

## DIRECTOR OF PASTORAL CARE Candidate Information Pack



Closing date for applications:  
**20 January 2021**

Early applications are encouraged, and the School reserves the right to close the application process early should a suitable candidate be found.

## A welcome from the Headmaster

Thank you for your interest in this role. I hope that this document tells you everything you need to know about working at our very special school - most importantly, whether it is the place for you.

The Yehudi Menuhin School is set in gorgeous grounds and we strive to promote a collegiate working environment with a strong sense of community. Staff and pupils are on first name terms, and all staff are encouraged to take an active part in the broader life of the school. Being a music school, we hope that everyone who works here has an appreciation and respect for the interests and creativity of our pupils, but we do not expect all staff to be musicians themselves (though over the years many have taken up an instrument as a result of working here!)

We are committed to the wellbeing of all our community, and strive to promote a healthy sense of balance in our pupils and staff. Ongoing professional development is very important to us, and all new staff are given an induction and the training necessary to fulfil their duties.

YMS is an exceptional place - I hope you will join us.

**Ben Gudgeon**  
**Headmaster**

## A short history of The Yehudi Menuhin School

The Yehudi Menuhin School was founded in 1963 by the celebrated violinist Yehudi Menuhin. A brilliant educator, he feared that the lack of specialist music provision for children at an early age would result in an irreversible decline in the provision of world-class instrumentalists.

Inspired by a visit to Moscow's Central School for Young Musicians, Menuhin set out to develop a specialist music school in the UK for extraordinarily gifted children. These boys and girls, aged between seven and nineteen, would come from all corners of the globe, regardless of their race, creed or parents' financial position. His vision was that the School would not only attract potentially the most outstanding performers of their generation in string instruments and piano, but that they would also become well-rounded and compassionate people as a result of the high quality academic activities and pastoral care provision. Menuhin was also passionate in his belief that the School should share its music with the local community.

In 1964 the School moved from London to its current location in Cobham, Surrey, and gradually expanded to include new teaching and boarding blocks. In 1973 the School was accorded special status as a 'Centre for Excellence for the Performing Arts' and was one of the first schools to receive support from the Department for Education's Music and Dance Scheme. January 2006 saw the opening of the 300-seat Menuhin Hall, greatly enhancing the performance opportunities for the pupils. In 2016, new Music Studios were opened, providing state-of-the-art teaching and practice facilities.

Starting with just 15 pupils in September 1963, the School has expanded significantly over the last five decades while remaining true to Menuhin's values and ethos, and currently hosts 86 boys and girls from 22 nationalities.



## Director of Pastoral Care and Resident Houseparent

### Purpose of the role:

The Director of Pastoral Care will be a member of the Leadership Team (LT) with specific responsibility for day-to-day running of pastoral affairs of the School. Reporting to the Head, the Director of Pastoral Care will take an active role in all Senior Leadership Team strategic planning and decision making. Alongside the Director of Music, Bursar, Director of Studies and Development Director, he or she may be asked to deputise for the Head in his absence, and will assume responsibility for many of the routine operations of the School. The post requires extensive organisational skills, and a willingness and ability to adapt to the various and many challenges in this vibrant multicultural specialist music community.



As the School's Designated Safeguarding Lead, the Director of Pastoral Care is responsible for all matters relating to safeguarding, including the training of staff and governors as required. In this role, the Director of Pastoral Care is supported by two Deputy DSLs.

In lieu of a formally designated teaching timetable, the Director of Pastoral Care will also be a Boarding Houseparent of Music House (the girls' boarding house), in which capacity he or she will be supported by a team of resident and non-resident boarding staff. He or she may be required to undertake occasional teaching duties as required by the School, and will be expected to oversee and contribute to the PSHCEE programme.

This is a key role in the life of this specialist music school, in which the provision of warm and supportive pastoral care is an indispensable element of the atmosphere and ethos. A sense of humour is essential, as are an interest in the performing arts, and an empathy with the concerns and issues which affect the lives of young musicians.

