



The Purcell School

for young musicians

Royal Patron: HRH The Prince of Wales



Specialist Music School

Co-Educational Boarding and Day

Over 180 pupils aged from 11-18

Day Matron

Information for Candidates/Job Description

For January 2018

Closing Date for Applications: 13th December, 2017

Interviews to be held 18th December, 2017

The Purcell School
Aldenham Road, Bushey WD23 2TS
Tel: 01923 331100 Fax: 01923 331166 Email: info@purcell-school.org
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 pupils 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 pupils. 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 Pupils

The school currently has over 180 pupils aged from 11-18 years, of whom about 30% come from abroad. Over 75% of pupils are boarders. The sixth form currently comprises around 90 pupils with approximately 25-30 pupils joining the school each year specifically for the Sixth Form. The majority of pupils progress to music conservatoires although a

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

Admissions

Pupils are admitted at any age between 11 and 17. Entry to the school is on the basis of a music audition, short written test and interviews. Pupils 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 pupils 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 a 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 pupil'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 11-13), Graham (girls aged 14-19), Sunley (girls aged 14-19) 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 pupils as individuals. They are always available to advise and support their pupils, 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 them regularly and monitors their progress.

We have a dedicated school nurse, who is available to see pupils 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 pupils 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 pupils extremely well over a long period of time. Almost all teachers have their own classrooms.

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:

Aim of post: to assist with safeguarding and promoting the welfare of pupils in Gardner/Graham House.

NBH is a modern boarding house (completed 2012) which houses both boys and girls aged between year 9 and year 13. There is a shared communal area on the ground floor; the upper floors house segregated sleeping areas and dedicated common rooms. Gardner House (the boys' side) is home to approximately 55 boarders; Graham House (the girls' side) to approximately 20. These numbers fluctuate slightly each year.

Responsible to: The Houseparents of Gardner/Graham House, the Deputy Head (Students) and ultimately the Headmaster

The Day Matron will be expected to show flexibility: the list of duties below is therefore not exhaustive.

Job Description:

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Pupils and Parents

- To be responsible (with the Houseparents) for the welfare, care and supervision of students in the house, co-ordinating and liaising with other staff as necessary.
- 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.
- To promote pupils' personal development, including leadership, consideration, courtesy, kindness within the community.
- To assist the Houseparents in ensuring that staff, parents and pupils understand the aims and objectives of boarding, the principles of community life and the ethos of the house.
- To support in ensuring daily registration is accurately completed.
- To support the Houseparents in maintaining good order and a high standard of discipline through rewards and sanctions in accordance with School policies.
- To be aware of clothing requirements of pupils (there is no uniform other than PE kit and

concert dress) and to support in ensuring they have everything they require.

- To monitor and promote the tidiness of bedrooms and communal areas.
- To liaise with staff, parents and guardians concerning domestic and welfare issues in consultation with the Houseparents.
- To contribute to the induction arrangements for new pupils and staff joining the house; to work with students, parents and staff to resolve any "settling in" concerns.
- To provide a sympathetic presence in the house and be sensitive to those having difficulties; to give time generously and patiently.

Health and Medical

- To administer non-prescription medication in accordance with the school's published policies.
- In the case of any doubt to refer medical matters to the School Nurse or directly to NHS / emergency advice services.
- To respond to medical emergencies as well as routine appointments, escorting pupils to surgery or hospital as required.
- To attend boarders who are "mildly" unwell and resting in the boarding house (there are beds in the onsite Medical Centre for severe illness).
- To ensure that appropriate pupil records are kept up to date and stored securely; to liaise with the School Nurse to share any health or medical concerns.

Domestic

- To report routine maintenance issues in the building using the School Portal.
- To maintain general tidiness of the house.
- To administer the electronic card entry system for pupils in conjunction with other house staff.
- To ensure there is an adequate supply of cutlery, crockery, bread, spreads etc. in the common rooms.
- Immediately before and after the end of term, to assist in preparing and tidying / clearing the accommodation.
- To supervise (with other house staff) the emptying of rooms at the end of term ensuring that pupils follow end of term arrangements.
- To liaise with housekeeping staff concerning laundry arrangements.

General

- To attend to administrative duties as may be required in the day-to-day running of the boarding house, such as answering e-mails and queries from parents, dealing with phone-calls, and the basic managing of the house while the Houseparent is teaching or otherwise engaged in Main School
- To engage with performance management/staff review arrangements as specified by the School
- To attend appropriate training as required
- To offer cover in other areas (boarding houses or medical centre) as required
- To attend staff meetings as required
- To be familiar with and understand the School's Child Protection Policy, Code of Conduct, and policies in the Staff handbook, including the Anti-Bullying Policy, Drugs and Alcohol Policy and the Pupil/Parent Handbooks

There is a requirement for an understanding of and empathy with the pupils, balancing a warm caring approach with the need to maintain discipline and standards.

General and 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 pupils 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.

In addition to the specific responsibilities of the post, all staff are expected to:

- Promote the aims and values of the school.
- Support and protect the interests of the pupils.
- 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 pupils 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.

The Person

Essential

- The successful candidate will have good IT skills including the ability to use the School Database (training will be given), Word and Excel.
- Good organisational skills and a child-centred approach.
- The Day Matron should have a car and a full, clean driving licence.
- Be pupil centred, sensitive, good listener, supportive.
- Flexible approach to work, remaining calm under pressure.
- Good communication skills and ability to multi-task.
- You must be able to demonstrate an awareness of safeguarding and child protection legislation and issues, and will be expected to uphold a full commitment to the best safeguarding practice.
- You will need a flexible approach to your duties, and a willingness to 'muck in' as required.

Desirable

- Experience of working with children / young people.
- Awareness of the nature of a boarding school education.
- Holder of a current First Aid qualification, or willingness to undertake training.

Terms and Conditions

- This is a part-time, term-time only post.
- The hourly rate of pay will be £11 per hour and pro-rata holiday pay will be paid in addition.
- Your working week will total up to a maximum of 20 hours during term time, Mondays to Fridays, between 0900 and 1700, not including a one hour unpaid lunchbreak every day (term-time only, to include one day before and after published term dates).
- Specific working-hours will be discussed at interview.
- Successful applicants will be required to make an enhanced disclosure by the Disclosure and Barring Service (formerly the Criminal Records Bureau) and to complete a self-disclosure Medical Questionnaire. All new staff receive Child Protection training on taking up their appointment.

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).

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.

Equal Opportunities

The Purcell School is an equal opportunities employer and welcomes applications from appropriately qualified persons 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 the School Application Form (available on our website) and send it with a supporting statement to the Acting Headmaster by the closing date.

The closing date for applications is 18:00 on 13th December. Shortlisted candidates will be interviewed on Monday 18th December.

Completed application forms should be sent to the Acting Headmaster by post or by e-mail to:

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

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

website: www.purcell-school.org

