Job Title: Housemaster
Reports to: Director of Boarding
Accountable to: Headmaster
Primary Location: Wanganui Collegiate School
Staff Reporting to the Role: Matron, Assistant House Master, Gap Tutors
Key Working Relationships: Matron, Director of Boarding, Assistant Housemaster, House Tutors, other Housemasters, Deputy Headmaster, Senior Master of Pastoral Care & Well-being, Property Manager.

Teaching Allocation: 14 hours teaching with the balance of 11 hours being teaching preparation and pastoral care.
Accommodation: On site accommodation and all amenities are provided.

Key Responsibilities: Leadership, Pastoral Care, Communication, Discipline and Administration

General: The Housemaster is responsible to the Director of Boarding for the overall leadership and smooth running of the House and as a Dean of the day School, responsible to the Deputy Headmaster for the completion of academic tasks including roll marking and academic tracking. The role requires the supervision and guidance of House and Academic tutor staff and, above all, the safety and welfare of the students. The role involves working closely with other members of teaching staff across the School, as well as administration staff and the wider community of auxiliary staff that help with the establishment of a fair, productive and happy, social and working boarding environment. Ensuring that proactive measures, where possible, are taken to avoid any contravention of the rules is an essential element of the role. The Housemaster.

1. Leadership
The Housemaster is responsible for providing positive leadership to all members of the House including, House Staff, Tutors and Students. Housemaster personal characteristics must include approachability, empathy and a caring attitude.
2. **Pastoral Care**

The Housemaster is responsible for ensuring the welfare of all House Staff and Students.

The Housemaster will:

(a) Ensure the wellbeing, health and safety of students in the House always
(b) Fulfil the legal, social and emotional obligations of being in a professional teacher student relationship
(c) Ensure that the physical, emotional, academic and spiritual needs of the students are met
(d) Continually demonstrate strong leadership in all situations particularly in times of crisis and conflict
(e) Offer weekend activities that promote social interaction and well-being

At a minimum the Housemaster will:

(a) Maintain regular personal contact with all students and staff
(b) Remain available to students equally
(c) Manage strong communications with the House community inclusive of parents, students and staff
(d) Conduct regular house prayers, roll call and such meetings as required to maintain strong leadership and communication
(e) Ensure that systems for pastoral support are in place and are communicated to all students
(f) Ensure that systems for academic support are in place and students are aware of them
(g) Monitor student attendance at meals and ensure all absences are investigated
(h) Conduct emergency evacuation drills on a regular basis
(i) Ensure crisis management policy is in place and all staff and students are aware of it
(j) Refer specific pastoral, medical, academic or disciplinary concerns to those with the required specialist expertise
(k) Monitor and ensure maintenance of student personal hygiene and grooming standards
(l) Ensure that mediation is available to members of the House
(m) Provide support as required for any major discipline inquiry
(n) Visit all students under medical care within School or local hospital where stay is more than 24 hours
(o) Monitor and record the performance of Matron and House staff regularly against job descriptions

3. **Communication**

Housemasters responsibilities to External customers:

(a) To maintain an ongoing communication link with parents, both formally through newsletters, reports etc., and informally through encouraging open access through any medium (e.g. fax, telephone, letter, e-mail)
(b) To inform parents of serious academic or pastoral concerns regarding their child and to encourage the development of shared responsibility and to keep records thereof
(c) To maintain ongoing communication with parents in issues regarding discipline, leave, careers, pastoral care, sickness, family issues, changes to School routine where appropriate and to keep records thereof
(d) To be available to show visitors through the House (e.g. Old Boys or Girls, prospective parents)
(e) To provide House reports as required.
(f) To assist in the marketing of the School

Housemasters responsibilities to Internal customers:

(a) To communicate with other members of the Common Room where appropriate for counselling, academic or disciplinary concerns etc.
(b) To ensure that the students are informed of notices regarding School life (e.g. Daily Notices, Sporting Week, House routines, duty lists, evacuation procedures etc.)
(c) To ensure that regular House meetings are conducted in the House
(d) To ensure that Prefects and student leaders are well-informed and supported in their roles

At a minimum Housemasters will:

