



MALVERN ST JAMES GIRLS' SCHOOL

HOUSEMISTRESS

Full Time - Permanent

Salary on application





MALVERN ST JAMES LTD

Malvern St James is a leading boarding and day school for girls between the ages of 4 and 18. There are approximately 400 pupils split equally between boarders and day girls.

The School is located in the heart of Malvern in Worcestershire, only two hours from London and one hour from Birmingham the school has excellent transport links, with Great Malvern station situated just opposite the main school building. The MSJ bus service covers five counties to pick up and return girls each day.

Aspiration, personal development and achievement lie at the heart of the School and each pupil is treated as an individual. Our aim is to promote excellence and innovation in teaching and learning throughout the school. Our commitment is to provide each girl with the challenges and support offered by a bespoke education which will allow her to develop her talents, character and academic abilities to the full. We prepare girls for the most competitive UK and international universities and pathways. In addition, we aim to foster and encourage a wide range of extra-curricular interests. This individual emphasis is complemented with teamwork and a sense of collective responsibility.

We offer pupils full, weekly and flexible boarding and day places, allowing both parents and daughters to choose the option that is right for them. Senior girls remain in school until 6.10pm each day and participate in the busy activities programme or supervised homework sessions. Girls benefit from first class facilities which include an award-winning Science and Mathematics Centre which has been expanded to provide greater laboratory space and Mathematics teaching space, a Drama Studio, four ICT suites and a multi-media Language Laboratory. Our £4.4 million Sports Hall – opened in October 2008 – continues to expand both its facilities and services offered to the girls and staff for personal training and fitness. The School has a dedicated Sixth Form Centre for Day Girls and Boarders opened September 2014 featuring a lively Café Culture recreational area.

We offer staff who come to work at the school:

- the opportunity to work with highly motivated, talented pupils
- commitment to your professional development
- convenient location in Malvern with excellent transport links
- competitive salary scale

Malvern St James is committed to safeguarding and promoting the welfare of children.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the DBS.

Offer of appointment is subject to satisfactory references and DBS checks.

MALVERN ST JAMES ENTERPRISES LTD

Malvern St James Enterprises Ltd is wholly owned and run by Malvern St James Ltd.

It was established in 2008 to develop non-fee income to support new initiatives for the School. The organisation's development team promotes the lettings of School facilities to the public and the community and also runs a variety of summer/holiday School lettings and functions.

Further details are available on our website: www.malvernstjames.co.uk



Boarding at Malvern St James

Malvern St James Girls' School embraces a buoyant and thriving boarding community.

We offer full-boarding, weekly-boarding and flexi-boarding and all three options have become increasingly popular with families here.

MSJ has five Boarding Houses:

Batsford officially opened in October 2010 as our new Junior Boarding House, has quickly established itself as a beautiful and much-loved home for up to 28 girls from Year 3 to Year 8.

Girls from Years 9-11 live in The Mount and Hatfield, where greater independence is fostered within a happy and supportive environment.

The Sixth Form experience in Greenslade and Poulton Houses offers a great opportunity as a 'half-way house' between school and university life.

Each Housemistress is supported by a committed team of staff which includes Deputy Housemistress, Boarding Tutors, and Resident Graduate Assistants.

We benefit from a highly experienced and dedicated nursing team who provide 24/7 residential nursing care and cover for the School during term-time.

The Headmistress is resident and is passionate about the boarding ethos and environment.

The Housemistress Position

Greenslade House is currently having major refurbishment works which will provide excellent facilities for the Sixth Form students. This post offers an exciting opportunity for the right candidate to relaunch and establish the House as the designated Year 13 Transition to University House. This means the girls would have added privileges, improved study and socialising areas and the opportunity to cook meals in the House. The aim is to make sure our girls have the necessary skills and independence needed to ensure a smooth transition to university. The appointed Housemistress would be fully involved in implementing a programme to support the girls with this.

As Greenslade is a new approach to boarding for Sixth Formers at MSJ, the position requires an experienced Housemistress and also a candidate who is a creative thinker, uses their initiative to generate new ideas and who has the ability to move them forward.

Housemistress Job Specification

Accountability

The Greenslade Housemistress is accountable to the Headmistress via the Director of Boarding on matters relating to boarding, and the Director of Pastoral Care on matters relating to pupil wellbeing and pastoral care, and to parents.

