|  |  |
| --- | --- |
| **Job Title** | Cover Dame (Live In) |
| **Reports to** | Director of Boarding (with dotted line to House Master) |

|  |
| --- |
| **Job Purpose** |
| To provide cover and support to all the Houses. To deputise for a Dame and supervise and provide care for the pupils, with particular responsibilities for the physical, social and emotional wellbeing and presentation of the pupils.To direct the team of domestic staff in the day to day running of the House, ensuring its cleanliness, tidiness, comfort, health and safety. |

 **Key Tasks and Responsibilities**

* To spend time in the Houses on a rotational basis, or as necessary providing additional help, usually on the Dame’s Assistant’s day off.
* To provide administration support to the Dames if required.
* If Dame is absent and the House needs full cover, to assume the role of Dame in that House, with additional pay for this period.
* When supporting a House in the Dame’s absence, to work with the Housemaster and Dame’s Assistant to ensure that there is robust cover in place.
* Co-ordinating provision of cover between houses as required.
* Administering and updating the Dames day off schedule.

Depending on the level of assistance that the Cover Dame is giving to a House they may be required to carry out all, or only some, of the following duties and responsibilities of a full time Dame.

1. To be the junior partner to the House Master
2. To provide a high level of pastoral care for individual boys through direct interest and personal support and through interaction and communication with the House Master, Deputy and Assistants.
3. To be prepared to provide cover for the House Master and assume full responsibility for the House when necessary.
4. To be aware of the difficulties and problems of all members of the House and to help develop a culture of mutual respect within the House.
5. To be familiar with the school's code of practice for health and safety, and its policies and procedures for countering bullying, substance misuse and child protection (as outlined in the document Duties and Responsibilities of Dames).
6. To assist the House Master with the House accounts as deemed necessary.
7. To attend meetings with the House Master, Deputies and Assistants.

Health and Medical

1. To be responsible for the general health and wellbeing of those in the House, holding formal daily 'surgeries' after each main meal
2. In the case of any doubt or concern, to refer medical matters to the school medical staff
3. To respond to medical emergencies as well as routine appointments, escorting pupils as needed to the surgery or hospital.
4. To attend any sick pupils in bed in the house ensuring appropriate meals are provided.
5. 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.
6. To administer any medication in accordance with the school's published Medical Care Policy.
7. To hold and regularly update a First Aid qualification as prescribed by the School.

# Pupils and their Parents

1. To be jointly responsible with the House Master for the care, supervision, cleanliness, presentation of pupils and disciplinary ethos within the House, coordinating and liaising with other boarding staff as necessary.
2. To be aware of the School Dress rules, and to ensure that pupils have all the items they require; to be responsible for the good standard of clothing of pupils, arranging for clothing to be sent to and returned from the laundry; arranging for appropriate repair of clothing, and for the issue of 'chits' for shops etc. when necessary.
3. To communicate with parents as necessary, concerning domestic, welfare and medical matters, in consultation with the House Master.
4. To provide a sympathetic presence in the House, and to be sensitive to those who are having difficulties coping with school life; to liaise closely with other relevant staff in the House concerning the progress and welfare of pupils.
5. The Dame’s responsibility for promoting and safeguarding the welfare of the boys for whom she is responsible, or with whom she comes into contact will be to adhere to and ensure compliance with the College’s Child Protection Policy Statement at all times.

If in the course of carrying out her duties, the Dame becomes aware of any actual or potential risks to the safety or welfare of children in the House or College, she must report any concerns to the House Master, Lower Master or Head Master.

# Domestic

1. To ensure adequate supplies of cleaning materials and equipment, medical items and other domestic materials, and make adequate provision for their safe storage.
2. In a catering House to be responsible for the operation of the catering arrangements. To ensure the satisfactory provision of meals for the boys, staff and to play an important part in the planning of menus and the ordering and checking of food supplies in liaison with the Head Chef. To have responsibility for the food budget. To make the arrangements for specific House catering functions.
3. It is expected that the Dame will be present at all meals ensuring regular attendance by boys and overseeing their behaviour during that time. To ensure the satisfactory provision of mid-morning snacks and afternoon tea for the boys.
4. To take part in such performance management made by the school, on not more than an annual basis.
5. To take part in appropriate staff cover arrangements for other Dames as required and as organised by the Chairperson of the Dames’ Committee.
6. To carry out such other related duties as may be reasonably required from time to time by the House Master, subject only to the provision that such duties shall fall within the general aim of the post and the provisions of the contract.
7. To gain professional qualifications as deemed necessary by the School.

|  |
| --- |
| **Accommodation**A flat, including bedroom, sitting room, kitchen and bathroom, would be available for use throughout the year. Currently there is no taxable benefit-in-kind for this accommodation, although there is in respect of utilities used. **Skills and Competencies Required** |
| To be successful in this role, the incumbent should have:* Nationally recognised First Aid qualification or willingness to obtain one shortly after appointment
* Experience of pastoral care for children and young adults
* Good levels of literacy and numeracy
* Proven experience in undertaking administrative duties including the use of MS Office
* Experience of supervising staff
* Experience in communicating with staff at all levels
* Excellent communication skills at all levels including staff, pupils and parents
* Ability to work the flexible working pattern of the role
* Friendly, approachable attitude
* Resilience
* Integrity
* Ability to lead and work as part of a team
* Excellent organisational skills

Desirable Knowledge, Skills & Experience* NVQ Level 2 Health and Social Care or equivalent
* Current UK driving licence
* Professional Practice in Boarding Schools Certificate
* Experience of a boarding school environment
* Awareness of the Children’s Act and Safeguarding and Child Protection
* Catering knowledge/experience
 |