



The Purcell School

for young musicians

Royal Patron: HRH The Prince of Wales



World Famous Specialist Music School
Co-Educational – Boarding and Day
180 Students aged from 10 to 18

Houseparent for a **Girls' Boarding House**

For September 2018

Closing date for application 1st March, 2018

Interviews to be held on 13th March, 2018

Information for Candidates/Job Description

The Purcell School
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www.purcell-school.org

Introduction

The Purcell School is Britain's oldest specialist music school and in 2012 celebrated its 50th Anniversary. In 2003 the School was awarded the UNESCO Mozart Gold Medal in recognition of its unique contribution to music, education and international culture and in 2015 the School became the first ever Fazioli Centre of Excellence. The School's students are funded largely by the Government's Music and Dance Scheme, along with the School's own bursary funds. The School has consistent success in national and international competitions and has an extensive programme of outreach and community work. Its orchestras, ensembles and instrumentalists give concerts throughout London, the UK and abroad.

History

The school was founded in 1962 by Rosemary Rapaport and Irene Forster as the 'Central Tutorial School for Young Musicians', and opened in temporary premises at the Conway Hall, Red Lion Square, with four students. Renamed 'The Purcell School' in 1969, it occupied premises first in Hampstead and then in Harrow before moving to its current location in 1997.

Location

The Purcell School is the only specialist Music School within the M25, and this proximity to London brings many advantages. We are only 30 minutes from Heathrow and Luton airports and an hour from Gatwick or Stansted; Bushey station and Watford Junction station are close by and provide a fast (19 minute) link to the heart of the capital; the M1 and M25 give access to the rest of the country.

Facilities

The school enjoys excellent facilities which have been improved considerably in recent years. In 2007 the new Music Centre was opened by Sir Simon Rattle and features state-of-the-art classrooms, a professional recording studio, practice rooms and a recital hall. Since 2009 extensive works have taken place to expand and upgrade the school's boarding facilities and a £4.25m boarding house was opened in January 2011. Other works are planned over the next five years to further enhance the facilities.

The Students

The school currently has over 180 students aged from 10-18 years, of whom about 30% come from abroad. Over 75% of students are boarders. The sixth form currently comprises around 90 students with approximately 25-30 students joining the school each year specifically for the Sixth Form. The majority progress to music conservatoires although a small

number each year elect to go to University to study both music and non-musical subjects.

Admissions

Girls are admitted at any age between 10 and 17. Entry to the school is on the basis of a music audition, short written test and interviews. Students come from a wide variety of educational backgrounds, including maintained and independent schools in the UK and overseas. A wide academic ability range is therefore a feature of the school, with a significant number of students for whom English is not their first language. Thanks to the Department for Education Music and Dance Scheme, generous bursaries are available.

Music

The Purcell School has an enviable reputation for the quality of its musical education and performance. Students enjoy individual tuition on one or two instruments, or in composition, from some of the very best teachers available. They take part in orchestral, choral and chamber concerts, and have opportunities to perform regularly at venues including the Royal Festival Hall, the Wigmore Hall, Purcell Room and St Albans Abbey. Purcell students frequently achieve success in musical competitions both in the UK and abroad, including in the BBC Young Musician of the Year and the BBC Young Jazz Musician of the Year.





Academic curriculum

Our academic curriculum allows students to fulfil their musical potential without limiting their choices. Although the exact shape of the curriculum will be different for different students, the broad intention is that there should be progression over time: younger students need a larger amount of academic time, to ensure that the basic skills and knowledge are in place, and that they are able to achieve good grades at GCSE. As they get older, they are expected to spend more time practising their instruments, taking part in chamber music and orchestral or choral groups, and the proportion of time spent on academic work therefore decreases. Depending on a student's age and instrumental commitments, between 25% and 50% of curricular time is spent on musical activities.

Details of the subjects available at the school can be found on our website.

Boarding

Approximately three-quarters of our students are boarders, living in one of four houses: Avison (boys and girls aged 10-13), Graham (girls aged 14-19), Sunley (girls aged 13-19) or Gardner (boys aged 14-19). Each house is supervised by at least two resident staff, with other staff involved in a non-residential capacity.

Houseparents have a key role in the pastoral life of The Purcell School. The houseparents live in the houses with their own families, and they and the other resident staff make it a priority to get to know the students as individuals. They are always available to advise and support their students, whether in a musical, academic or a personal context.

Pastoral Care

At The Purcell School we strive to prepare our students for life in a modern society. The education we provide

extends far beyond the classroom, and our young people grow in all aspects of their lives. All students have a Tutor who meets with them regularly and monitors their progress.

We have a dedicated school nurse, who is available to see students each day and who will arrange any medical care with the school doctors, as well as a School Counsellor and physiotherapist.

Religious affiliation

The school has no formal religious affiliation, and accepts students of all faiths or none. There is no school chapel and assemblies are secular in content. Boarders who wish can attend local places of worship as appropriate.

