

General Information:

Choir House is one of two boarding houses attached to the Junior section of King's Ely. Boy choristers board from the start of Year 4, when they join the Choir as Probationers. Some will have been non-boarding Junior Probationers during Year 3 but others will be new to the experience, having come from other schools at the start of Year 4. At some point during Year 4 boys are usually installed into the Foundation of Ely Cathedral as choristers. This marks their successful completion of their probationary period of choristership. From that point onwards, potentially until the end of Year 8, boys will sing with Ely Cathedral Choir. Although the model of boarding is flexible, so that it is possible for the choristers to spend some nights at home each week if convenient and desirable, all boy choristers are boarders.

We seek an inspirational person (or people) to take on the role of Houseparent(s) for Choir House. The role is equivalent to one person's full time, non-teaching employment. The role could be split between an applicant and spouse in a variety of proportions but the main applicant will be required to be appointed to at least 60% of the role - up to 100% if applying as a single applicant.

People Specification:

- Have a thorough understanding of how to safeguard children in a boarding school setting
- Enjoy working with young people between the ages of 7 and 13
- Be willing to complete/have completed BSA training commensurate with this position
- Possess very strong team building, leadership and organisational skills
- Possess a proven ability to empathise and relate positively to young people and their parents
- Understand the workload and requirements of choristership in addition to the expectations of an independent day and boarding school
- Have an appreciation of and an interest in the wider life of a Cathedral community
- Be flexible and enjoy working as a leading member of a team of professionals stewarding the lives of the boy choristers
- Demonstrate an awareness of the need for maintaining a professional distance, building professional relationships and supporting pupils and parents whilst being in a residential role
- Have stamina and the ability to lead children calmly when working under pressure yourself or during busy times for the boy choristers
- Be able to demonstrate successful leadership experience in a pastoral, residential and/or teaching/musical role
- Have a sense of fun and a willingness to share ideas and inspire young people relentlessly

Key Responsibilities:

- To organise all duty rosters and daily routines within the House in consultation with the Head of KEJ, Cathedral Director of Music and the Head of Boarding
- To reside in The Choir House HsM's family accommodation throughout KEJ term times
- To regularly attend training relating to the role, including; Safeguarding, Health and Safety, Medical, Educational Visit planning, Pastoral and Cathedral related in service training sessions
- To plan, supervise and oversee the smooth running of the House and choristers' routines – to include laundry, medical care, risk assessments, transport, outings, trips, cleaning, catering and maintenance of the House
- To shoulder the majority of the morning, evening and weekend duties within the House
- To liaise on a weekly basis with Choristers' Parents/Carers, the Cathedral's Director of Music, Academic Staff, Head of Boarding and the Head of KEJ
- To be the key advocate for boy choristers within the school and to prioritise their pastoral needs by working closely with the school's pastoral, medical and counselling teams
- To manage the House Budget, student pocket money and petty cash accounts
- To complete the yearly Choir House Development Plans in consultation with the Head of KEJ
- To lead daily House Meetings for students and regular meetings for the House Staff Duty Team
- To induct, train and manage the assistant staff and House Tutors
- To ensure that all routines are adhered to by members of the House and that the behaviour of students within the House and Cathedral support the KEJ code of conduct
- To maintain a relevant First Aid qualification and compliance with school medical policies and protocols
- To supervise the students when on duty, liaising with parents and carers as needs arise
- To plan and lead a range of exciting excursions for chorister boarders in term and during Stayovers
- To supervise boarders as they complete their homework when on duty and maintain a watching brief over their academic and pastoral progress during both "day" and boarding time
- To maintain the House records – both on paper and on the Intranet
- To put students to bed at the end of the day and supervise the landings when on duty overnight.
- To be available to ill boarders overnight during term time and in Stayovers according to the rosters
- To keep abreast of the developments within boarding schools, National Minimum Standards and the ISI and Ofsted inspection requirements relating to the role

Other details pertinent to the role:

During term time, the Houseparent(s) will be required to live in on a full time basis. During certain singing weekends and Stayovers, the Houseparent(s) will be required to work within the House.

During “Chorister Stayover” sessions, which take place around Christmas and Easter and over some weekends, when an additional allowance is payable, the Houseparent(s) will be required to run a programme of events for the choristers and colleagues.

During other school holidays the accommodation will continue to be available to the Houseparent(s). The Houseparent(s) will be entitled to take all meals during term time in the Monastic Barn. Outside of term time, meals will not be provided unless the boys’ cathedral choir is in residence.

Applications:

The closing date for applications for this post is **4pm, Thursday 25th April 2019**

Initial interviews will be held in early May 2019.

Further details and an application form are available from Katie Driver, Personal Assistant to the Head of King’s Ely Junior. Telephone 01353 660732 or e-mail KatieDriver@kingsely.org