Responsible for: Members of the Department

Purpose of the Job

A Housemistress has a pivotal leadership role to play within the School:

- It is her duty to oversee, co-ordinate and monitor the holistic development (personal, moral, spiritual and intellectual) of each individual child in her care.
- She needs to be a role model girls can respect.
- She is expected to create a secure, stable and caring environment.
- She will lead a team of staff dedicated to the House.
- She is accountable in the first instance to the Head of Boarding, then the Director of Pastoral Care and then the Headmistress.

Key Tasks and Responsibilities:

1. To take delegated parental responsibilities
2. To accept overall responsibility for the well-being, safety, discipline and pastoral care of the girls in her house by:
 - ensuring that the boarding staff team, girls and parents understand the aims and objectives of boarding at Malvern St James and the principles on which community life in the House are based. This includes the preparation of a Boarding House handbook and a staff handbook for the House
 - being fully versed in and compliant with all the School's Safeguarding (including Child Protection) Procedures
 - being fully versed in and compliant with all the School's UKVI requirements and keeping the appropriate records
 - ensuring that the individual circumstances, strengths and needs of each girl are identified and known, in order for individual opportunities and talents to be developed and maximised and for the full potential of each girl to be realised.
 - encouraging each girl to develop self-discipline and a sense of responsibility throughout the School community.
 - developing in the girls a collective responsibility for all members of the community
 - creating a tolerant and positive living and working environment, with full awareness of the implications of the National Minimum Standards for Boarding Schools
 - ensuring that the Boarding staff team efficiently manages the day-to-day routines of normal boarding school life, and the cleanliness and tidiness of the girls and the boarding houses. This includes liaison with the Director of Operations and his heads of departments
 - ensuring adequate supervision of the girls when they are in the direct care of the Boarding staff
 - ensuring that a full and varied programme of extra-curricular activities is available and that all girls are appropriately occupied throughout the week
 - liaising with Form Tutors and Head of Years' to audit and monitor girls' timetables to ensure that they are able to discharge their academic and other obligations efficiently, and find interest and stimulus appropriate to their age and development
 - liaising with the health centre over medical matters

- promoting and maintaining standards of discipline and behaviour, manners and dress of the girls in her house and sharing this responsibility across the School
- supporting the School's code of conduct, ensuring its implementation by the Boarding staff team and fostering its acceptance by girls, using encouragement and reward and a clearly understood and fair system of appropriate sanctions
- maintaining records of all sanctions and informing the Head of Boarding immediately of all serious disciplinary issues including bullying, substance misuse or sexual misconduct
- ensuring regular and detailed communication between the Boarding staff and the Form Tutors, with particular regard to the girls' academic profile and development, and communicating factors which may impair a girl's progress or affect her conduct as appropriate
- maintaining confidentiality as appropriate and confiding such matters only to the Head of Boarding, Director of Pastoral Care or the Headmistress
- ensuring that all documentation required by the School is completed and maintained rigorously and taking appropriate action on all such information. This includes records of incidents and sanctions and relevant parental contact
- keeping personal records, including records of girls' progress, welfare, health, emotional problems, achievements and misconduct, and any information relevant to the girls in her care as appropriate
- writing reports and occasional individual reports for the Headmistress or parents on request
- maintaining open communication and fostering good relations with all parents and guardians
- motivating and managing the Boarding staff team, so that all are empowered to carry out their tasks effectively, according to their particular role and responsibilities. This calls for appropriate consultation and delegation, fostering good relations and open communication
- ensuring that all members of the House staff team are familiar with all the School's policies and procedures, including child protection, countering bullying, substance misuse and health and safety, and are aware of the appropriate response needed in these areas
- attending all staff meetings and briefings, weekly pastoral meetings and appropriate Parents' Meetings and official School functions
- providing for the Headmistress an annual House report, including management and pastoral targets for the following year and other such information as required
- taking part, as required, in the School's admissions procedures
- taking part in the School's Performance Development Review system
- contributing to the School Development Plan
- to prepare and close the Boarding house at the beginning and end of term including being resident for two days at the beginning and end of term
- to assist with the main school and boarders extra-curricular programme
- performing any other key tasks that the Headmistress may reasonably assign

Marketing and external links, including public occasions

- Actively promote the school within the school community to encourage pupils' interest in the subject area.
- Contribute to the positive promotion and marketing of the school in the local and wider community, including through the pages on the portal and external website.
- Lead the department's contribution to marketing events and external links.

