

Queen Margaret's

Queen Margaret's is a fully independent boarding and day school for girls aged 11-18, located in 75 acres of parkland, six miles south of the city of York. Established in 1901, the School is proud of its traditions and Anglican foundation, whilst being forward thinking. Excellent pastoral care, inclusion and opportunity are hallmarks of a QM education.

Ethos of the School

A Queen Margaret's education is an exciting, challenging and balanced experience. Our girls are part of a community of people who care for each other and grow as individuals. They develop a wealth of skills for use in their own lives and ideals to make a difference in the world. At the heart of a QM education is a love of learning, which is supported by a healthy body and healthy mind. When a girl has completed her education at QM she will be a freethinking, courageous individual, prepared to take her learning to the next level and her place in the modern world.

Aims of the School

Queen Margaret's is a school for girls who aspire to be leaders in every walk of life. QM girls take advantage of the rich and complementary programme of studies and activities available to them. In doing so, we hope that they will:

- achieve **excellence** inside and outside the classroom
- develop an enthusiasm for **independent** thought, learning and research
- grow with emotional maturity, social awareness and **respect** for individuality and difference
- forge special **friendships** that will stay with them for the rest of their lives
- be interesting, well informed, happy and confident members of the **community**

Boarding at Queen Margaret's

Queen Margaret's is a full boarding school. Approximately 75% of the girls are full boarders, however day girls (day boarders) each have a dedicated bed in the School and most day boarders stay frequently to take advantage of the rich and varied enrichment opportunities that the School offers. At Queen Margaret's Boarding houses are arranged "horizontally" and comprise six houses for each of Year I, Years II and III together, and Years IV to Upper VI. Although initially appointed to one of these houses, house staff periodically may be required to move to a different house to meet the needs of the School. Housemistresses live in flats within or near to their Boarding Houses and operate under the leadership of the Director of Boarding.

The full team of Pastoral Staff within the School as from September 2017 will be:

- Head
- Senior Deputy Head - Designated Safeguarding Lead
- Director of Boarding – Deputy Designated Safeguarding Lead
- Assistant Director of Boarding (also a Housemistress)
- Chaplain
- International Student Counsellor (ISC)
- Senior Sister
- 3 Medical Sisters
- Emotional Wellbeing Practitioner
- 2 Clinical Psychologists
- 6 Housemistresses
- A team of full time and day time Assistant Housemistresses

Housemistress

The Housemistress is a highly influential person in the lives of the girls in their Boarding House. She is the key point of formal and informal contact for parents and take responsibility for the happiness, welfare and discipline of the girls in her house. The Housemistress is 'parent', mentor, conscience and guide. The

Housemistress works alongside, in equal partnership with, the Senior Tutor for the Year Group in her house. The Senior Tutor leads a team of Tutors and takes responsibility for progress, achievement and formal reporting to parents on those matters and provides a link between the academic and pastoral life of the school.

Housemistress – Job Description

As Housemistress you are acting *in loco parentis* to the girls in your Boarding House and are accountable to the Head and Senior Deputy Head via the Director of Boarding. You work within a Pastoral team and liaise with its members as well as with Academic, Medical and Administrative departments. You implement all relevant aspects of School policy as formulated by the Head. You will be supported by Assistant Housemistresses, who will deputise for you during your time off, and who will help you with all aspects of the running of the Boarding House.

Your direct responsibilities will include:

