



# St Mary's Music School

## EDINBURGH

### Post of Full-Time Houseparent

St Mary's Music School is seeking to appoint two full-time Houseparents, to work in the Boarding House team responsible for boarders' welfare and pastoral care.

The successful candidate will work closely with all boarding house staff, including the Boarding House Manager, Head of Guidance and Headteacher, to develop consistent and effective pastoral care of all boarders. Houseparents are responsible for ensuring that boarders' wellbeing and happiness is met and ensuring boarders remain safe and well looked after.

Houseparents should be energetic, adaptable and sympathetic to the needs of young musicians and ideally should have a background or training in pastoral care.

All Houseparents in independent schools are required to be registered with the Scottish Social Services Council (SSSC) or with the General Teaching Council, Nursing and Midwifery Council, General Social Care Council or other approved regulatory body. The school supports employees who are not already registered with an approved regulatory body to complete a suitable course leading to full registration with the SSSC. Failure to complete a suitable course within a suitable time frame may lead to termination of employment.

For those who are already registered with an approved body, job specific training will also be offered.

The post will be full-time, permanent, and commences in August 2019. There is a competitive salary, generous holiday allowance and contributory pension scheme available.

### Job Description

The Houseparent is one of a team of boarding house staff overseen by the Headteacher, and led by the the Boarding House Manager, three full-time Houseparents and four part-time Houseparents. The line manager for Houseparents is the Boarding House Manager.

The work, all under the **Boarding House Managers' direction**, includes:

- Working shifts as required (weekend daytime or evenings, or weekday evenings/mornings);
- Contact with and supervision of all boarding house pupils while on duty in a team of two Houseparents;
- Responsibility of dealing with issues as they arise and ensuring timely and full communication of any issues arising to the Boarding House Manager, Headteacher or Head of Guidance as appropriate;
- Advising the Boarding House Manager on boarding house procedures and (recommending) future development as appropriate;
- Undertaking CPD and training as necessary, to comply with both SSSC and school requirements;
- Any other duties as allocated by the Boarding House Manager or Headteacher.

**Duties relating to Pupils:**

- Responsibility for implementing the rules and practices of the boarding house and disciplining pupils as required;
- Ensuring that day pupils as occasional boarders and two-day-stay pupils are accommodated as required and that they, visiting parents and other visitors are made welcome;
- Supervision of Boarders' Prep and ensuring that boarders academic and music work is monitored after school hours and reporting any concerns to the Boarding House Manager, Depute Headteacher, Director of Music or Head of Guidance as appropriate;
- Responsibility with the Boarding House Manager for arranging a programme of occasional activities in the evenings or at weekends, responding to boarders' interests and needs, to create a balanced programme for boarders' free time;
- Facilitating and co-ordinating external activities for boarders as required.
- Coordinating beginning of term and end of term travel arrangements for all boarders as required;
- Conduct regular meetings with the boarders, either individually or as houses, liaising with the Boarding House Manager over the agenda and reporting back to the Boarding House Manager;
- Arrangement of medical or other appointments for the boarders as required;
- Responsibility for ensuring that the boarders maintain the boarding house in a tidy state.

**Duties relating to parents:**

- Maintaining a good relationship with all parents and ensuring that they are kept informed of how their child is doing in the Boarding House, including informing parents of illness;
- Liaison with boarders' parents and recording information as required by the Head of Guidance;
- Arrangement and recording of meetings with parents as required.

**Administrative Duties:**

- Responsibility for keeping accurate records of events in the boarding house and passing on information to the Boarding House Manager, Headteacher and Head of Guidance as required;
- Attending Boarding House meetings and other staff meetings as required;
- Liaising with the School Chef over food matters and ensuring that they are kept aware of changes to dietary needs and of how many boarders will be requiring evening and weekend meals.

**Domestic Duties:**

- Responsibility for arranging laundry facilities for all boarders;
- At weekends, Houseparents are responsible for completing kitchen duties, including washing dishes and serving food;
- Houseparents may from time to time be required to cover for absent auxiliary staff, including in the kitchen and school office.

**Security Duties:**

- Houseparents are responsible for all persons in the building in the evenings and at weekends, including any outside organisations;
- Complete responsibility for all school buildings in the evenings and at weekends;
- Responsibility for ensuring that those buildings are secured every evening;
- Responsibility for following school procedures and routines to deal with security breaches;
- Houseparents are required to take action as the responsible person during a fire evacuation and for carrying out practice fire drills and ensuring that pupils follow correct safety procedures.

**General duties:**

- Undertaking appropriate and agreed training and maintaining a personal record;
- Participating in any arrangements for appraisal of performance;
- Participating in extracurricular activities as appropriate;
- Attending staff meetings as requested;
- Other duties as required by the Boarding House Manager, Bursar or Headteacher.

In July and August, if working for the St Mary's School Enterprises, the duties are under the direction of the Bursar and Maintenance Manager. They will be various and will include overnight residence, cleaning and laundry, food handling and serving, front-of-house duties, etc.

