

25th October 2017

WELFARE OFFICER

INFORMATION FOR APPLICANTS

THE SCHOOL & WESTMINSTER CATHEDRAL

Westminster Cathedral Choir School (WCCS) is one of London's leading academic prep schools, and a choir school for the choristers of Westminster Cathedral.

The school was founded in 1902 to provide boarding choristers to sing the daily liturgy in the new cathedral. In 1976 day boys were introduced, and in 2017 a pre-prep school. Current numbers stand at one hundred and ninety six boys, aged four to thirteen (Reception – Year 8). The twenty-five choristers receive major scholarships towards fees.

Westminster Cathedral is the seat of the Cardinal Archbishop of Westminster and the Mother Church for Roman Catholics in England and Wales. Westminster Cathedral is also the home of the world-famous choir, which sings solemn Mass every day.

THE POSITION

The governors of the School and the Administrator of Westminster Cathedral seek to appoint a Welfare Officer to be present at all song schools/rehearsals that the choristers attend to ensure that best practice in pastoral care and safeguarding is maintained.

This post would suit a person with experience in pastoral care and safeguarding of children in a school or social work context.

A part-time job-share could also be considered.

KEY AREAS OF RESPONSIBILITY

- To attend all song schools/rehearsals at the following times during a normal week in term time.

Monday, Tuesday, Thursday and Friday

8.10 am – 9.00 am

4.30 pm – 5.30 pm

Saturday

8.10 am – 9.15 am

9.45 am – 10.30 am

12.00 pm – 12.50 pm

Sunday

9.30 am – 10.30 am

12.25 pm – 1.15 pm

2.45 pm – 3.30 pm

- In addition, to attend all song schools/rehearsals during the period from the end of the Christmas term to Christmas Day, inclusive (approx. 15 hours), and during the week before Easter Sunday, inclusive (approx. 15 hours).
- To attend other rehearsals as required throughout the year and when, occasionally, the schedule alters. (Reasonable notice will be given for any changes to the schedule outlined above and such changes should be exceptional.)
- To ensure that the following School policies are supported by all adults working in regulated activity with the choristers:
 - Safeguarding and Child Protection Policy
 - Responsibilities of all academic staff
 - Rewards and sanctions
 - Anti-bullying
- To report weekly when the choristers are resident to the Deputy Head Master (Pastoral) and the Cathedral Administrator as required.
- To maintain knowledge of best practice in safeguarding, and of the standards required of all adults working in regulated activity with children.
- To maintain professional dress and appearance.

- To maintain mannerly and professional spoken and written relationships with all colleagues at the School and Cathedral, and with the choristers.
- To be publicly supportive of the School's and choir's mission and aims.

THE PERSON

This post would suit a person with experience in pastoral care and safeguarding of children in a school or social work context

A part-time job-share could also be considered.

TERMS

The position is part-time and fixed term to the end of the Summer term 2018 (Sunday 8th July).

Remuneration will be up to £15.00 per hour, depending on experience.

The post holder will be eligible to join a defined contribution pension scheme provided by Standard Life, with match funding up to 5% of salary.

HOW TO APPLY

Candidates should complete the application form and send it with a brief (one page only) letter of application to:

Mr Neil McLaughlan
Head Master
Westminster Cathedral Choir School
Ambrosden Avenue
London SW1P 1QH

Email lauger@choirschool.com

An additional CV or supporting statement is not required.

The closing date for applications is **Wednesday 8th November**. Interviews will be held at the School on either **Monday 13th** or **Tuesday 14th November**.

Candidates who would like more information on this role are welcome to contact the School's Designated Safeguarding Lead, Ed Graham.

Email egraham@choirschool.com