## Boarding and Pastoral Care at The Yehudi Menuhin School

Being such a small school means that the pupils feel part of an extended family and do not feel divided by year groups. This family feeling is an essential aspect of the School, and there is a genuine support structure between older and younger pupils. Boarding has always been at the heart of Yehudi Menuhin's holistic vision and at the centre of our family ethos: all but a handful of children are boarders. As our pupils are hugely dedicated to their learning, days can be long and full of activity. Boarders are therefore able to make the most of the opportunities available throughout the week. Many of the younger pupils board on a weekly basis and go home on a Friday afternoon. The majority of older pupils are full boarders, but those with family nearby may go home after musical activities on Saturday mornings. Though they may not be with us all the time, day pupils are fully integrated into our houses, also have their own additional Common Room where they can store the things they need for the day.

Both boarding houses have flats for the team of Resident Houseparents, who are on hand 24 hours a day during term time to offer help and support. Most rooms are double rooms, and pupils make use of the kitchens and laundry room as needed. The Common Rooms are the heart of the houses, where pupils gather together to play games, chat with each other, make snacks and relax. The houses open onto large fields and pupils make the most of our beautiful 18-acre site, going for walks, playing sports and eating meals outside when the weather allows.

Due to the unique nature of the school, music is integrated into the daily timetable. Pupils rehearse in the boarding houses throughout the day, meaning that a staff presence is required there even during lesson time. Each house is staffed by a Boarding Houseparent, an Assistant Houseparent and a team of resident and non-resident tutors.

The School has a small Health Centre, staffed by a School Nurse who attends Monday to Friday and is on call at other times. A fully qualified Counsellor also sees pupils on site by appointment weekly. Other aspects of pastoral care are interwoven with the academic and musical provision of the School. The music staff, including principal teachers, assistant teachers, accompanists and administrative staff, are all approachable to the pupils and regularly support their pastoral needs. As part of the holistic development of the pupils as musicians, mindful, movement and wellbeing activities are offered, such as yoga and Alexander Technique.



## **Key Areas of Responsibility**

The Director of Pastoral Care will have strategic and operational oversight of:

- the development and management of strategies and policies relating to pastoral care, safeguarding, wellbeing and boarding
- the development of a first class and innovative health and welfare provision
- leading and developing the School's boarding provision
- as Houseparent, overseeing the running of Music House (girls' boarding house)
- leading the School's approach to Safeguarding as the Designated Safeguarding Lead
- developing strategies to promote high standards and outstanding behaviour
- overseeing a meaningful platform for pupil voice
- overseeing the development of PHSCE, British values and SMSC in the curriculum

## **Main Duties – Director of Pastoral Care**

This list is not exhaustive, and the post-holder may be required to assume other duties and responsibilities as requested by the Head from time-to-time. Equally, to support the effective leadership and management of the School, specific responsibilities listed below may be reallocated to other senior members of staff following consultation with the Director of Pastoral Care.

### **School Management and Organisation**

- overseeing the strategic pastoral and boarding development of the school
- with other members of the leadership team, overseeing the effective and efficient day-to-day operation of the School
- ensuring that the Head is kept fully informed of all important achievements, incidents, issues and developments at the School
- leading and manage the running of the two boarding houses, ensuring that the provision is outstanding
- attending and chairing meetings
- to engage with BSA and other organisations, including attending relevant conferences, in order to maintain up-to-date knowledge of developments across the sector
- to take overall responsibility for the School Calendar, alongside the Head of Musical Resources
- to advise the Leadership Team in the planning of future term dates
- to oversee arrangements for Morning Meetings (school assemblies)
- support whole school events

### **Pastoral Care and Safeguarding**

- as the School's Designated Safeguarding Lead, leading and supporting the maintenance of a strong culture of safeguarding and child protection. This includes training of all staff and governors before commencement of their duties.
- promoting and managing timely, efficient and organised record-keeping for all pastoral matters
- ensure that communication with parents and guardians is consistently high quality
- overseeing the pupil induction programme
- being an authoritative presence around the School





