

### 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. Residential Assistant Housemistresses live in flats within or near to their Boarding Houses and operate under the leadership of their Housemistress and 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

### Assistant Housemistress

The primary role of all Assistant Housemistresses is to provide outstanding pastoral care for the girls in the school, under the leadership of a Housemistress and the Director of Boarding you will help to provide a relaxed, warm and caring environment which the girls are happy to call 'home'.

The Assistant Housemistress supports the Housemistress, sharing the day to day concerns of caring for the girls and all aspects of running the boarding house. The duties and responsibilities of the assistant will depend not only on the age and therefore the needs of the girls in the house, but also on what is agreed with the Housemistress, the Director of Boarding and the Head bearing in mind the appointee's individual skills and other commitments within QM from time to time.

The Assistant Housemistress's duties will include:

- supporting the Housemistress in providing pastoral care for the girls; taking an interest in their concerns and discussing and resolving issues that are worrying to the girls
- working with the rest of the residential team to provide a safe, healthy & happy environment for girls to enjoy
- being aware of the National Minimum Standards for Boarding Schools and of the School's policies in place to ensure that it is compliant with those standards, especially those dealing with Safeguarding, Countering Bullying, Promoting Good Behaviour, Fire Safety and Health and Safety
- reporting any concerns over the safeguarding of girl's personal wellbeing to the Designated Safeguarding Lead or her Deputy
- assisting the Housemistress with disciplinary matters; following the discipline policy and keeping accurate records of events, which must be forwarded to the Deputy Head and Head
- being aware of the School's Plan of Day, term dates and calendar entries, as detailed on the School website and on iSAMS. Referring to the regular up-dates and being aware of the implications of these for girls in her house.
- ensuring the girls are in bed and at breakfast on time, checking their uniform, ensuring bedrooms and workrooms are kept in a good state of tidiness etc.
- assisting in the organisation and delivery of weekend and special House activities and events
- reporting any urgent in house damage or repairs required to the Estate Department and follow up completion of the work required
- assisting with laundry procedures relevant to the year group including mending clothing and sorting out lost property
- maintaining boarding house routines including checking that girls are tidy and the house is suitably presented to parents and friends
- liaising with the Health and Wellbeing Centre in ensuring that appropriate care is given to girls who are ill including the correct dispensation of the required medication
- ensuring that the School's policies in connection with the storage and administration of medication are complied with
- keeping a log of girls' pocket money
- collecting provisions for the boarding house so girls have access to fresh food during evenings and weekends
- attending all relevant training and professional development as required by the Director of Boarding and Pastoral Care or the school's Health & Safety Officer
- assisting with general duties around the school, e.g. tuck shop, dining room duties, as required
- attending all school functions including concerts, House events and competitions, assemblies and chapel services with the girls and other members of the boarding house, appropriately dressed and punctual for each occasion
- ensuring that girls are correctly dressed in tidy school uniform or suitable mufti, as appropriate
- promoting good behaviour and respect amongst the girls in the boarding house
- liaising with the catering staff about any special dietary requirements for the girls

- maintaining comprehensive and clear records (in line with school generic documentation) about the girls in her care, as directed by the Housemistress
- being available at all times (whilst on duty) to the girls in her care and their parents/guardians
- accompany boarders to medical appointments/IELTS exams etc
- accompany teaching staff on school trips/activities
- 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

**Additional Responsibilities**

In addition to her role within the Boarding House, the Assistant Housemistress will also be expected to take on other responsibilities within the School, dependent upon her qualifications and experience. By way of example only, responsibilities may include:

- Teaching an academic subject (approximately one half of a timetable)
- Contributing to the delivery of the PSHE programme (personal, social and health education)
- Coaching/directing sports teams or music ensembles etc
- Coordinating a (vertical) House, major club or activity
- Coordinating activity programmes or trips etc

**Person Specification**

	ESSENTIAL	DESIRABLE
Experience of working with young people in a boarding school setting		✓
Professional Practice Certificate within the Boarding Standards		✓
Be first aid trained / willing to train in first aid		✓
Be committed to safeguarding the physical, emotional and mental well-being of young people	✓	
Understand the importance of developing appropriate working relationships with young people	✓	
Have the ability to treat all with respect without regard to gender, age, religion, race or sexual orientation	✓	
Be responsible, honest & reliable	✓	
Possess effective communication skills, both written and spoken, for dealing with pupils, parents and staff	✓	
Possess good organisational skills	✓	
Understand the importance of attention to detail	✓	
Have the ability to work with flexibility & with initiative	✓	
Have the ability to work well and harmoniously within a small team	✓	
Be adaptable and self-motivated	✓	
Set high standards for self and others	✓	
Be able to delegate		✓
Be able to motivate		✓
Be willing to hold people to account		✓
Willing to engage in the wider life of the school	✓	
Keen to run a wide range of outings and activities		✓
Be helpful and have a calm & professional disposition	✓	
Possess a professional manner & attitude	✓	
Be energetic, enthusiastic and caring	✓	
Be fully committed to boarding school life	✓	
Have a clean driving licence and be willing to undergo minibus driving training		✓

## **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 Assistant 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 Assistant Housemistress reports to the Director of Boarding via the Housemistress in charge of the Boarding House to which she is allocated from time to time.

### **3. Committees**

The Assistant Housemistress shall attend all meetings that are required to give updates on girls in their care. Staff Briefings and Boarding Meetings are held to discuss operational matters and the Assistant Housemistress may be asked to represent their team from time to time on other school committees to help formulate policy.

### **4. Professional Development & Appraisal**

The Assistant Housemistress shall participate fully in the School's professional review process and seek opportunities to progress their development as a member of the pastoral team 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 Assistant 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 Assistant 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 Assistant 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 Assistant 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 Assistant Housemistress should expect to be on first-call overnight on up 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**

Subject to the provisions of item 6 above in relation to the probationary period the appointee is required to give the School one complete term's notice (to be served whilst the School is in session) 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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