



Beau Soleil

Collège Alpin International

JOB DESCRIPTION

Title	Deputy Housemaster / Housemistress
Department	Boarding
Reports to	Director of Boarding
Location	Villars-sur-Ollon

Purpose	<p>As part of the boarding team, our Deputy Housemaster/mistress perform an invaluable role supporting the Housemaster/mistress in creating and maintaining a home from home family environment in which students feel secure and well supported throughout their time at Beau Soleil. Working closely with an experienced Housemaster/mistress, and deputising for them by taking charge of the house in their absence, you will share responsibility for the all- round welfare of the young people in your boarding house. Working closely with the rest of the team and liaising daily with tutors, teachers, academic leaders and senior leaders, your support will enable the students in your boarding house to thrive and fulfil their potential in all areas of their life at Beau Soleil. Deputy Housemasters/mistresses teach a reduced number of lessons as part of our academic curriculum.</p>
Deputy Housemaster/ Housemistress at Beau Soleil	<ul style="list-style-type: none">• Support the Housemaster/Housemistress in taking responsibility for the pastoral care of students in their house• Help to develop strong relationships within the house based on trust and respect• Be a key member of the in-house team and liaise with other staff regularly• Build strong relationships with parents of students in the house, being proactive in communication with them via the Housemaster/Housemistress.• Play a significant role in the daily running of the house, including looking after unwell students in conjunction with the medical centre• Gain experience and skills that will facilitate a future career in boarding education• Deputise for the Housemaster/Housemistress on their day off, taking responsibility for the smooth running of the whole house on those days• Play an active part in weekend activities
As a Teacher	<ul style="list-style-type: none">• Ensure effective curriculum coverage, continuity and progression in the subject for all students, including those of high ability and those with special educational or linguistic needs• Follow policies and practices for assessing, recording and reporting on student achievement, utilising this information to recognise achievement and to set targets.



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Skills	<ul style="list-style-type: none">• Efficiency: managing information well, maintaining clear and thorough records and using IT systems with confidence, therefore being able to respond quickly to emails, phone calls and other forms of communication• Communication skills: the ability to make points clearly both orally and in writing and understand the views of others - pupils, parents, staff, other stakeholders and the public.• Taking responsibility: for the well being, success and behaviour of students in the house• Ability to work in a team: working closely with academic and pastoral staff to create a cohesive and supportive house team
Attributes of a Deputy Housemaster/Housemistress	<ul style="list-style-type: none">• Resilience, energy and perseverance• Flexibility and creativity• Integrity• Ambition• Self-confidence and enthusiasm• Reliability• Emotional intelligence• Good at organisation and time-management• Ease in building good relationships with others, especially young people• Good sense of humour
General	College Alpin Beau Soleil is committed to safeguarding and promoting the welfare of children and young people. Clearance from the Disclosure and Barring Service or equivalent is required prior to appointment.