- acting *in loco parentis* and accepting responsibility for the pastoral, general health, hygiene, eating and sleeping habits, behaviour and appearance of the girls in your House
- being aware of, implementing and maintaining the National Minimum Standards for Boarding Schools for welfare and Pastoral Care of the girls in your House
- being thoroughly conversant with the School policies and procedures and ensuring that all members of your Boarding staff are aware of these policies, particularly those relating to Safeguarding, Countering Bullying, Fire, Health and Safety
- ensuring all fire routines and exits are known and understood and procedures regularly practised
- ensure that all health and safety policies are complied with
- ensure that the School's policies in connection with the storage and administration of medication are complied with
- in partnership with the Senior Tutor and Tutors, sharing responsibility for the girls' academic progress and enrichment opportunities and participation
- managing the girls' daily routine according to School guidelines
- supporting girls in their development of a sense of responsibility, organisation & leadership
- sharing responsibility with other Resident Staff for the safety & behaviour of girls
- organising appropriate activities, entertainments, excursions and social events
- writing reports on each girl in your House as required in the reporting schedule
- acting as a direct link at all times between parents and the School
- providing the Head and all other appropriate pastoral, medical and academic colleagues with all relevant information about individual girls
- liaise with and act under the direction of the Admissions department in the delivery of successful taster visits and other exercises to market the School
- liaising with the Centre for Health and Wellbeing concerning routine and special dietary requirements
- Work with the Director of Boarding, Bursar and Estate Manager (via appropriate channels) in respect of repairs, and any necessary replacements of the fabric, decoration and property of the Boarding House
- liaising with the Housekeeping Department and providing feedback to the Housekeeping Manager on the performance of domestic staff in House
- completing annual appraisals of Assistant Housemistresses in your House
- taking responsibility for the organisation, administration and operation of the House

- keeping individual records on each girl, and ensuring that copies of all significant correspondence and contact are lodged with the Head
- organising standard arrangements, including ensuring the School Administrator has sufficient timely information to arrange travel for leave outs, half term and end of term
- administering Year Group finances and budgets as delegated by the Bursar
- keeping a log of girls' pocket money
- attending regular meetings with the Pastoral Team and other Staff, and advising on matters of general policy
- returning to School after holidays and leave outs before the girls and remaining at School until their departure at the end of each session or the date agreed with the Head
- sleeping in the appointed accommodation whilst on duty
- being available to girls most evenings and weekends
- being contactable during full term, even when off-site
- supporting as many school functions as possible, including attendance at Chapel & House Meetings
- performing the duties of a teacher or an equivalent role (teaching approximately 8 hours per week in the curriculum or performing other duties for the benefit of the girls in the School as directed by the Head)
- be aware of the School's Plan of Day, term dates and calendar entries, as detailed on the School website and in iSAMS. Refer to the regular up-dates and be aware of the implications of these for girls in her house
- performing any other tasks that the Head may reasonably assign to a Housemistress from time-to-time

Housemistress: Person Specification

The post holder must:

- hold suitable qualifications for the role as advertised
- be an excellent listener and committed team member
- lead by example and demonstrate authority, respect and trustworthiness
- have good writing, proof-reading, telephone and IT skills
- have exceptionally high standards of discipline and integrity
- be aware of the importance of Child Protection and Safeguarding of young people
- be prepared to undergo appropriate training as requested
- support the ethos of a full boarding school and broad education
- have a clear sympathy with the advantages of single-sex education
- be able to promote academic excellence and individual creativity
- be able to exercise total discretion and uphold confidentiality, when appropriate
- be inspired by challenges and seek to set individual targets
- have energy, drive, enthusiasm and a positive manner
- be able to use email, databases and information management systems
- organise and run events in school and off-site
- have an awareness of ISI inspection criteria
- be willing to undergo further training for First Aid, Fire safety, Safeguarding and Boarding Inspection

Most importantly, the Housemistress must be **compassionate** and **dynamic**. They must get to know each girl and their family personally and create a supportive environment to enable each girl to aim high and exceed her expectations in a confident and polite manner.

This job requires stamina and resilience. The working hours during term time are inevitably long and tiring, but, ultimately, immensely rewarding. The Housemistress must have a natural, happy demeanour, be passionate about working with young people and hold their safety, wellbeing and progress above all other considerations.

The girls must trust their Housemistress because the relationship which is built is absolutely fundamental to the girls' happiness and success. The Boarding House must be a 'home from home'.

Terms and Conditions of Employment

The following particulars do not form any part of an offer of employment. Terms and conditions, which will incorporate the Staff Handbook, will be set out in a letter of appointment.

1. Appointment

The Housemistress is appointed by the Head subject to the checks and enquiries set out in the School's Recruitment Policy. The appointee will be required to complete a confidential medical questionnaire (and medical examination where applicable), the costs of which will be met by the School.

2. Line Management

The Housemistress reports to the Head and Senior Deputy Head via the Director of Boarding.