Management of resources

- Monitor and control the allocated budget in line with school policies.
- Identify future resourcing needs and aspirations for the House, keeping the SMT informed.
- Ensure that all resources are fit for purpose and used in accordance with Health and Safety guidelines.

Training & development of self and others

- As a lead professional set personal targets and take responsibility for own continuous professional development.
- Work with the Senior Leadership Team to support whole school inset provision.

In addition there are duties specific to each House, as agreed by the Headmistress from time to time.

Time off

Generous time off each week, including a block of 46 hours.

General requirements

All staff are expected to:

- a. Work towards and support the school vision and the current school objectives outlined in the School Development Plan
- b. Contribute to the school's programme of extra-curricular activities
- c. Support and contribute to the School's responsibility for safeguarding students
- d. Regularly review own practice, set personal development targets and take responsibility for own continuous professional development.
- e. Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- f. Work within the Equal Opportunities Policy to promote equality of opportunity for all students and staff, both current and prospective.
- g. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- h. Engage actively in the performance review process.
- i. Adhere to policies as set out in the Staff Handbook/Teacher Standards and Regulations
- j. Undertake other reasonable duties related to the job purpose required from time to time
- k. To adhere to School Safeguarding and Child Protection Policies.

Person Specification

Essential Criteria

- Be wholly committed to the values and culture of the School, centred on its Boarding ethos
- Have excellent and proven boarding experience at Housemistress or Houseparent level
- Have sound and proven experience of leading a successful pastoral House team
- Have high standards of written and oral communication
- Be IT literate
- Have excellent and proven organisational skills
- Have excellent interpersonal skills
- Be a creative thinker
- Awareness of National minimum standards of Boarding Schools
- Ability to create an atmosphere of encouragement and reward
- Ability to lead, motivate, manage and inspire staff
- Knowledge and understanding of School's UKVI requirements
- Knowledge and understanding of Child Protection (Safeguarding) Policy
- Ability to identify the strengths and needs of each girl and develop and maximise their full potential
- Ability to write reports, set targets and carry out record keeping
- Possess a teaching qualification (if post is to be combined with a teaching role)

Due to the nature of the role within the boarding house, the successful candidate will be female.



Benefits of Working at Malvern St James's Girls School

Malvern St James Girls' School prides itself on its warm, friendly and welcoming environment where all Staff are encouraged to play a part in a successful and supportive community.

Pay

We offer a competitive salary, taking into account previous experience and relative skills and abilities. Teaching salaries are paid on Malvern St James Teachers' Pay Scale which is currently 3% above the National Teachers' Pay Scale.

Pension Scheme

After completing three months' employment with Malvern St James, Support Staff will automatically be enrolled into our Pension scheme, to which the School also contributes, this is subject to satisfying certain eligibility criteria and subject to the rules of such scheme as amended from time to time.

Teaching Staff are automatically entered into the Teachers' Pension Scheme.

Annual Leave - Support Staff

Full time Staff will be entitled to 25 days annual leave in addition to Bank Holidays. A pro rata calculation is provided for Part time Staff.

Leave - Teaching Staff

Teaching Staff are entitled to longer holidays than the maintained sector to allow for proper rest and time for planning and preparation of resources together with other requirements relating to the Academic Year.

Professional Development

A commitment to professional development is important and Staff are acknowledged for their commitment, skills and personal qualities through which the continuing success of Malvern St James is maintained.

Sport

MSJ Sports & Fitness Centre promotes flexibility as a key attribute to create fitter, healthier employees. Discounted membership for staff includes gym and swim and a wide range of classes. Membership contributions are taken by direct debit.

The Sports Club provides many activities for members. These include a wide range of sports, organised tours and regular competitions.

Childcare Voucher Scheme

The *KiddiVouchers Childcare Voucher Scheme* allows all Staff to save money through a salary sacrifice scheme, which provides tax-free childcare benefits.

Location

Malvern St James Girls' School is set in an area of Outstanding Natural Beauty at the foot of the Malvern Hills. We are based in a convenient location in Malvern, with excellent transport links and direct trains running to Birmingham, Hereford, Worcester and Cheltenham.