(a) Ensure parents receive a House newsletter each term along with a Housemaster’s report, introductory letters and guides to new parents, invitations to social functions etc.
(b) Deal with parent enquiries and concerns promptly
(c) Ensure that mail sent is received and telephone messages are passed on to students
(d) Update the House notice board
(e) Record all official communications
(f) Hold regular meetings with Prefects and student leaders

4. **Administration**

Responsibilities:

(a) To maintain up-to-date records for each student
(b) To apportion responsibilities and duties amongst the students
(c) To apportion responsibilities and duties amongst the House staff
(d) To ensure the availability of duty staff in the House 24 hours a day, every day during term time
(e) To administer House finances and submit any required financial documentation
(f) To ensure the maintenance of the House is recorded appropriately
(g) To ensure that the House and the Students’ property are as secure as possible during term time
(h) To maintain an Attendance Register in accordance with Ministry of Education regulations
(i) To monitor student attendance at classes, sport and other official occasions
(j) To facilitate the collection of data as required by Senior Management
(k) To organise and assist with Dining Hall cleaning supervision
(l) To facilitate the authorised collection of data from House members
(m) To assist senior students in preparing for inter-House competition or activity
(n) To organise prep routines for all students in the House
(o) To provide recreational and social facilities within the House for students

Performance Expectations:

(a) The Housemaster will keep complete and update records for each student pertaining to correspondence with parents, staff and others and have access to academic information (e.g. exam results and industry assessments)
(b) Weekend duties are allocated to Housemasters, Assistant Housemasters and Tutors at a rate of 1 in 3, not including Collegiate Weekends
(c) Housemasters to complete 1 weeknight duties per week
(d) The Housemaster will nominate Head of House, Blueshirts and Prefects to the Headmaster and appoint Officials to maintain the House routine according to predetermined criteria
(e) House funds are managed as appropriate
(f) All necessary invoices are submitted to the Finance Department each term
(g) The service of a House Bank is offered and, where accepted, operates routinely and efficiently
(h) Equitable duty rosters for House Staff are compiled, published and monitored
(i) Systems for leave are in place and requests or permissions are processed accordingly
(j) Registers are accurately maintained, daily, and balanced weekly
(k) Student absences from class are investigated
(l) The Dining Hall duty group is present and is fully supervised during assigned weeks, and that House Staff are supervising meals according to the rosters
The House is represented in inter-House competitions and activities
Maintenance requirements are reported to the appropriate person
Security systems are in place in the House

5. **Discipline**

Responsibilities:

(a) To encourage and promote self-discipline amongst the students
(b) To establish and maintain a discipline regime within the House which complies with the School's rules and ethos
(c) To ensure that those charged with the responsibility for enforcing discipline in the House do so in a fair and just manner
(d) To promote discipline techniques which are constructive and respect the rights of the students
(e) To ensure that appropriate parties are notified in the event of significant breaches of School rules (e.g.bounds, substance abuse, drinking, smoking etc.)
(f) To respond to documented complaints from Common Room members about the misbehaviour of individual students

Performance Expectations:

(a) All students are aware of House rules
(b) All consequences of House disciplinary action are fulfilled
(c) The laws of natural justice are applied in all discipline cases
(d) Systems are in place to ensure that all House discipline is sanctioned by the Housemaster.
(e) Students are given opportunities for independence, and self-discipline is rewarded
(f) Notes are taken during investigations of serious misbehaviour and records are kept
(g) All House Prefects and officials receive ongoing training and support in leadership and effective discipline techniques
(h) House discipline is consistent with the expectations and ethos of the School
(i) Systems of pastoral support are in place and students are aware of them
(j) Appropriate parties are informed of significant breaches of House or School rules
(k) Common Room members who make documented complaints receive a report back about follow up action
(l) The House discipline system is fair, appropriate and rational
(m) Parents or guardians are informed of their rights of redress or appeal re major House discipline situations

6. **House Expenditure**

(a) Each House has an allowance for House expenses.
(b) All House expenses and purchases should be covered from House allowance administered by the Housemaster; or pre-ordered using the prescribed process; or, where pre-approved any expenditure by the Housemaster from personal funds for authorised purposes will be reimbursed by making a claim and providing receipts in accordance with the relevant policy and processes.
(c) Vehicle mileage reimbursement claims must be made in accordance with the current policy.