**JOB DESCRIPTION**

**JOB TITLE: Assistant Head of House, National Schools Symphony Orchestra (Temporary between 14th – 21st July 2019)**

**RESPONSIBLE TO:** Head of House, National Schools Symphony Orchestra

**Background**

The National Schools Symphony Orchestra (NSSO) was founded in 1993 and is hosted at and managed by Malvern College. Each summer NSSO operates a week-long course, providing opportunities for up to 180 young musicians to learn and train with their peers under the expert tuition of experienced orchestral musicians. We run three orchestras and at the end of the week the course concludes with a concert at which the repertoire rehearsed during the preceding week is performed in front of a public audience.

Assistant Heads of House support Heads of House in providing excellent pastoral care to course participants within one of the Boarding Houses in use for the NSSO courses at Malvern College.

**KEY DUTIES**:

* Assisting the Head of House in ensuring appropriate pastoral care and supervision is in place at all times whilst participants are in their Boarding House
* Assisting the Head of House as required to ensure appropriate staff cover is in place in the Boarding House at all times during the course
* Assisting the Head of House in managing any behavioural, disciplinary or other pastoral issues that arise during the course
* Assisting the Course Director and other senior course staff in delivering appropriate pastoral care outside the Boarding House environment where required
* Deputising for the Head of House if required
* Assist senior staff in devising a suitable afternoon activities programme for course participants

**PERSON** **SPECIFICATION:**

|  |  |  |
| --- | --- | --- |
| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Education and Qualifications | * Good standard of education |  |
| Experience, Knowledge and Understanding | * Experience working with children/young adults | * Full time pastoral role at a boarding school Experience managing other staff * Clear understanding of the current safeguarding environment and the responsibilities of staff working within a school environment |
|  | * Well organised with an eye for detail * Engaging and articulate * Ability to ensure good behaviour and discipline amongst children aged 13-18 |  |
| General | * A flexible approach to duties and working hours |  |

**MALVERN QUALITIES**

All staff are expected to model and promote our Malvern Qualities, which are:

* Resilience
* Self – Awareness
* Open-mindedness
* Kindness
* Collaboration
* Risk-Taking
* Curiosity
* Ambition
* Independence
* Integrity
* Humility

**GENERAL REQUIREMENTS:**

In accordance with the provisions of the Health and Safety at Work Act 1974 (as amended) and the Management of Health and Safety at Work Regulations 1999 (as amended) you must take reasonable care not to endanger yourself or other persons whilst at work. You must co-operate with the College to enable it to comply with its legal duties for Health and Safety.

It should be noted that the above list of duties and responsibilities is not necessarily a complete statement of the duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

Malvern College is committed to safeguarding and promoting the welfare of its pupils and expects all employees to share this commitment.  Employees must, at all times, have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004 (as amended) and Keeping Children Safe in Education (as amended) and be fully aware of, and understand, the duties and responsibilities that apply to their role in relation to these requirements. All employees must attend appropriate training in accordance with College and local Safeguarding Board stipulations.

**HOURS AND BENEFITS**

Hours: This is a full time position and postholder will be required to work the hours necessary for the successful fulfilment of his/her duties.

Benefits: This is a residential position and the postholder is required to be accommodated at Malvern College during the period of employment. Three meals per day will be provided during the course and accommodation can be made available the night before the course starts, if requested.

Holiday: Payment in lieu of holiday is included within the salary. Holiday may not be taken during the contract period although time off may be granted at the discretion of the Director of International Schools, subject to the demands of the course schedule.

**APPLICATIONS**

Applicants may contact the Director of International Schools, Mr Allan Walker, to discuss the post if they wish. Mr Walker can be contacted on 01684 581601 or [allan.walker@malverncollege.org.uk](mailto:allan.walker@malverncollege.org.uk)

Full details of working at Malvern College and our Application form can be found on our website [www.malverncollege.org.uk](http://www.malverncollege.org.uk).

Applications should be sent to Human Resources, Malvern College, Malvern, Worcestershire WR14 3DF or via email to [humanresources@malverncollege.org](mailto:humanresources@malverncollege.org).uk

You will be required to provide proof of your identity, right to work in the UK and qualifications during the selection process.

***Malvern College exists to provide a quality all round education for pupils aged 13 – 18 and is committed to safeguarding and promoting the welfare of children and young people. Candidates must be prepared to undergo child protection screening and an Enhanced DBS check.***

***We will seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview.***

**Updated January 2019**