LINDISFARNE COLLEGE

600 Pakowhai Road,
Frimley, 4120, Hastings
06 8731136

JOB DESCRIPTION: **House Master - Boarding**

POSITION: **Full time – Term Time Only**

Teacher Registration is a requirement of employment.

Reporting to: Director of Boarding

Functional Relationships with:
Assistant Rector (Pastoral Care), College Deans, Housemasters, Assistant Housemasters, Health Centre Team Kitchen Staff, Property Manager, Business Manager, Cleaning and Laundry Staff, College Counsellor.

Primary Objective:
The House Master is responsible for supervising and assisting with the health, welfare, safety, and pastoral care needs of all Boarders.

Health, Safety and Environment
Lindisfarne College prioritises the health, safety, and welfare of all members of the school community, in line with the Health and Safety at Work Act 2015 and the Education and Training Act 2020. All community members share responsibility for maintaining a safe environment.

- Demonstrate support for college health, safety, and environmental practices.
- Ensure safe working practices are followed and reviewed.
- Commit to the Lindisfarne College HSE Policy.
- Identify, report, and mitigate hazards.
- Use all required health and safety systems and tools.
- Adhere to all College and government environmental policies.

General Responsibilities

- Support the Mission, Vision, and Values established by the College Governors.
- Uphold the Lindisfarne College Staff Code of Conduct.
- Report any incidents of student safety to the Deputy Rector.
- Participate in staff, faculty, and other meetings as required.
- Attend assemblies and chapel services as directed.
- Promote the College positively within the community.
- Role model professional behaviour always.
- Support the College in public settings.
- Carry out additional duties that you are competent and capable of performing, as requested.

Key Tasks:

Pastoral Care of all Boarders
Establishing and sustaining a culture within the boarding houses that reflects the standards and values expected by the College.

a. Set high standards of respect for self, others, and the environment within the boarding house.
b. Actively promote the College values.
c. Consistent application of the Boarding house discipline and positive reinforcement policies and procedures.

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d. Adopt a zero-tolerance approach to bullying and any form of harassment.
e. Counsel and support Boarders when the need arises.
f. Promptly respond to commendations and concerns reported by boarding staff or boarders.
g. Referral of Boarders to the House Masters and the Director of Boarding when serious concerns or success is recognised and/or reported.
h. Record commendations, concerns, and disciplinary actions on Orah.
i. Provide feedback on Boarders when requested or required.
j. Encourage Boarders to engage with co-curricular activities to enhance their engagement and wellbeing.

Operational Management of Boarding house

Establish and sustain day-to-day routines to enhance positive culture and wellbeing of Boarders.

a. Support Boarding Staff through ensuring boarding houses are well kept and respected by the Boarders.
b. Assist with regular inspections of the boarding house.

Duties and Responsibilities

a. 15 hours per week, 4.30pm - 9.30pm Tuesday - Thursday, Term time only.
b. Additional duties as required.
c. Assist with outings for Boarders as required.
d. Report any maintenance or health and safety issues to the Director of Boarding.
e. Inform the Director of Boarding of any major concerns or successes related to the boarding community either verbally or through the daily duty report.

Parent and Staff Liaison

Be accessible and effectively communicate with parents and staff, including outside of regular duty hours. Provide prompt responses to their feedback, inquiries, concerns, or questions.

a. A prompt response to staff and parental messages or requests to contact them is expected.
b. Act in response to all reasonable requests from parents of Boarders in your care.
c. Pass on any concerns raised by parents to the relevant staff member(s).
d. Ensure that relevant staff are directly communicated with when something occurs that could have a significant impact on their Boarders. This includes being a victim of bullying, an accident, etc.
e. Provide feedback on Boarders as required or when deemed necessary.
f. Assist with ensuring additional support put in place for identified boarders is met (e.g., prep checks, inspections, etc.).