

## Deputy Housemistress – Person Specification

Name:

2018

|                                      | <b>Essential</b>   | <b>Desirable</b>   | <b>Method of Assessment</b>                             | <b>Met/Not Met</b> |
|--------------------------------------|--|--|---|--------------------|
| <b>Qualifications</b>                | Educated at least to ‘A’ Level and have at least five GCSEs, including English and Maths   | NVQ in Caring for Children and Young People or the equivalent<br><br>BSA qualification, or willingness to obtain one<br><br>First Aid qualification, or willingness to obtain one  | Certificates<br>CV<br>Interview<br>Letter<br>References |                    |
| <b>Experience</b>                    | Recent experience of working with children   | Work in a boarding environment, or other residential setting, in a pastoral role   | CV<br>Interview<br>Letter<br>References                 |                    |
| <b>Skills and Aptitudes required</b> | Committed to safeguarding the physical, emotional and mental well-being of young people<br><br>Understand the importance of developing appropriate working relationships with young people<br><br>Have the ability to treat all with respect without regard to gender, age, religion, race or sexual orientation<br><br>Be responsible, honest and reliable<br><br>Possess effective communication skills in both written and spoken English<br><br>Work well and harmoniously within a small team<br><br>Possess IT capabilities to include Word, Excel and database packages or at least a willingness to undertake training | Relate to a wide variety of EAL pupils<br><br>Aware of different cultures and how diversity in a boarding house may be promoted<br><br>‘D1 entitlement’ and experience of driving a minibus<br><br>Run extra-curricular activities | Interview<br>Letter<br>References                       |                    |

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|--|---|---|---|--|
|  | <p>Build appropriate relationships with pupils and staff and be able to have a positive impact on the boarding community</p> <p>Lead pupils and staff calmly when under pressure</p> <p>Understand and implement key policies and procedures</p> <p>Ability to ‘step up’ and take charge</p>                            |   |   |  |
| <b>Knowledge</b>                           | <p>Develop a good awareness of ‘Keeping Children Safe’ and Safeguarding policy/processes.</p>   | <p>Develop a good awareness and understanding of the National Minimum Standards for Boarding and ISI Regulations and how they relate to the day-to-day running of a boarding house</p>                                  | <p>CV<br/>Interview<br/>Letter</p>                |  |
| <b>Personal competencies and qualities</b> | <p>Planning and organisational skills</p> <p>Professional manner and attitude</p> <p>Clear vision of the role of Deputy Housemistress in supporting pupils, both within boarding house and the wider school environment</p> <p>Flexible and adaptable in terms of duties and hours</p> <p>Hold a UK driving licence</p> | <p>Initiative, emotional resilience, high levels of energy and enthusiasm</p> <p>Sense of fun, as well as a willingness to share ideas and inspire young people</p> <p>Involved in the wider aspects of school life</p> | <p>CV<br/>Interview<br/>Letter<br/>References</p> |  |