



# MALVERN COLLEGE

Application pack for

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Housemaster

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For September 2019









# Housemaster – Boys' Boarding House

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We are looking for an enthusiastic and inspirational Housemaster to lead and manage a boys' Boarding House of some 60 boys aged 13-18.



In this role you will be aiming to establish a strong home-from-home environment that integrates pupils from all year groups within the House and to assimilate the House within the school. Being a Housemaster is demanding. It requires a range of skills, underpinned with strong emotional intelligence. It is immensely rewarding and a privilege to have such an important role in the lives of the young people in your charge.

You will be teaching motivated and engaged pupils and your commitment will be to what we believe are the features of a Malvern Education. There is the opportunity to enhance your own teaching experience and knowledge through Continuous Professional Development and you may, if you wish, take on additional responsibilities.

*“House spirit is very important to us and we are very proud of our House. We have many successes in school competitions but it is not only about this, it is about creating a good atmosphere in which we can all do well and make good friends as well.” – Malvern pupil*



# Malvern College

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Malvern College is a leading co-educational school for pupils aged 13-18. The focus is on encouraging our pupils in academic growth and all-round achievement and providing outstanding pastoral care through the House system. Malvern is a vibrant hub of activity where pupils participate in an enormous range of co-curricular activities that inform and support their individual academic programmes.

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The College is proud of its high academic standards and the level of pastoral care it provides. There is a broad curriculum which is intended to give all pupils breadth and depth in a range of disciplines. Malvern offers the International Baccalaureate as an alternative to A levels in the Sixth Form and has done so since 1992. Approximately 50% opt for each course of study.

Results are excellent and pupils consistently secure places at Russell Group universities including Oxford and Cambridge. An increasing number go on to Ivy League and top universities in the USA and in Canada. Malvern College is a SAT Centre.

*“Malvern College is one of the most friendly schools that I have worked in with a staff that care and look after each other as well as the pupils. With the boarding at the heart of the school, the campus draws everyone together. The town with its theatre and cinema and beautiful setting make it a wonderful place to bring up a family and to live.”*  
– Housemistress



There are approximately 650 pupils at Malvern and about 250 at its associated preparatory school, The Downs Malvern, in Colwall. Malvern College is a traditional boarding school where 77% of the pupils board. Weekends are busy with a full programme of activities. We seek to prepare those who study at Malvern for a fast-changing world and our House system engenders a strong sense of community and collective spirit.

The excellent on-site facilities provided include an Arts Centre, a Music School, a newly remodelled theatre, two tournament-quality rackets courts, two all-weather games pitches and a Technology Centre.

A newly refurbished Science Centre was officially opened in 2015 which has both state-of-the-art laboratories and a lecture theatre. Other facilities include a large, modern Sports Centre with a 25 metre swimming pool, an eight-court sports hall, squash courts, gym, dance studio, climbing wall and rifle range. In addition, a hospitality suite allows the College to host a variety of functions throughout the year.

Our school community is lively and staff are committed and enthusiastic; applicants are encouraged to view our website [www.malverncollege.org.uk](http://www.malverncollege.org.uk) and follow our social media channels.



*“Malvern College is an exceptional place to work. The variety of roles and opportunities allows progression and expansion of skills. The Common Room is friendly, supportive and collaborative, making an environment that all staff can benefit from.” – Sports Coach*



# Job specification

## Housemaster

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The role of Housemaster and Housemistress is critical to the success of Malvern College. As Housemaster, you will be primarily responsible for the pupils in your care and take an active part in the recruitment of pupils to the House by maintaining positive links with preparatory schools and by entertaining prospective pupils and their parents.

The role of Housemaster and Housemistress is vital to the marketing of the Houses and the College and in this respect, as Housemaster, you would work closely with the Registrar and the Director of Marketing & Admissions.

Each Housemaster is supported by a strong team which includes a Deputy, two House Assistants and a team of tutors.

The Housemaster is responsible, through the Deputy Head: Pastoral, to the Headmaster for the pupils in the House and is in *loco parentis*. This will require the Housemaster to:

- enable all pupils to develop to the full while at the same time, achieving their academic and all-round potential
- foster an atmosphere in the House which is “home from home”. The Housemaster seeks to enable pupils to talk honestly about their feelings, fears and aspirations thus helping them to develop respect for themselves and for others

- encourage a sense of leadership and responsibility in all members of the House. Pupils should develop the desire to serve the House, their peers and those younger than themselves
- create an orderly atmosphere conducive to study at the appropriate times, and the well-being of all
- encourage all pupils in the House to take part in co-curricular and House activities
- co-ordinate the deployment of the Deputy Housemaster/mistress and tutors in order to promote the well-being of the pupils and to provide career growth for the staff concerned
- work alongside the House Assistants in the care, service and leadership of the pupils of the House
- communicate with parents through regular contact and rapid response to their enquires, communication of news via social media, the website and other agreed media
- ensure all required paperwork is up to date and accurate at all times for both College and Inspection purposes
- have well-developed interpersonal skills and emotional intelligence which enables him to develop a strong rapport and communicate well with young people
- the role requires the Housemaster to live in for the proper performance of their duties. Family accommodation is provided in the private side of the boarding house.





Together with the College's Medical Officer and the 'House Team', the Housemaster has responsibility for the physical well-being of the pupils in the House.

The Housemaster is expected to keep the Headmaster and the Deputy Head: Pastoral informed on matters of discipline and welfare relating to the House and its members. The Housemaster is responsible for record-keeping in all matters relating to the House and the pupils.

The Housemaster is responsible for passing on to any successor, a written record of each pupil in the House.

The Housemaster will also teach an academic subject. Any subject relevant to our curriculum will be considered. Applicants who are short-listed for the post will be expected to conduct a class as part of the selection process.

