



A Career at Peponi School

Housemaster

Job Description

Reporting to	Deputy Head Pastoral
Purpose of the Role	<p>The Housemaster (HSM) plays a central and highly valued role in the life of Peponi School's boarding community. He is the heart of the House: creating a nurturing, structured and inspiring environment in which pupils feel heard, valued and genuinely at home. In partnership with tutors, resident staff, parents and senior leaders, the HSM ensures that each House is not simply a place to live, but a home from home where pupils can flourish emotionally, socially, academically and morally.</p> <p>The HSM has overall responsibility for the pastoral care, welfare, safety and personal development of the pupils in his House and is accountable to the Deputy Head Pastoral and the Headmaster.</p>
Ethos and Boarding Context	<p>Peponi School boarding is built on warmth, community and belonging. Our Houses are boarding homes, where bonds are built for life, challenges are shared, and successes are celebrated. The HSM embodies and promotes this ethos by:</p> <ul style="list-style-type: none"> ▪ Creating a secure, caring and happy House where pupils feel safe, supported and known as individuals ▪ Modelling kindness, respect, integrity and calm leadership ▪ Ensuring that every pupil feels a strong sense of belonging and pride in their House ▪ Celebrating diversity, individuality and cultural identity within a shared community spirit
Key Responsibilities	
Pastoral Care and Pupil Wellbeing	<ul style="list-style-type: none"> ▪ To know every pupil in the House as an individual, building trusting relationships through regular conversation, active listening and genuine care ▪ To oversee the emotional, social, physical, intellectual, spiritual and moral development of pupils

	<ul style="list-style-type: none"> ▪ To ensure pupils feel confident to voice concerns and know they will be listened to and supported ▪ To monitor pupils' wellbeing closely and identify changes in behaviour, mood or engagement ▪ To ensure pupils maintain a healthy balance between academic work, co-curricular commitments, rest and recreation ▪ To work closely with Tutors, Resident Staff and the Resident Nurse to provide joined-up pastoral care ▪ To support new pupils in settling into boarding life, including overseeing buddy systems and induction processes
Creating a 'Home from Home' Environment	<ul style="list-style-type: none"> ▪ To foster a warm, calm and welcoming atmosphere within the House ▪ To establish clear routines that provide structure, security and consistency within the boarding day ▪ To encourage mutual respect, good manners and consideration for others in communal living ▪ To ensure pupils respect personal space, privacy and property ▪ To take responsibility for the physical environment of the House, ensuring it is well cared for, comfortable and homely, liaising with domestic and maintenance staff as required
Leadership and House Community	<ul style="list-style-type: none"> ▪ To lead and manage the House staff team, including Tutors and Resident Staff, promoting collaboration and shared purpose ▪ To build a strong House identity and sense of family through House meetings, traditions and activities ▪ To develop pupil leadership through Heads of House, House Captains and other responsibilities ▪ To encourage full participation in House, School and co-curricular activities ▪ To attend House, School and community events in support of pupils
Discipline and Safeguarding	<ul style="list-style-type: none"> ▪ To provide a clear, fair and consistent framework of discipline in line with the School policy and ethos ▪ To uphold the Peponi Honour Code and support pupils in understanding personal responsibility and accountability ▪ To deal sensitively and constructively with behavioural concerns, always prioritising pupil welfare ▪ To work collaboratively with other HSMs, Deputy Heads and senior staff on serious or cross-House issues ▪ To be fully trained in safeguarding and child protection procedures and to act promptly on any concerns
Partnership with Parents and the Wider School	<ul style="list-style-type: none"> ▪ To build strong, open and supportive relationships with parents and guardians

	<ul style="list-style-type: none"> ▪ To keep parents well informed of their child’s wellbeing, development and progress ▪ To be receptive and responsive to parental concerns, feedback or complaints ▪ To represent pupils’ interests in discussions with teaching and pastoral staff ▪ To ensure relevant information is shared appropriately with colleagues while maintaining confidentiality
Professional Expectations	<ul style="list-style-type: none"> ▪ To work collaboratively with fellow Housemasters and Housemistresses to ensure consistency and best practice across boarding ▪ To attend HSM meetings and contribute thoughtfully to pastoral discussions and decision-making ▪ To remain reflective and adaptable, recognising that each House has its own character while upholding shared standards ▪ To retain the ability to see life from a pupil’s perspective, advocating for their needs within the School ▪ To act at all times as a positive role model and ambassador for Peponi School
Summary	<ul style="list-style-type: none"> ▪ The Housemaster is fundamental to the success of boarding at Peponi School. Through compassion, leadership and professional judgement, he ensures that every pupil feels secure, valued and supported in a House that truly feels like home. This role is demanding, deeply relational and profoundly rewarding, lying at the very heart of the School’s pastoral mission.
	<p>Peponi School Telephone: 020 2585 375 0722 287 248 0733 615193 P.O. Box 236, Ruiru 00232 Email: info@peponischool.org</p>
<p>The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Candidates will be required to undergo relevant Safeguarding Checks.</p> <p>We will seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview.</p>	