



MALVERN ST JAMES GIRLS' SCHOOL

POST OF GRADUATE BOARDING TUTOR - RESIDENTIAL

Temporary Position for one Academic Year

Required from 1 September 2021 - 8 July 2022





MALVERN ST JAMES LTD

Malvern St James is a leading boarding and day school for girls between the ages of 4 and 18. There are approximately 400 pupils split equally between boarders and day girls.

The School is located in the heart of Malvern in Worcestershire, only two hours from London and one hour from Birmingham the school has excellent transport links, with Great Malvern station situated just opposite the main school building. The MSJ bus service covers five counties to pick up and return girls each day.

Aspiration, personal development and achievement lie at the heart of the School and each pupil is treated as an individual. Our aim is to promote excellence and innovation in teaching and learning throughout the school. Our commitment is to provide each girl with the challenges and support offered by a bespoke education which will allow her to develop her talents, character and academic abilities to the full. We prepare girls for the most competitive UK and international universities and pathways. In addition, we aim to foster and encourage a wide range of extra-curricular interests. This individual emphasis is complemented with teamwork and a sense of collective responsibility.

We offer pupils full, weekly and flexible boarding and day places, allowing both parents and daughters to choose the option that is right for them. Senior girls remain in school until 6.10pm each day and participate in the busy activities programme or supervised homework sessions.

Girls benefit from first class facilities which include an award-winning Science and Mathematics Centre which has been expanded to provide greater laboratory space and Mathematics teaching space, a Drama Studio, four ICT suites and a multi-media Language Laboratory. Our Sports Hall continues to expand both its facilities and services offered to the girls and staff for personal training and fitness. The School has a dedicated Sixth Form Centre for Day Girls and Boarders featuring a lively Café Culture recreational area.

We offer staff who come to work at the school:

- the opportunity to work with highly motivated staff and talented pupils
- commitment to your professional development
- convenient location in Malvern with excellent transport links
- competitive salary scale

Malvern St James is committed to safeguarding and promoting the welfare of children.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the DBS.

Offer of appointment is subject to satisfactory references and DBS checks.

MALVERN ST JAMES ENTERPRISES LTD

Malvern St James Enterprises Ltd is wholly owned and run by Malvern St James Ltd.

It was established in 2008 to develop non-fee income to support new initiatives for the School. The organisation's development team promotes the lettings of School facilities to the public and the community and also runs a variety of summer/holiday School lettings and functions.

Further details are available on our website: www.malvernstjames.co.uk



Boarding at Malvern St James

Malvern St James Girls' School embraces a buoyant and thriving boarding community.

We offer full-boarding, weekly-boarding and flexi-boarding and all three options have become increasingly popular with families here.

MSJ has five Boarding Houses:

Batsford officially opened in October 2010 as our new Junior Boarding House, has quickly established itself as a beautiful and much-loved home for up to 26 girls from Year 4 to Year 8.

Girls from Years 9-11 live in The Mount and Hatfield, where greater independence is fostered within a happy and supportive environment.

The Sixth Form experience in Greenslade and Poulton Houses offers a great opportunity as a 'half-way house' between school and university life.

Each Housemistress is supported by an appropriate team of staff which also includes Deputy Housemistresses, Graduate Boarding Tutors, Drama Graduate and Artist in Residence.

The Director of Boarding also acts as Poulton Housemistress and is supported by a Deputy Housemistresses and Boarding Tutor.

We also benefit from a highly experienced and dedicated nursing team who provide 24/7 residential nursing care and cover for the School during term-time. The Health Centre is located in Poulton within the main school building.

The Headmistress is also resident and she and the Senior Management Team are very supportive of the boarding ethos and environment.

Graduate Boarding Tutor Residential Specification

Job Title: Graduate Boarding Tutor - Residential

General

The Graduate Boarding Tutors are answerable to the Headmistress via the Housemistress, The Deputy Director of Boarding, the Director of Boarding and the Director of Pastoral Care.

