

LVS Ascot

SENIOR HOUSE ASSISTANT

A new and exciting opportunity has arisen for a Senior House Assistant to assist the Housemaster/mistress with the day-to-day running of a busy boarding house. We are looking for an energetic and caring team player who is a confident communicator to join our boarding team. The Senior House Assistant will provide for the safety, good discipline and pastoral well-being of our students. This is a residential non-teaching post.

Boarding at LVS

The boarding community is central to the ethos and purpose of LVS Ascot. The school was founded in 1803 as a co-educational, non-selective, boarding and day school in "a light and airy environment". Today, the school has approximately 900 pupils (700 in the Senior School, 200 in the Junior School), with 170 boarding students between the ages of 8 and 18 (with a total capacity for approximately 200). Our last inspection from the ISI was in April 2016. The full report can be found on the school website.

In line with the school's original foundation, a number of children have a Licensed Trade Charity background and some are fully sponsored by the Welfare Committee of the Charity. The boarding community also includes a number of overseas students - mainly from the Far East and Europe and many pupils from Service backgrounds. The remaining boarders come from across the UK - some very local to Ascot.

Students are accommodated in four Houses: Kew House, (ages 9 to 13) is a boys' House and is situated above the Junior School building; Osborne (9 - 17) is a girls' House and Hampton House (13 - 17) is for boys; Blenheim, the Sixth Form House, is mixed. Thus each House has a separate identity, but there is a strong sense of community between the Houses, with activities and trips run across various age ranges.

Each House has a number of residential staff. Currently the four Boarding Housemasters/mistresses all teach or undertake extra-curricular activities within the school. Also resident are the Principal, Deputy Head Pastoral and the Assistant Head of Boarding.

Main Duties & Responsibilities

- The main role is to work alongside the Boarding Housemaster/mistress (BHM) to engender a caring, supportive and orderly atmosphere in the house.
- To be resident in house when on duty during term time and be available out of normal working hours in order to assist the BHM in providing a high level of pastoral care to the boarders.
- To undertake any tasks relevant to the work of the house or the needs of the boarders, as these may arise.
- To be a member of the staff team and to make a positive contribution in all areas concerning the welfare of the boarders.
- To gain the respect and trust of the boarders and to support them in their all areas of school life.
- To maintain a high standard of supervision of the boarders, paying due notice to current legislation, guidelines, policies and procedures within the school.
- To be responsible for the care, supervision, cleanliness and presentation of the boarders, co-ordinating and liaising with other boarding staff as necessary.
- To attend House meetings and to be prepared to take those meetings from time to time.
- To take proactive role in House events such as plays, concerts and social events involving pupils and/or parents.
- To represent the BHM at meetings or inter-house events.
- To assist with some of the administrative tasks in the house.
- To deputise for the BHM in his/her absence; ensuring the welfare and development of the boarders.
- To form strong links of communication parents and guardians.
- To have an awareness of and help maintain National Minimum Boarding Standards within the boarding house.
- To help the BHM to maintain accurate records of all information relevant to the boarders.
- To participate in, and run, activity sessions in the evening and weekend activity programme.
- To liaise with other residential staff including the Health and Well-being Centre and Domestic Services.
- To ensure that appropriate pupil records are kept up to date and that they are stored securely;
- To liaise with school medical staff as appropriate, in order to share any health or medical concerns.
- To contribute to the induction arrangements for new boarders joining the house; to ensure that any 'settling in' problems are resolved.
- To undertake relevant training courses when needed and as required.
- Any other reasonable duties as may be required from time to time by the Principal, Deputy Head Principal and Assistant Head of Boarding.

Person Specification

- Excellent written and oral communication skills at all levels.
- Excellent interpersonal skills.
- Good organisation and administration skills.
- Sensitivity and Empathy.
- Flexibility to deal with changing needs of a busy boarding house.
- Ability to cope calmly and effectively with emergencies when they arise.
- Self-motivated.
- Good team player, cooperative and helpful.
- The desire and willingness to participate in across the school activities.
- Patience and a sense of humour.
- Current clean driving licence