**Person Specification [if required]**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Good standard of education	Qualification suitable for registration with the Scottish Social Services Council (SSSC) or other approved regulatory body First Aid Qualification
<b>Relevant experience</b>	Experience of pastoral care experience, either in the social care or education sectors Experience of working with young people	Experience of working in a boarding school or similar environment would be beneficial Experience working with 12-19 year olds
<b>Skills / Knowledge</b>	Strong organisational skills Good record keeping and attention to detail Effective communication skills	Knowledge of Child Protection legislation IT skills including Microsoft Word, Excel and Outlook
<b>Personal Attributes</b>	Warm and supportive with a good sense of humour Ability to empathise and communicate with young people Enthusiastic, friendly and approachable attitude Resilient and determined, calm under pressure Observant and a team player Commitment to continuing professional development Empathy with, and commitment to, the values, ethos and culture of St Mary's Music School	

## **Applications:**

Application form and covering letter should be sent by email or post to:

Miss Stacey McAleer  
HR & Finance Administrator  
St Mary's Music School  
Coates Hall  
25 Grosvenor Crescent  
Edinburgh  
EH12 5EL

Email: [vacancies@st-marys-music-school.co.uk](mailto:vacancies@st-marys-music-school.co.uk)

Application forms returned by email will be required to be signed at interview stage.

## **Closing Date for Applications:**

Applications will be considered as they are received.

## **Interview Date:**

Week commencing 29 July 2019

## **Start Date:**

Tuesday 27 August, or as soon as possible thereafter

## The School

St Mary's Music School is Scotland's specialist music school and the Choir School of St Mary's Cathedral. It is situated in a leafy campus in the heart of Edinburgh, a short walk away from Haymarket Station. Co-educational, day and boarding, the School provides specialist music training and an impressive and stimulating academic education for pupils aged 9 to 19 showing special ability and potential in music. St Mary's Music School "aims to provide the highest possible standard of education and training to exceptionally gifted young musicians, in an inspiring, inclusive and supportive environment".

Around 80 pupils, including day pupils, boarders and choristers, come from many different backgrounds and from all parts of Scotland, as well as elsewhere in the UK and abroad. Entry is by audition and pupils gain a place on the basis of musical ability and potential, regardless of personal circumstances. Scottish Government and school funding, up to 100%, is available through the Aided Places Scheme to assist with the cost of tuition and boarding fees.

The Choir School was opened in 1880 to educate choristers for St Mary's Episcopal Cathedral. Since 1972 the School has also educated young instrumentalists, composers and singers. The School is non-denominational and welcomes pupils of all faiths and none. Music is at the centre of the curriculum. The School runs a chamber-size orchestra, string ensembles, chamber choir, instrumental chamber groups, jazz ensembles and promotes traditional Scottish music.

Pupils share a common love and enjoyment of music and the School aims to ensure that they are given every opportunity to flourish and emerge as excellent musicians capable of using the powerful art of music to inspire and enrich their own lives and the lives of others. We aim to prepare pupils musically, academically, socially and emotionally for the next stage in their educational development. We encourage a high level of motivation and self-esteem, giving all pupils the opportunity to achieve their potential and promoting self-discipline, as well as developing skills of responsible citizenship.

The most recent report from HM Inspectorate of Education, in December 2011, rated the School "excellent" and "very good". Pupils consistently achieve very high standards in music and also academically. The academic education is widely based in the early years and, for older pupils, it is more flexible and individually tailored than is generally possible in larger schools. Most pupils proceed to higher education and most enter the music profession, with many established alumni now pursuing international careers, many retaining contact with the School. Illustrious former pupils include pianist Steven Osborne, soprano Susan Hamilton, conductor Garry Walker, composer David Horne, guitarist Paul Galbraith, cellist Philip Higham, presenter Alexander Armstrong and jazz pianist Alan Benzie.

Outreach is an important aspect of the work of the School. Our long established Saturday Music Classes offer pre-School and early years Dalcroze and Kodaly classes, theory, singing and instrumental tuition for children from the pre-school year upwards.

Pupils have many performing opportunities in School and in external concerts, in important venues such as The Queen's Hall and playing for royalty and at the Scottish Parliament, and also providing music for smaller-scale events, often for charity. Pupils also play in youth orchestras, such as the National Youth Orchestras of Scotland and Great Britain, and sing in the National Youth Choir of Scotland.

St Mary's Music School is the only Scottish member of the nine Schools of Music and Dance Excellence, which are some of the most successful and vibrant school communities in the UK.

St Mary's Music School helps deliver the Scottish Government's vision for excellence in education by nurturing Scotland's finest young musical talent, being ambitious for our pupils and aiming for excellence across all aspects of the education we provide, as reflected in the aims of the School.

