b>	Head of Boarding and Deputy Head (Pastoral)
<b>DATE LAST UPDATED:</b>	January 2022

#### **Boarding at Marlborough**

Some of the greatest strengths of the College spring from the quality of the human relationships throughout our community and the sense of companionship these engender. The full boarding environment encourages a sense of togetherness and helps to develop friendships that will be sustained and be sustaining in life beyond the College.

Our sixteen Houses provide an unrivalled system of pastoral care which seeks to promote individual and academic confidence. The chance to live and work alongside people from varied backgrounds and countries is one which our pupils and staff relish. Pupils work with teachers, other members of the adult community and with other pupils in ways that go beyond the formulaic relationship imposed by the classroom or laboratory.

We believe that our boarding Houses provide the bedrock upon which supported independence and youthful fellowship can be built. Pupils learn to treat each other and all members of the community with kindness, sensitivity and respect, while thoroughly enjoying the opportunity.

Houses are staffed by teams of adults who work generously to sustain and uphold the health and happiness of young people in their care. We seek partnership with parents, based upon agreed values which elevate the wellbeing and prospects of young Marlburians. Housemasters and Housemistresses are supported by Resident House Tutors, Dames and Personal Tutors. Each pupil meets regularly with a Personal Tutor who provides age-specific guidance. Houses vary in character, composition and location but they all share the central ethos of our community.

The working week at Marlborough is full and weekends offer a rich programme of structured activities, social occasions and other recreational opportunities.

#### **Mill Mead**

Mill Mead is a modern purpose-built girls' only House of around 70 girls, situated on the water meadows to the south east of the campus and adjacent to the two trout lakes.

To the rear of the building there is a very large grass playing field bounded by the river Kennet. Mill Mead benefits from its rural location, and at the same time is just two minutes' walk from Court.

Mill Mead is unique at Marlborough in that it is attached to a boys House, C3, with which it shares a large communal entrance area, The Link Room. There is a central kitchen area where the girls gather as well as a number of other comfortable communal spaces.

All meals are eaten in the main College dining hall. With the exception of the Year 9 (Shell) girls who sleep separately from their place of work, Mill Mead pupils have large study bedrooms with space to sleep, relax and study.

Mill Mead girls are well integrated and there is a strong system of support between and amongst the year groups, generating a happy and purposeful atmosphere. The HM lives in spacious family accommodation at the front of the House. They are supported by two Resident House Tutors (RHTs), one of whom is also the Dame, and a team of non-resident Tutors.

## **The Post**

An HM is responsible for leading a boarding house in which an environment is developed and maintained to meet the College's pastoral, academic and co-curricular aims. They lead and are responsible for providing a safe, secure, happy and enriching boarding community within which individual pupils can thrive. Pastoral and academic responsibilities are of equal importance.

All staff have a duty of care where pupils are concerned, but the HM acts *in loco parentis* for the children in their boarding House. The College works in partnership with parents to ensure the best outcomes for each child, and the HM is expected to manage frequent and open lines of communication with parents and guardians.

There must also be clear communication between the HM and the Senior Management Team, the House team, teaching and co-curricular staff, Medical Centre and other key members of staff. The HM body meets weekly and, more formally four times a term. Each HM should expect to make a strong individual contribution to the high standards of pastoral care across the College.

HMs are expected to manage their Dame, Resident House Tutor(s) and Tutor Team as well as the resources of the House such that safety, good discipline and pastoral wellbeing are ensured for all pupils.

HMs are expected to work closely with the Admissions and Marketing Departments to promote the House and the College to prospective families and to our many feeder schools.

All HMs are expected to teach approximately 60% of a full academic timetable in any academic subject taught at the College. Where appropriate, a contribution to the co-curricular life of the College would be welcomed.

Further expectations of the role are detailed below:

### **1. Pupils**

- To give the safeguarding of pupil welfare the highest priority.
- To ensure that every pupil in the House develops his or her personal, social, co-curricular and academic potential to the fullest extent in line with the aims of the College.
- To maintain good order and to ensure a high standard of discipline within the House.
- To promote social and recreational opportunities within the House and to participate in the planning and provision of activities for pupils.
- To encourage the maintenance of pupil health and wellbeing, including emotional and mental health and wellbeing. To refer any concerns in this respect to medical staff and to senior members of the College.
- To ensure that every pupil knows about the outlets for counselling and listening, and knows about opportunities for adult support and guidance.