- contributing to the whole-school approach which promotes equality and diversity
- developing an effective and appropriate programme of supervision throughout the school day including establishing a presence at break and lunchtimes, and in the houses
- managing day-to-day problems and concerns of pupils and staff, providing guidance and working with appropriate colleagues, referring to the Head when necessary
- maintaining high quality communication with all members of the school community by contributing to bulletins, briefings, weekly reviews and staff/pupil handbooks
- managing budgets and resources for a number of key areas
- promoting mutually supportive and respectful standards of behaviour among the pupils
- managing and implementing the School's disciplinary policies

### **Pupil and Staff Wellbeing**

- developing and promoting a programme of emotional and physical wellbeing to support the needs and pressures of world class performers
- working with the Human Resources Manager in promoting and supporting staff wellbeing
- overseeing the Health Centre, and working with the School Nurse to develop the health centre provision, ensuring the service offered is high quality and pupil-centred
- working with the School Counsellor, Independent Listener, and other external practitioners to ensure pupils' emotional and physical health is supported at all times

### **Pupil Voice**

- ensuring that the pupil voice is promoted, supported and responded to appropriately
- supporting the work of the School Council; set up and support other pupil panels as necessary

### **Policy, Compliance and Inspections**

- be responsible for regulatory compliance relating to pastoral care, health, welfare and boarding
- reviewing and updating all policies relating to the identified areas of responsibility
- with other members of the Leadership Team, ensure that all school policies are regularly updated and implemented

### Line Management

The Director of Pastoral Care will work alongside other members of the Leadership Team and will report directly to the Headmaster. The Director of Pastoral Care may be expected to deputise for the Head during absence, and will line-manage all pastoral staff.

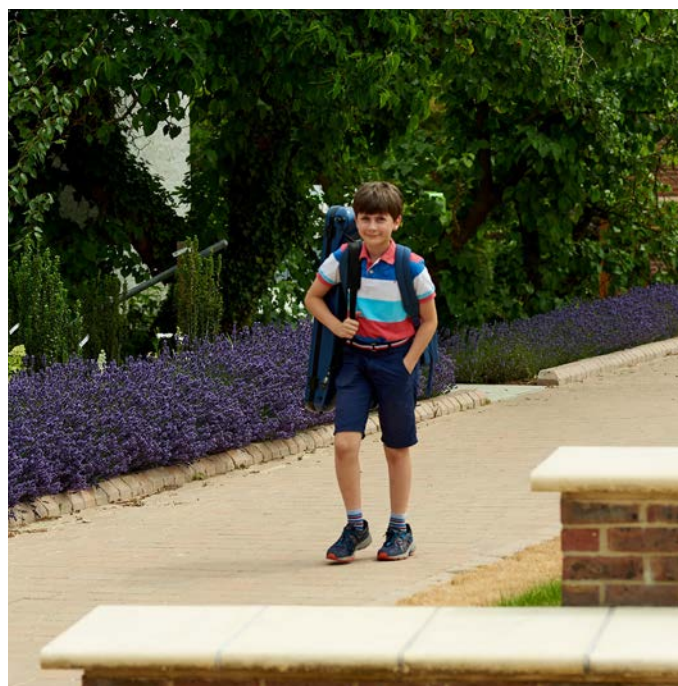
### Other responsibilities

The above responsibilities are indicative of those specific to the role of Director of Pastoral Care, although the list is not exhaustive. In addition, the Director of Pastoral Care will have more general responsibilities as a member of the teaching staff and as a member of the Leadership Team. These will include:

- Leadership Team duties, including support for the evening and weekend programme
- playing an active part in speaking at Morning Meetings
- being involved with the recruitment and selection of prospective staff and pupils, as required
- attending School functions, to support pupils and staff in their activities
- representing the School at external meetings
- out-of-hours availability as required and on call throughout term time
- any other responsibilities and tasks as reasonably requested by the Head