## **Terms and Conditions of Employment**

### **Place of Work**

In the School which is situated in Coates Hall, 25 Grosvenor Crescent, Edinburgh EH12 5EL or at any other property owned or used by St Mary's Music School. Academic and music teaching and practice rooms are on lower ground, ground and first floors of Coates Hall and in two houses in the grounds. There is designated boarding accommodation for boarding pupils on first and second floors, while kitchen and dining facilities are on lower ground level. Administration is on the ground floor of Coates Hall and in the Lodge at the main gates to Grosvenor Crescent.

### **Hours of Work**

During term time the hours include evening supervision, and there is a requirement for overnight residence within the duty rota. On average, full-time employees work 35 hours per week plus up to 7 overnights per fortnight.

Optional work during the summer is by arrangement with the Bursar and also includes overnight residence. There is additional remuneration for Summer Enterprises work.

### **Rate of Pay**

The salary scale ranges from £21,618 to £22,185 per annum. Placing and advancement on the scale is dependent on qualifications, experience and performance. Salary is payable by credit transfer, monthly in arrears.

There will be a cost of living pay review each year.

### **Pension**

Eligible employees (those who earn more than £10,000 per annum) are automatically enrolled into a workplace pension scheme. Non-eligible employees may choose to opt-in to the pension scheme. Employee contribution is 7.0% of salary; employer contribution is 17.2% of salary. Employees may choose to opt-out at any time.

### **School Year**

The normal working year is 36 weeks; however, some work and training will be necessary during School Closure weeks.

### **School Closure**

School Closure is the period which commences at the end of the summer term and ends at the beginning of the autumn term.

### **Holidays and Holiday Pay**

You are entitled to 8 weeks paid holiday per annum, which must be taken during all normal School holidays after each School term when pupils do not attend the School, and on days which are not required for the completion of your duties.

Teachers and staff who return from maternity or adoption leave and who wish to take the balance of annual leave that has accrued during that leave shall be directed to take this leave, in the first instance, during School Closure periods and an additional payment will be made for each day of leave.

Public or other bank holidays which occur during the School session are working days and are not part of your holiday entitlement. There will be no entitlement for days in lieu of public or bank holidays.

## **Sick Pay**

Statutory Sick Pay is payable, according to the rules of the scheme. Additionally SSP will be supplemented as shown below:

Service completed on first day of absence	To a maximum of Full Salary for a period of	To a maximum of Half Salary for a period of
26 weeks Probation Period	1 Week	1 Week
After 26 weeks to 2 years	4 Weeks	4 Weeks
More than 2 years	9 Weeks	9 Weeks

Any period or periods of absence due to sickness in the twelve months preceding the first day of a new period of absence (whether due to the same illness or not and whether or not SSP was supplemented as above) will be taken into account in calculating the appropriate supplement of SSP, if any.

## **Medical Examination**

You may be requested, either before or during your employment at the School, to submit yourself to a medical examination by a registered medical practitioner nominated by the School Directors / Headteacher for the purposes of determining whether there are any matters which might impair your ability to perform your duties. You will give such authority as is required for such practitioner to disclose to the School Directors / Headteacher the results of such examination. All reasonable expenses associated with any such examination will be borne by the School.

## **Disclosure of Criminal Convictions**

All employees are required to authorise St Mary's Music School to request a PVG Scheme Record from Disclosure Scotland.

This position is exempt from the provisions of the Rehabilitation of Offenders Act 1974 under section 4(2) of said 1974 Act. Applicants are therefore required to disclose any unspent convictions or cautions and any spent convictions for offences included in Schedule A1, 'Offences which must always be disclosed' of the Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) Amendment Order 2015 No.2.

Applicants are not required to disclose spent convictions for offences included in Schedule B1, 'Offences which are to be disclosed subject to rules' until such time as they are included in a higher level disclosure issued by Disclosure Scotland.

## **Grievance Procedure**

The grievance procedures applicable to your employment are set out in the School's Staff Handbook. The school's Grievance Policy does not apply until after the end of the probationary period.

## **Disciplinary Procedure**

The disciplinary procedures applicable to your employment are set out in the School's Staff Handbook. The school's Disciplinary Policy does not apply until after the end of the probationary period.

## **Probationary Period**

26 weeks from first day of work.

## **Notice Period**

Between 4 and 12 weeks depending on length of service, except during the probationary period when notice period will be one week from either side.

## Houseparent Example Rota

*(this is an indication of possible shift pattern only)*

Day	Times	Shift Hours	Overnight Hours (12pm – 7am)
Monday	5pm – 8am	8	7
Tuesday	5pm – 10am	10	7
Wednesday	Off		
Thursday	Off		
Friday	4pm – 9am	10	7
Saturday	5pm – 8am	8	7
Sunday	5pm – 10am	10	7
Monday	Off		
Tuesday	Off		
Wednesday	Off		
Thursday	5pm – 10am	10	7
Friday	4pm – 9am	10	7
Saturday	Off		
Sunday	Off		