The staff

The school staff consists of around 25 academic subject teachers, a small number of full-time music staff, nearly 60 part-time vocal and instrumental teachers, and around 40 support staff, including residential boarding staff.

Owing to the small size of the school, academic teachers are often the sole practitioner in their subject, except in English and Mathematics. This allows teachers to teach the full range of ages and to get to know students extremely well over a long period of time.

Class sizes rarely exceed 15 at Key Stages 2 & 3, 20 at GCSE or 14 at A Level.

Further details of the school can be found by visiting our website: www.purcell-school.org



The Post:

From September 2018, we have a vacancy for a teacher to be Houseparent in a boarding-house for up to 48 boarders aged 13 – 18.

Sunley House is the girls' boarding house at The Purcell School. Sunley House is a community of over 48 students aged between years 9 and 13. Boarders live in an atmosphere of friendliness and encouragement from the Houseparent(s).

Boarding is central to life at The Purcell School. Students are musically gifted, academically able and come from different cultural backgrounds, making a very lively and cosmopolitan environment and an exciting opportunity for a teacher with strong pastoral experience wishing to further develop their leadership skills. It would particularly suit someone who was looking to move on to a senior leadership role in due course.

A job description can be found below, but in essence the houseparent takes full responsibility for the welfare of his/her students during term time. Acting in a parental role, he/she will look after and nurture the girls as they progress through the House, encouraging and helping them to make the most of the opportunities available to them at this very special school. This is a challenging but hugely rewarding role.

Boarding provision and pastoral care at The Purcell School have developed substantially in recent years – a successful Independent Schools' Inspectorate report from 2014 can be viewed on our website. Potential candidates are also invited to view videos about boarding: www.purcell-school.org/boarding.

The incoming Houseparent will work as part of a team of four Houseparents supported in their house by resident graduate assistants, house tutors and a resident matron, who themselves are supported by a team of matrons, housekeepers, the School Nurse and School Counsellor. All staff, whether academic, musical, pastoral or support, recognise the importance of the welfare of all students and give freely of their time to ensure that students feel supported.

Although the successful candidate will have resident support along with other non-resident

staff who help with evening duties, this is not a post for someone who counts their hours. Overnight and weekend supervision will be required. It is a major role within the school, and provides an exceptional opportunity to make a real difference in the lives of talented young musicians.

The Purcell School runs as a full boarding school, with many students in residence seven days a week. However, a significant number go home for at least some weekends, and there is an 'exeat' weekend most half terms, when all boarders are required to go home or to guardians.

It is intended to appoint a teacher to this post, although with a reduced timetable in recognition of the additional responsibilities and demands inherent in the post. Applications from any discipline taught at The Purcell School are welcome, however English or General Science (chemistry) are preferred.

Job Description:

Responsible to: The Head via the Deputy Head (Pastoral).

Responsible for: Graduate Musicians in Residence, Matron (where applicable), team of House tutors (non-resident), House prefects and student members of the House.

Aim of post: To take overall responsibility for the moral and physical welfare, happiness and progress of all students in the House, offering the same level of care as a good parent would, and acting *in loco parentis* for students in term time.

Key accountabilities:

The primary responsibilities of Houseparents are:

- To safeguard at all times the welfare of the young people in their charge.
- To be aware of current health and safety, safeguarding and child protection legislation and issues, and to uphold the school's policy on child protection, liaising as appropriate with other staff and informing the Designated Senior Person for Child Protection immediately of any concerns.
- To ensure that daily registration is carried out effectively and according to school policy.

- To encourage every student in their House to develop to their full potential, academically, musically and socially, and to promote their personal development, including leadership, consideration for others and courtesy.
 - To provide, at all reasonable times, support and guidance to every student.
 - To ensure that boarding staff, parents and students understand the aims and objectives of boarding in the House and the principles on which community life in the House is based.
 - To maintain good order and ensure a high standard of discipline within their House, through the use of both rewards and sanctions according to the School's behaviour policy.
 - To liaise as necessary with the Head, Deputy Heads, Bursar, other Houseparents, academic and music staff, pastoral and support staff, tutors, parents and guardians on matters relating to the welfare of boarding students.
 - To maintain all records as required including students' individual files and to write the requisite pastoral and other reports as appropriate.
 - To manage efficiently the staffing, organization and resources of the House, ensuring that appropriate adult supervision is provided at all times when students are in residence.
 - To manage and organize the work of the House tutorial team, both boarding and non-resident tutors, to include the induction of new staff.
 - To manage the House budget in consultation with the Finance Manager.
 - To ensure the observance within the House of the requirements of all current legislation (including the National Minimum Boarding Standards and Independent School Regulations) and all school policies.
- and students, including the use of the school's database.
 - an ability to understand teenage girls and work constructively with them whilst maintaining clear standards of behaviour.
 - an ability to understand and empathise with young musicians and to support them in their pursuit of musical excellence.
 - educational vision and energy.
 - a proven record as a highly effective classroom teacher with strong and appropriate qualifications.
 - an ability to foster a positive House spirit.
 - a willingness to be involved in, and committed to, the ethos of a seven day a week boarding school, including supporting and organising extra-curricular activities.
 - excellent organisational and planning skills, and able to handle competing demands on their time.
 - a strong track record in the pastoral care of young people.
 - good listening skills, and able to deal with difficult situations sensitively, sympathetically and diplomatically.
 - an active awareness of safeguarding and child protection legislation and issues, and the willingness to uphold a full commitment to the best safeguarding practice.
 - high expectations of both staff and students.
 - experience of excellence, and ideas to contribute to the benefit of the whole school.
 - an understanding of, and sympathy with, the demands and ethos of a specialist music school which is also an international independent co-educational day and boarding school.
 - a willingness to drive the school minibus.