### Conditions of service

- We anticipate a start date of 1 September 2021; an earlier start (Summer Term 2021) may be feasible if it suited the successful applicant's availability.
- The post is full time.
- The Director of Pastoral Care is required to live on-site for the duration of the school year (during term time).
- Meals may be taken in the dining room free of charge in term time; the Director of Pastoral Care will be expected to demonstrate a presence during meals.
- The successful candidate must hold a full driving licence and be prepared to drive the school minibuses (training is available).
- As the School is a no-smoking site, a non-smoking candidate will be preferred.



- The salary will be commensurate with the qualifications and experience of the successful candidate.
- Holiday entitlement: The Director of Pastoral Care may be required by the Head, upon reasonable notice, to work or be contactable during parts of the School holidays in order to support School requirements. In conjunction with the other members of the Leadership Team, the Director of Pastoral Care will also be required to be contactable at any time by the Head in the event of emergencies. As Designated Safeguarding Lead, it falls to the Director of Pastoral Care to ensure that a member of the safeguarding team is contactable at all times, including during the holidays.

### **Accommodation**

The Director of Pastoral Care will be required to reside in School accommodation during term time for the better performance of his or her duties. Assistance will be given with removal expenses. A self-contained flat (double accommodation) is provided throughout the year within the boarding house.

### **Working Hours**

To reflect the full boarding nature of the School, the Director of Pastoral Care is required to be contactable at all times in the event of an emergency. To allow for weekend commitments, the post holder is granted a weekday off each week. Weekends alternate between being on call and on duty in the boarding house. There is flexibility of working hours during the working day, reflecting the absence of a formal teaching timetable.

## **Person Specification**

### **Skill, Experience and Knowledge**

The successful candidate is likely to have had recent experience in a residential role, preferably as a Houseparent. She or he will have the proven ability to develop and implement policies that contribute to a school's vision while managing day-to-day operations. She or he will have direct teaching or pastoral experience, preferably with international boarders, and will have experience leading their own team. Up-to-date knowledge of relevant safeguarding legislation and guidance in relation to working with (and the protection of) children and young people.

A commitment to the protection and safeguarding of children and young people will be essential. The successful candidate will also have excellent organisational, communication and interpersonal skills. He or she will be approachable and collegiate, and will have absolute discretion and the ability to maintain appropriate confidentiality in dealing with sensitive information. The ability to explain clearly and to deal sensitively with issues, resolving conflict where it may arise, is a key skill.

The Director of Pastoral Care must have excellent presentation skills, both spoken and written, and will be a confident IT user. He or she will have the confidence and authority to lead change and secure high standards from the pastoral team.

### **Attitudes**

The Leadership Team is a collegiate and consultative group. We are looking for someone with energy, enthusiasm and a commitment to excellence to lead our pastoral provision. The Director of Pastoral Care should enjoy working with young people and have an appreciation for the specialist nature of the School. Boarding is a highly rewarding area of school life, but it requires resilience, perseverance and flexibility. A proven commitment to personal and professional development is expected.



## How to apply

If you would like to apply for or have an information discussion about this role, please contact Lucy Flower at [recruitment@menuhinschool.co.uk](mailto:recruitment@menuhinschool.co.uk) to request an application form.

Your application form should be completed in full and returned along with a covering letter to Lucy Flower by 5pm on **20 January 2021**. Early applications are encouraged, and the School reserves the right to close the application process early should a suitable candidate be found.

The Yehudi Menuhin School is committed to safeguarding the welfare of children. The School is registered with the DBS and successful applicants will be required to complete successfully the Disclosure Procedure at Enhanced level. It is an offence for a person barred from working with children to apply for this post.

The Yehudi Menuhin School is an Equal Opportunities employer and welcomes applications from all sections of the community.



@menuhinschool



@yehudimenuhinschool



The Yehudi Menuhin School

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