- It is their duty to work with the House Team, in assisting with the development (personal, moral, spiritual and intellectual) of each girl in the House.
- They must be able to offer a role model which girls can respect and be able to create a secure, stable and caring environment

The role of a Graduate Boarding Tutor is to work with the Housemistress and the House Team at all time. Responsibilities include the following:-

- Aiding the well-being, safety, discipline and pastoral care of the girls in the House and maintaining confidentiality as appropriate and confiding such matters only to the Housemistress, Deputy Director of Boarding, Director of Boarding or The Director of Pastoral Care
- Being aware of the implications of the National Minimum Standards for Boarding for welfare and pastoral care in the House.
- To work with the Housemistress and Deputy Housemistress in overseeing the health, safety, wellbeing and pastoral care of the girls in the House, including completing daily logs.
- To be aware of, and respond to, the special needs of individual boarders, including those from different cultural backgrounds or with specific mental health needs, and to be aware of the changing needs of all girls as they develop.
- Being fully versed in, and compliant with, all the School's Child Protection procedures
- Supporting the new girl Induction Programme and to ensure that the settling in process is a happy one and problems resolved as soon as possible.
- Knowing and treating each pupil/student as an individual and encouraging self-discipline and a sense of responsibility
- Being aware of the academic strengths and weaknesses of the girls through a House Tutorial programme; to liaise with Housemistress, Form Tutors and Year Co-ordinators to ensure effective academic progress
- Supporting and running activities in the full and varied extra-curricular programme that is available and to ensure girls are appropriately occupied.
- Ensuring that individual needs, strengths and weaknesses of each girl are identified and known by staff as needed, so that individual opportunities, talents and potential are developed and maximised.
- Keeping suitable records of girls' progress, welfare, emotional problems, achievements and misconduct.
- Helping to create a calm, quiet and tidy living and working environment
- Helping to supervise efficiently the day-to-day routines of normal boarding school life, including House daytime duties, meals, preps, laundry, bedtimes and with any emergency that may arise
- Helping the Housemistress to supervise the extra-curricular life of the girls to ensure that they are able to discharge their academic and other obligations efficiently, and find interest and stimulus appropriate to their age and development

- Being available at certain times (to be specified) to accompany girls on hospital appointments during the day if necessary.
- Ensuring the smooth running of the House by continuing with the standards of discipline, dress, behaviour and day-to-day routine, as decided by the Housemistress
- Attending general House Team meetings, daily break, and school functions as required
- Helping to maintain good relations and communications with all parents
- Assisting with the School Duties and after-School activities
- Being in residence at least 24 hours before the beginning of each term and 24 hours after the end of term to assist in the setting up and closing of houses.
- Supporting House Staff on the Friday afternoons of exeats and half terms.
- Assisting on Open mornings and other school commitments on the weekends where necessary.

All school staff are expected to:

- a. Support the School's Boarding ethos including support for activities in the evening and weekend on a pro rata basis
- b. Work towards and support the school vision and the current school objectives outlined in the School Development Plan
- c. Contribute to the school's programme of extra-curricular activities
- d. Support and contribute to the School's responsibility for safeguarding students
- e. Regularly review own practice, set personal development targets and take responsibility for own continuous professional development.
- f. Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- g. Work within the Equal Opportunities Policy to promote equality of opportunity for all students and staff, both current and prospective.
- h. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- i. Engage actively in the performance review process.
- j. Adhere to policies as set out in the Staff Handbook/Teacher Standards and Regulations
- k. Undertake other reasonable duties related to the job purpose required from time to time
- l. Adhere to School Safeguarding and Child Protection Policies.

Duty Rota / Time Off

The Graduate Boarding Tutors are required to live in school whilst on duty and are on duty for 5 nights a week. Additionally Graduate Boarding Tutors are required to work two weekends per term.

Off duty time is the equivalent of 46 hours with a minimum of 4 hours non-contact time off during the day when on duty (where possible).

PERSON SPECIFICATION

Essential

Candidates should possess:

- A university degree
- Excellent interpersonal and good communication skills

- The ability to work as a member of a collaborative team
- Enthusiasm, commitment and a positive upbeat attitude
- A flexible approach to working
- Hands on approach
- Ability to show initiative and efficiency
- Good attendance record

Desirable

- Experience of working within a boarding environment.
- IT administrative skills

Due to the nature of the role within the boarding houses, the successful candidate will be female.

GENERAL REQUIREMENTS

Malvern St James is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect.

APPLICATIONS

The completed application form, which must include all dates of previous employment and give reasons for any gaps in employment, an accompanying CV, together with a covering letter addressed to the Headmistress, should be returned to HR Department, by post to Malvern St James, 15 Avenue Road, Great Malvern, Worcestershire, WR14 3BA, or by email to recruitment@malvernstjames.co.uk

A CV will not be accepted instead of a completed application form. The personal statement within the application form should set out why you consider yourself a suitable candidate for the post citing relevant experience, previous achievements and your vision for this role. The statement should not repeat the contents of the covering letter.

References of shortlisted candidates will normally be taken up before interview. Two satisfactory references are required before the appointment is confirmed. The appointment of the successful candidate will also be subject to satisfactory DBS checking.