The Person

The successful candidate will be a university graduate, and will hold a teaching qualification. They will have experience of working and living in a boarding school, preferably as a Houseparent, Assistant Houseparent or Resident Tutor. They will have a passionate interest in music, and in helping young musicians to achieve their potential, but need not themselves be a practising musician.

This is a crucial 'front line' post and the successful candidate is likely to possess, and be able to demonstrate, the majority of the following:

- strong inter-personal skills and the ability to communicate effectively with colleagues, parents

The Purcell School aims to maintain an ethos of constant improvement across all areas of school life and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. This job description will be reviewed annually and may be varied in light of the needs of the School.

The job Description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed.

Professional Responsibilities

The Purcell School exists to provide young musicians of exceptional promise and talent with the best possible teaching environment in which to fulfil their potential, irrespective of their background.

All parents and students have the right to expect that we will provide an education of the very highest quality and that we will conduct ourselves in a professional manner, in line with best practice across the education sector. We also have a duty towards the school and our colleagues to maintain high professional standards.

All staff are expected to:

- promote the aims and values of the school.
- support and protect the interests of the students.
- support colleagues in their work.
- Ensure the smooth-running of the school and well-being of the school community.

In particular, staff are required to:

- be aware of the current legal requirements, school policies and guidance on safeguarding and promotion of well-being of children and young people.
- work constructively and co-operatively as members of the school community, sharing good practice with the aim of improving the education and welfare that the school offers.
- undertake such administrative and supervisory duties as may be required.
- follow school procedures and policies set out in the Staff Handbook.
- promote equality by actively protecting staff and students from discrimination.
- keep up to date with Health and Safety regulations and best practice as appropriate to their roles, attending training courses and completing appropriate risk assessments as required
- help to maintain and improve the public image of the school.

Terms and Conditions

- The salary will be dependent upon the teaching experience of the candidate, with an additional allowance for the position of Houseparent.

Private medical care for the Houseparent and his/her family will be made available as a taxable benefit.

- Family accommodation is provided in a boarding house every day of the contract period. This accommodation is provided by the school under a Licence Agreement and will be free of rent, council tax and all utilities (which are, however, taxable benefits in kind). Meals are available and free of charge in the dining room during term time. Staff and family members are expected to adhere to the school's safeguarding procedures.
- Houseparents are required to live on-site seven days a week during term-time (excluding exeat weekends). They are also required to be in residence for at least 48 hours before and after the end of each term to assist with the preparation and closing of the boarding house.
- All teaching staff are automatically members of the pension scheme run by the Teachers' Pensions Agency, which is transferable between all UK schools.
- Children of staff are not eligible to be educated at the school except through the normal admissions and audition process.
- There is a one year probationary period, with notice of one term on either side, after which the post will be confirmed as permanent, with a notice period of two terms. This post is subject to regular appraisal.

Successful applicants will be required to make an enhanced disclosure by the Disclosure and Barring Service and to complete a self-disclosure Medical Questionnaire. All new members of staff will undertake Child Protection training and be provided with a full induction programme.

Child Protection

The Purcell School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school's Child Protection policy, which is available on our website, and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection

screening appropriate to the post, including records checked and processed through the Disclosure and Barring Service (DBS).

Equal Opportunities

The Purcell School is an equal opportunities employer and welcomes applications from appropriately qualified people regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment.

Applications

Applicants are asked to complete an **Application Form** (available on our website) and send it with a supporting statement to the Head as soon as possible. Please do not send a separate curriculum vitae. Please state clearly which teaching subject(s) you could offer. Closing date for applications is **Thursday 1st March, 2018**.

Shortlisted candidates will be invited for interview, on 13th March, at which they will meet the Head, other members of the leadership team, see around the school and may be asked to teach a lesson. Interviews will explore subject knowledge, pastoral experience, and ability to relate appropriately to students and colleagues and willingness to contribute to the school community. Candidates will be required to bring evidence of identity and qualifications to the interview.

The Interim Head, Dr Bernard Trafford, is happy to answer queries or discuss the post informally (contact details as below).

Applications should be sent to the Headmaster and sent by letter or by e-mail to:

Mrs Shirley Clark, Headmaster's PA
The Purcell School,
Aldenham Road
Bushey
Hertfordshire WD23 2TS

Tel: 01923 331104
Fax: 01923 331106
Email: s.clark@purcell-school.org

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