Housemistress: 12–17-year-olds

(**residential summer school**)



This is a seven-page job description. If you are interested and meet our requirements, email your CV and the application form to connor@skola.co.uk.

**Note: we cannot provide work VISAs. You must have the right to work in the UK.**

**SKOLA English in London is committed to safeguarding and promoting the welfare of all Young Learners participating in our course. Please note that if you are successful at the interview stage all offers are subject to two references, a Disclosure and Barring Service Check and Police Check (if living abroad) that are considered satisfactory to SKOLA English in London.**

Job Description

This job description summarises the purpose of the job and lists its key tasks. It is not a definitive list of all tasks to be undertaken as those can be varied from time to time at the discretion of the Centre Manager and/or the principal.

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| Job | Housemistress: 12–17-year-olds (**residential summer school**) |
| Location | SKOLA Residence at Nutford House (Marylebone) |
| Dates | 30th of June to 11st of August 2024. |
| Salary | £700 - £1000 per week (depending on experience and qualifications). |
| Induction | One full Saturday before course date and online training.  |
| Contract | 7-week contract.  |
| Reporting to | The principal. |
| Purpose of the job | To ensure the safe running of the residential school.  |
| Residence page | https://www.skola.co.uk/summer-residence-in-marylebone |

The role of a housemistress is one of high responsibility directly concerned with the welfare of our students. The ideal housemistress will be energetic, outgoing with a high level of responsibility and authority with a positive ‘can-do’ approach to work. As a housemistress you should be able to demonstrate willingness, flexibility, and adaptability to changing priorities.

This role includes a range of responsibilities related to managing the residential life of students in a residence. Here's a general overview:

1. **Residential Supervision**: The housemistress oversees the day-to-day operations of the boarding house or dormitory, ensuring that students adhere to established rules and regulations.
2. **Student Welfare**: She is responsible for the well-being of students under her care, providing support, guidance, and counselling as needed. This includes addressing any emotional, social, or academic concerns that may arise.
3. **Discipline and Behaviour Management**: The housemistress enforces disciplinary measures when necessary, promoting a positive and respectful living environment for all students. She may also work with other staff members to develop and implement behaviour management strategies.
4. **Safety and Security**: Ensuring the safety and security of students within the boarding facility is a top priority. This includes implementing safety protocols, conducting regular inspections, and addressing any safety concerns promptly.
5. **Administrative Duties**: Housemistresses often handle administrative tasks related to the boarding house, such as managing student records, coordinating room assignments, and communicating with parents or guardians regarding student progress and concerns.
6. **Staff Supervision**: the housemistress may supervise a team of residential staff, including residential assistants or prefects, and provide training and support to ensure effective management of the boarding facility.
7. **Emergency Response**: Being prepared to respond to emergencies is essential. The housemistress may develop emergency plans, conduct drills, and coordinate with school administrators, faculty, and local authorities as needed.
8. **Community Building**: Fostering a sense of community and belonging among students is an important aspect of the role. The housemistress may organise social activities, outings, and events to promote camaraderie and positive relationships among residents.

Overall, the housemistress plays a crucial role in creating a supportive and nurturing residential environment that enhances the overall educational experience for boarding school students.

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Training, health and Safety and Safeguarding

* To attend an induction period prior to the start-date; and to have read and be fully conversant with the staff manuals, policies and procedures attached to this role (If your contract starts later than the above dates you will be expected to complete your induction online)
* Complete all staff training before your start date
* Take part in all Health and Safety related training
* Take part in all Safeguarding and PREVENT training.

Afternoon Responsibilities

 • To actively participate in excursions and activity sessions both on and off site as required.

• To actively encourage students to take part in the non-classroom programme.

 • To accompany, lead and supervise students on excursions to a variety of locations.

• To organise, lead and supervise engaging and safe activities for the students.

• To ensure that all aspects of the programme run smoothly and safely.

 • To report any issues to the Principal.

Pastoral Responsibilities

• To assist with pastoral duties as requested by the Centre Manager, Principal or DoS.

• To carry out duties associated with the transfer of students on arrival and departure days as required by the Centre Manager.

• To consistently ensure the welfare and safeguarding of our students remains paramount.

• To be fully engage in the nature of the programme.

 • To actively discourage students from engaging in improper behaviour, including sexual liaisons, bullying, rowdiness, or any activity which could cause harm.

 • To ensure proper discipline is maintained throughout the duration of the centre. Following the school’s behavioural management policy and methods.

• To address any student, International Group Leader or host centre representative issues, complaints, or suggestions by ensuring that the relevant members of staff are made aware.

• To act in a seemly and professional manner with all SKOLAs agents, clients, the host centre, and staff, and not to engage in any activity which may bring SKOLA or the host centre into disrepute.

• To assist all students to derive the maximum benefit from the course.

• To protect the property and equipment belonging to SKOLA and the host centre, maintaining security and avoiding loss and/or damages in the schools.

• To dress in a manner commensurate with the role demanded of the position, to wear the SKOLA uniform. Any uniform supplied by SKOLA is to be returned at the end of employment.

 • To read and be fully conversant with all documentation, policies and procedures relating to role prior to the start of employment.

• To carry out any other duties as may be reasonably assigned by the Principal.

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| Qualifications, Education and Training | Essential | Desirable |
| Educated to degree level or NQF Level 6 or equivalent.  |  | x |
| Proficient speaker of English (IELTS 9).  | x |  |
| Experience, Skills and Knowledge  |  |  |
| Previous experience working with children and teenagers  | x |  |
| Similar summer school experience  | x |  |
| Experience of working with international students  | x |  |
| Working with mixed nationality students  | x |  |
| Experience of working and running a residence  | x |  |
| Personal Qualities  |  |  |
| Good customer service  | x |  |
| Ability to work flexibly and as part of a team | x |  |
| Ability to work under pressure and to deadlines | x |  |
| Excellent time management and organisation skills | x |  |
| Good IT skills |  | x |
| Strategies for effective classroom management of Young Learners | x |  |
| A ‘can do’ approach to work | x |  |
| Commitment to student centred learning  | x |  |
| Ability to speak other languages  |  | x |
| Special Requirements  |  |  |
| Satisfactory DBS check/ Police Check.  | x |  |
| First Aid qualified  |  | x |
| Child protection training  |  | x |

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