



The Pilgrims' School

www.thepilgrims-school.co.uk



RESIDENTIAL ASSISTANT HOUSEPARENT AND PART-TIME SPORTS COACH (FOR APRIL 2024 START)

The Pilgrims' School

The Pilgrims' School is the Cathedral School of Winchester. The School educates both the 22 Cathedral Choristers and the 16 Winchester College Quiristers (the treble voices in the College Chapel). There are about fifty other boarders, and around 160 day boys. The School is all boys throughout. The School occupies a superb site in the historic Cathedral Close lying between the Cathedral, Winchester College and Wolvesey Palace. It enjoys the use of the picturesque Wolvesey playing fields and the sporting facilities of Winchester College. With its choral foundations, the School encourages exceptional musical achievement in all its pupils, but also excels in academic endeavour and sports; it enjoys a very high local and national reputation. The nature of the School and its timetable and boarding are such that the staff body represents an outstandingly committed and dedicated team who devote a great deal of time to achieving the culture and results for which the School is nationally known.

This role represents a fantastic opportunity for the right candidate to become an integral member of the wonderful, friendly and supportive boarding community while also delivering high quality sports coaching on a part-time basis over certain weekday afternoons and Saturdays.

Hours: Both roles are part-time.

The Sports Coach role is approximately 20 hours per week.

The Assistant Houseparent role is very broadly approximately 15 hours per week, plus further duties one weekend in three, and during 'Choir Time'. See below for further details.

Salary: competitive

Generous accommodation package



The Pilgrims' School

www.thepilgrims-school.co.uk



Assistant Houseparent

Boarding at Pilgrims'

Pilgrims' is, uniquely, a double choir school and the large boarding community – in which the Choristers, Quiristers and many others live – is an integral part of our distinctive, and exceptionally caring culture. It is home to approximately 90 boys from a diverse range of backgrounds and cultures, providing a wonderful melting pot of 'brotherliness' where all are accepted and celebrated.

Applicants are encouraged to research the school well through our website and to understand the nature of boarding life at Pilgrims'. We pursue excellent outcomes for our boys, ambitious for their success in every area whilst promoting a humble, caring and kind approach with no room for arrogance. The boarders benefit from an incredibly dedicated staff boarding team who work hard and are committed to making boarding a fun, nurturing home-from-home experience that serves to develop the boys' character and life skills.

The post holder

- holds a key place in developing the sense of a 'boarding family', will seek out the quiet conversations that will make the big difference to individual boarders, and will be proactive at devising and organising activities and games to enhance the boys' boarding experience. In short, they will be central to the outstanding pastoral care that makes for a happy boarding house.
- will be based in, and affiliated to, the 'Main School' boarding house which houses approximately 60 boarders. The School operates a seven-day-a-week boarding community during term time and, with the Cathedral Choristers, during periods after term known as Choir Time.
- will be a central part of the pastoral care for these young professional singers.
- currently is on duty for three weekday evenings (7.30pm to 10.30pm) and three mornings a week (6.50am to 8am) for wake up and breakfast; the role also requires being on overnight call five nights a week. This is in light of the part-time day hours and is a 'sleeping duty'. Weekends are operated on a separate rota with each member of the boarding team being on approximately one weekend in three: this involves being on duty on the Saturday evening and throughout the Sunday, including co-running the boarders' trip or activity on the Sunday afternoon.



The Pilgrims' School

www.thepilgrims-school.co.uk

There is the possibility that this duty model will adjust in the medium to long term as the School looks to meet the developing needs of boarders and their parents.

Main school holidays are notably longer than the maintained sector, in part to help accommodate Choir Time. Choir Time extends to Christmas Day in December, covers Easter Week in the Easter holidays, and runs to mid-July in the summer. The post holder will be one of two key members of the boarding staff during Choir Times.

- will support events where boarders are performing (sometimes acting in loco parentis)
- will support special occasional events for the whole boarding community
- will attend the weekly boarding meeting (currently on a Saturday at 08.30am).
- will have an adaptable mindset and willingness to help out with parts of the 'household' aspects of running a boarding house (e.g. laundry)

There is the potential for this role to grow over time through discussion and agreement with the post-holder.

It should be noted that any persons aged 16 or over that would live in the accommodation with the post-holder would be subject to appropriate regulatory safeguarding checks and the offer of the role to the successful candidate would be dependent on these being clear.

Person specification

The successful candidate will:

- Have a sense of fun and enthusiasm
- Demonstrate an instinct and understanding for striking the balance of maintaining clear expectations of caring and calm behaviour in the boarding house while promoting a warm family atmosphere
- Have demonstrable and clearly relevant experience of working with children in a pastoral capacity
- Demonstrate a strong understanding of safeguarding requirements, as set out in Keeping Children Safe in Education 2023, and of how these relate to the boarding environment.
- Have a warm, friendly and nurturing nature, being adept at striking up effective, professional relationships with children, showing a genuine and proactive interest in their wellbeing and enjoying their company
- Be a hard worker
- Quickly develop an empathetic understanding of the experience and needs of a diverse group of boarders, including young professional singers and those who live overseas
- Have a keen professional interest in the all-round pastoral care of children and be willing to undertake further professional development to enhance their skills in this area, including in young people's mental health and in boarding.
- Have the ability to instil confidence in boarders and their parents through highly effective and open communication skills, both verbal and written
- Be organised and with an eye for detail, both in terms of the effective running of boarding on their duty nights and in terms of the planning of safe and fun trips and activities

Benefits

Accommodation on site in the beautiful and historic Cathedral Close in the centre of Winchester. The accommodation consists of a recently refurbished first- and second-floor 'duplex apartment' with: a good-sized living room and good-sized kitchen, below a master double bedroom, bathroom and a partitioned bedroom 2/3 accessed through the bathroom. (The layout a quirk of the historic nature of the building!)