## **2. Parents**

- To work in close partnership with parents to promote the welfare of their children within the College.
- To ensure close communication with them over matters of academic progress, (including external examinations and Higher Education/Guidance) pastoral welfare and any other matter pertaining to their child within the College.
- To deal with prospective Marlborough parents in such a way that best represents the ethos, values and interests of the College.
- To ensure that accurate records are kept in respect of parental communication.

## **3. Tutors and House Staff**

- To induct, lead and develop a team of Tutors within the House, in accordance with the specific and generic role descriptions.
- To ensure that the team of Tutors are aware of school policy on all important matters relating to the welfare of boarding pupils, and are able to apply this within the House.
- To liaise with the Deputy Head (Pastoral) regarding the allocation, development and training of tutors including the RHT and Super Tutor.
- To organise such duty rosters as are necessary.
- To liaise closely with the Dame, domestic staff and the Medical Centre, as appropriate.

## **4. Administration**

- To be present at the College at such times as directed by the Master for the good management of the House. These times include: the issue of external public examination results in mid-August, the 72-hour period before the beginning of each term (unless specific permission is sought to be away from Marlborough).
- To maintain all records, including pupils' individual files and electronic records as appropriate, and in accordance with the College's guidance on GDPR.
- To check regularly and complete attendance registers, recording attendance of day pupils and boarders, noting reasons for absence. To produce such records when required as part of compliance evidence for external inspection.
- To prepare reports and references, including confidential reports and notes of pastoral, disciplinary or other incidents.
- To co-ordinate all information received from parents, staff and outside agencies about individual pupils and to distribute the information as necessary using the structures in place as appropriate.
- To report damages and defects to the Director of Operations and to ensure that the fabric of the building is well cared for and that health and safety procedures are known and adhered to.
- To liaise with parents as necessary, through the annual routine cycle of the College year.
- To liaise with outside agencies - including prep schools and universities - as appropriate.

## **5. Management**

- To work closely with the Senior Management Team to promote the good health, safety and successful management of the House. The following list is not exhaustive but gives an indication of the areas of crucial liaison.
- To work closely with the Admissions Department to sustain the recruitment of pupils, via Prospective Parent Visits, assessment for Shell and L6 Admission, House Lists, Prep School visiting, Open Days, etc.
- To ensure the Master, Bursar and relevant members of the Senior Management Team are aware of all relevant issues, and in particular to liaise with the Deputy Head (Pastoral), Head of Boarding, Second Master and Director of Safeguarding over disciplinary and pastoral matters.
- To liaise with Heads of Department over academic programmes.
- To liaise with the Bursar and Director of Finance over financial matters and ensure that accurate House accounts are maintained in accordance with College Policy.

- To liaise with the Deputy Head (Academic), the Deputy Head (Co-Curricular and Outreach), the Heads of Year and Senior Chaplain over matters relating to their areas of responsibility.
- To undertake relevant management tasks related to the Health and Safety of pupils and staff in House, including relevant risk assessments and fire safety drills.
- To undertake an annual staff performance review with the Dame and to oversee the management of the annual cycle of performance review for all other House Staff carried out by the Dame, through the HM's role as Senior Reviewer.

## **General Responsibilities**

### **Essential information**

The successful candidate will have to meet the requirements of the person specification in order to be offered the post and will be subject to an Enhanced DBS check. The College is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. Any offer of employment would also be subject to references satisfactory to the College, evidence of Right to Work in the UK and evidence of the required qualifications. We welcome applications regardless of age, gender, ethnicity or religion.

### **Policies & Procedures**

The postholder is required to familiarise themselves with all College policies and procedures and to comply with these at all times.

### **Confidentiality & Data Protection**

The postholder must maintain the confidentiality of information about students, staff and any other personal information and meet the requirements of the Data Protection Act and GDPR.

### **Health & Safety**

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and any subsequent relevant legislation and must follow these in full at all times including ensuring that they act in line with all agreed procedures at all times in order to maintain a safe environment.

### **Safeguarding**

All staff are responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they may come into contact with and will adhere to and ensure compliance with the College's Safeguarding Policy at all times.

The successful candidate will be required to undertake online safeguarding training at the College.

### **Flexibility**

This Job Description outlines the purpose and key tasks required to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties/specific tasks may be varied from time to time, without changing the general character of the job or the level of responsibility entailed. This will allow flexibility for the College to respond to changing priorities and also support and enhance individual professional development. It is the practice of the College to examine job descriptions periodically, update them and ensure that they relate to the job performed, or incorporate any proposed changes. This procedure will be conducted by the Line Manager in consultation with the post holder.