We encourage newly appointed staff to visit Malvern College during the academic year prior to joining us after which, and before starting in the post, you will have a comprehensive induction over several days, with other new colleagues.

## General requirements

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.

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.





# A Malvern Education

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Malvern College aims to be the leading independent co-educational boarding and day school of its scale and type in the United Kingdom. We seek to develop happy, balanced individuals who will achieve personal fulfilment at university, at work, and in society at large.



The ethos and values at the heart of a Malvern education are:

- a commitment to developing well-rounded individuals through a broad academic and co-curricular programme
- an emphasis on strong pastoral systems to support the wellbeing of pupils
- a high-quality learning and teaching environment which encourages independent learning
- a comprehensive co-curricular programme including sports, art, music, drama and leadership activities
- a commitment to developing pupils who are internationally minded and globally aware
- a well-embedded house system in which pupils identify strongly that provides opportunities for healthy competition and leadership across all year groups
- strong relationships between all members of the school community based on mutual respect and a shared commitment to providing the best opportunities for pupils.

*"I have learned so much about myself since I have been here. I am more confident and will have a go at almost anything now. I look forward to being able to come back to visit and show those who have given so much of their time to us that we were successful in life." – Malvern pupil*





All staff work to promote and model the Malvern Qualities:

- Resilience
- Self-awareness
- Open-mindedness
- Kindness
- Collaboration
- Risk-taking
- Curiosity
- Ambition
- Independence
- Integrity
- Humility



*“Malvern has given me perspective and I feel that I can have a try at almost anything. I am confident that I will find my place in life and I am grateful to all those at school who have helped me.” – Malvern pupil*



# Benefits of working at Malvern College

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- Malvern College is known for its welcoming and friendly Common Room
- There are excellent opportunities for you to follow Continuous Professional Development with training offered in-house and on external courses of study
- You have a voice on professional matters through the President of the Common Room
- There are fee-concessions for your children at both The Downs Malvern and Malvern College
- All teaching staff are issued with an iPad and/or Laptop (Apple Mac) and most teachers have their own teaching space
- There is the opportunity to take on additional responsibilities for additional reward
- There is free on-site parking
- You will be automatically enrolled for the Teachers' Pension Scheme
- Your appointment will include subsidised Private Health Insurance, should you choose to join
- Malvern offers a Cycle-to-Work scheme
- Membership of the College Sports Complex is subsidised for staff and their immediate family
- You have free access to the Malvern College Library





# Applications

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Applicants may contact the Deputy Head: Pastoral, Mr Lewis Faulkner, to discuss the post if they wish. Mr Faulkner can be contacted on 01684 581691 or [lewis.faulkner@malverncollege.org.uk](mailto:lewis.faulkner@malverncollege.org.uk)

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

Applications, consisting of a handwritten covering letter, together with a completed application form, should be sent to the Headmaster c/o Human Resources, Malvern College, Malvern, Worcestershire WR14 3DF or via email to [humanresources@malverncollege.org.uk](mailto:humanresources@malverncollege.org.uk) by no later than noon on Wednesday 23 January 2019. Interviews are currently scheduled for week commencing 4 February 2019.

You will be required to provide proof of your identity, your right to work in the UK, and your 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.*

*The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service prior to appointment.*

*The Housemaster's spouse will be employed by Malvern College in a support role and will need to undergo all the pre-employment checks, including an Enhanced Disclosure. In addition, family members of the successful candidate that are aged 16 or over and who will be resident in the House will also be required to undergo an Enhanced Disclosure prior to moving in.*





# Living in Malvern

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The Malvern Hills are an iconic landscape with unique cultural heritage, wildlife and geology. The Malvern Hills Trust owns and cares for the Malvern Hills and Commons and keeps them open for the hundreds of thousands of visitors who come each year. There are over 100 miles of maintained footpaths across the Hills.

Malvern College is situated on the lower slopes of the Hills facing east towards the Cotswolds. There are stunning views over the Severn Valley from the 250-acre campus making it a very beautiful place at which to work.

Malvern has good transport links to the motorways and train network. London is about 2½ hours by rail, Birmingham just under an hour away as is Birmingham Airport. The school is close to the centre of the town of Great Malvern. There is a vibrant theatre complex in the town and a cinema.

*“Malvern is a real gem! Appearances can be deceptive when it comes to the town centre - once you start exploring you will soon realise that it has everything. The Malvern Hills are a spectacular sight to wake up to every morning and in a nutshell is an amazing place to live and bring up a family” – Housemaster*



# Malvern College International

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Malvern College International (MCI) is a family of schools each of which has its origin in Malvern College.

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The Malvern brand is globally strong: we opened our first overseas school, Malvern College Qingdao in 2012 and now have sister schools in Chengdu, Egypt and Hong Kong.

Malvern College International schools embrace the specific features of a Malvern College education, our ethos and values, whilst providing an educational provision reflective of the cultural context in which each school operates.

Malvern College in the UK works in close partnership with each of our overseas schools. Whilst all Malvern College overseas campuses are independent institutions in their own right, with their own management teams and governing bodies, Malvern College in the UK is closely involved in setting standards and providing governance and oversight. An International Schools team, based in the UK, travels on a regular basis to each school and carries out an annual quality assurance visit.

For further information, please see our International Schools website [www.malverncollegeinternational.org](http://www.malverncollegeinternational.org)



*"When I arrived in Malvern I was struck by its beautiful landscape and its rich culture. The Malvern Hills reminded me of my native France which was comforting. Teaching at Malvern College is a dream come true as the pupils are responsive and engaging and colleagues are supportive and caring." – Teacher of MFL*







# Notes:

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# MALVERN

## COLLEGE

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