Parking space at school.

An outstandingly warm and friendly collegiate environment at the school.

A chance to attend world-class concerts, services and events at which the Choristers perform.



The Pilgrims' School

www.thepilgrims-school.co.uk



Part-time Sports Coach

The PE & Sport Department at The Pilgrims' School

Sport provision encompasses afternoon Games and matches which are currently delivered by three specialists supported by academic teaching staff with playing and coaching experience, and by Gap students – around 24 personnel in total.

The department is led by the Director of Sport, who also has responsibility for rugby and swimming. Two further sport specialists are Head of Football and Head of Cricket. Amongst the academic teaching staff, we have a Head of Athletics, a Head of Field Sports for shooting and fishing participation and a Head of Adventure Sports for sailing and skiing.

Our facilities are unique. Our playing fields are the outer grounds of Wolvesey Castle which, in turn, are surrounded by the old city walls. These playing fields rotate between three football / rugby pitches and two mini pitches, and three cricket pitches.

On the school site we have cricket nets, a multi-use games area and a 20 metre, five lane, heated outdoor pool. We have access to the facilities at Winchester College for our PE programme.

We aim to balance competition and inclusion through our programme. We enter national competitions, play on a competitive circuit and field a large number of teams.



The Pilgrims' School

www.thepilgrims-school.co.uk

Sports Coach Responsibilities:

- Coaching on Tuesdays and Fridays 1330-1630
- Fixtures on Wednesdays and Saturdays from 1200 to end of commitments. Playing at Home this would be around 1700. For Away matches, this would be typically between 1730-1800 through the Christmas and Lent Terms and between 1830-1900 in the Summer Term. With junior matches throughout the week, other working opportunities are available through discussion and agreement, typically between 1300-1630.
- Preparation and selection of squads and managing squads at fixtures, maintaining standards of conduct and setting high expectations of sportsmanship, determination, fair play and courtesy.
- Refereeing / umpiring fixtures as required, showing an up-to-date working knowledge of the age-appropriate rules and regulations.
- Plan and lead training sessions within a framework of a progressive programme and liaise with the Director of Sport to ensure the highest standard of coaching is met.
- A basic grounding in Health and Safety procedures, risk assessments and codes of sporting conduct for pupils while taking part in the activity itself.
- Caring for sports equipment and kit and organisation of sport stores.
- Supervising pupils during changing and dispersal after the lesson, ensuring good behaviour and safe conduct.
- Following school safeguarding procedures in terms of registering pupils before and after movement between playing fields and school.
- Contributing to the development of coaching plans appropriate to the activity, age and experience of the pupils.
- Participate in and contribute to INSET training for staff as required.
- Drive a minibus as required.

These duties and responsibilities are intended as a guide. They are not exhaustive: the Sports Coach will be expected to undertake any reasonable task or responsibility as required by the Director of Sport or Headmaster.





The Pilgrims' School

www.thepilgrims-school.co.uk

Wider responsibilities:

The Sports Coach will be expected at all times to fulfil the obligations of a member of staff in following the applicable school policies and procedures, including the Safeguarding and Child Protection Policy and the Staff Code of Conduct.

Person Description:

A talented and enthusiastic coach with a good degree and/or coaching qualifications. Further to this, the following qualities are sought:

Essential:

- To be proficient in the skills, techniques and tactics of at least football, rugby and cricket, and to apply these optimally to the age and experience of the pupils.
- An individual who is truly committed to, and inspired by, working in education and who therefore finds joy and fun in working with children
- A demonstrable successful track record of coaching children to the levels required by the role
- A capable and methodical organiser and administrator
- A good team player who will work happily with teaching and non-teaching colleagues
- An ability and willingness to communicate easily with parents; in particular, to communicate positively and sensitively around matters of pupil progress and squad selection and/or de-selection
- A clean driving licence and the willingness to undergo minibus training, if not already able to drive one
- A commitment to the aims and ethos of the School
- An ability to bring a flexible mindset to help manage any changing needs and arrangements
- Fully compliant with the School's recruiting policy as regards child protection
- A capable user of IT

Desirable:

- Experience of the independent education sector sporting circuit
- Recent professional development demonstrating current professional knowledge
- Other experience, qualifications or skills that may enhance the whole life of the

These position descriptions above will not form part of the contract of employment. If the job is offered, a draft contract of employment including salary and leave terms, and a full and detailed job description, will be provided for agreement.



The Pilgrims' School

www.thepilgrims-school.co.uk



Recruitment Policy

The Pilgrims' School is committed to providing the best possible care and education for its pupils and to safeguarding and promoting the welfare of children and young people. The School is also committed to providing a supportive and flexible working environment for its entire staff. The School recognizes that in order to achieve these aims it is of fundamental importance to attract, recruit, and retain employees of the highest calibre, who share this commitment

The aims of the School's recruitment policy are as follows:

- To ensure the best possible staff are recruited on the basis of merit, ability, and suitability for the position
- To ensure that all job applicants are considered equitably and consistently
- To ensure that no job applicant is treated unfairly on any grounds
- To ensure compliance with all relevant recommendations and guidance, including the recommendations of the DfE in Keeping Children Safe in Education and the code of practice published by the Disclosure and Barring Service (DBS)
- To ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks. Candidates are encouraged to review the school's full Recruitment Policy and Safeguarding Policy, both of which are available to download from the school website.

How to Apply

To apply, you may visit our school's vacancies page, where you will find an application form and further information. If you have questions about the post, please email Mrs Karen Pacey at recruit@pilgrims-school.co.uk.

We will be reviewing applications as they arrive, and so early submission is highly recommended.