3. Committees

The Housemistress shall attend weekly Staff Meetings of House Staff and Tutors to give updates on girls in their care. Staff Briefings and Boarding Meetings are held to discuss operational matters and the Housemistress represents their team from time to time on other school committees to help formulate policy.

4. Professional Development & Appraisal

The Housemistress shall participate fully in the School's professional review process and seek opportunities to progress their development as a Housemistress through training, observation and discussion.

5. Probationary Period

This appointment shall be subject to a probationary period of two complete academic terms during which the appointment may be terminated on one month's notice. This period may be extended by notice in writing given before the expiry of the initial period.

6. Safeguarding

The Housemistress shall be fully aware of best practice relating to Safe Recruitment and Child Protection and will understand the School's Safeguarding and Countering Bullying Policies. She should be aware of how to contact the Designated Safeguarding Lead and not hesitate in communicating concerns regarding Child Welfare as appropriate.

7. Marketing

The Housemistress, like all other members of staff, is responsible for the marketing of the School through their contact with girls, parents, visitors and outside organisations and through the conduct and

contributions they and any girls in their care make whether in or outside school. It is hoped that the Housemistress will offer ideas regarding the marketing of QM.

8. Enrichment & Activities

The Housemistress should have an interest in and willingness to support all school activities and should discuss with the Deputy Head opportunities to enhance the School's programme of events.

9. ISI Preparations

The Housemistress shall help the School prepare for inspection by reviewing and up-dating documents, as requested.

10. Working Hours

This is a full time role in a busy boarding School, in which girls require around-the-clock support. In conjunction with the Director of Boarding and fellow Housemistresses, the appointee shall receive a period of consolidated time off of 48 hours per week to be taken between Sunday evening and Friday morning (except in exceptional circumstances). In addition the appointee will be entitled to 2 hours downtime per day plus an additional 4 hours per week to be taken as appropriate to the needs of each Boarding House. The Housemistress should expect to be on first-call overnight on four to five nights per week depending upon the rota.

11. Holiday Entitlement

The Housemistress shall be entitled to the statutory minimum holiday entitlement (currently 28 days) which is to be taken during the School holidays. In addition, and subject to all duties being fulfilled and responsibilities being met to the satisfaction of the Head and Director of Boarding, including attendance at Training Days and Results Days, as required, the appointee will not normally be required to work during normal school holidays.

12. Request for Absence

The Housemistress shall make any requests for absence during term time in writing (letter or email) to the Deputy Head, who will make consistent and transparent judgements based upon the best interest of the girls and the School. Sufficient notice must be given.

13. Salary & Pension

Queen Margaret's has its own competitive salary scale. The salary for this post will reflect the responsibility attached to the role. The salary will be paid in monthly instalments in arrears from the agreed date of appointment and is inclusive of holiday pay; no over-time is paid and days off in lieu of work are not applicable. The appointee will be enrolled in QM's own staff pension scheme, which is a contributory money purchase scheme (6% employee and 8.4% employer), or the Teachers' Pension Scheme (TPS) if appropriate.

14. Notice Period

The appointee is required to give the School one complete term's notice of his/her intention to leave this post.

15. Meals

Food and refreshments are provided during term time during the hours of duties.

16. Accommodation

Accommodation is provided within the School for the purposes of fulfilment of duties, subject to the terms of a special license agreement. Accommodation shall only be provided whilst the appointee is in the role as described and may change from time-to-time for operational reasons. Permission to remain in residence during school holidays is granted at the discretion of the Bursar.

17. School Fees Remission

At the discretion of the Head an appropriate school fees remission package is available for the daughter(s) of the Housemistress, during their time at Queen Margaret's.

18. Safeguarding & Child Protection

All employees of Queen Margaret's are responsible for promoting and safeguarding the welfare of children and young persons and must adhere to and ensure compliance with the School's Safeguarding Policy. If in the course of carrying out the duties of this post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, this must be reported to the Designated Safeguarding Lead and the Head.

Queen Margaret's is committed to safeguarding and promoting the welfare of children and young persons and candidates must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.

Only applications from female applicants will be considered. This is a genuine occupational requirement in accordance with Schedule 9 Part 1 of the Equality Act.

Queen Margaret's School
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