



# MALVERN ST JAMES

## Girls' School

**POST OF**

**Part-time Training post for Outdoor Pursuits Teacher**  
*Required immediately*



## MALVERN ST JAMES LTD

Malvern St James (MSJ) is a leading boarding and day School which presents an imaginative vision of education for girls from the age of 4 through to 18, taught within a positive, purposeful atmosphere. MSJ fosters creativity and bold thinking, challenging, and encouraging every girl to extend her personal horizons and realise her full potential.

MSJ is in the heart of Malvern in Worcestershire, two hours from London and one hour from Birmingham, having excellent transport links. Great Malvern station is situated opposite the School. The MSJ bus service covers five counties to pick up and return pupils each day.

The School is home to a warm and welcoming community – girls, parents, staff, and governors alike, enjoying the friendly and buoyant atmosphere of shared celebration, extolling personal success in every field of endeavour. MSJ offers a range of boarding options (ages 7 – 19) to fit in with the demands of modern family life and girls can choose from full, weekly, or flexi-boarding. Ofsted recognised the exceptional standard of boarding with an ‘Outstanding’ inspection judgement, which extends to all areas of Malvern St James. Malvern St James also received the highest rating of ‘Excellent’ in the ISI’s Educational Quality Inspection in May 2017. In March 2021, the School was awarded the Carnegie Mental Health Gold Award for its outstanding pastoral care and support for pupil and staff mental wellbeing.

Intellectual and social confidence, personal development and achievement lie at the heart of the School and each pupil is treated as an individual. MSJ promotes academic excellence and innovation in teaching and learning throughout the School which provide each girl with the challenges and support to develop her talents, character, and abilities to the full. We prepare pupils for the most competitive UK and international universities and pathways. This individual emphasis is complemented with teamwork, community values and the importance of service to others.

The School has excellent facilities which include an award-winning Science and Mathematics Centre, a Drama Studio, Music Centre in Avenue, several IT suites, and a multi-media Language Laboratory. The School also has a state-of-the-art £4.4 million Sports Hall and a brand-new Astro turf, launched in October 2020. At MSJ we use Microsoft and there has been significant investment and development of E learning in recent years with WiFi upgrades across the site. The School is currently creating a state-of-the-art Learning Hub centred in the Library and radiating out to learning zones throughout the School to support its commitment to innovation and learning and initiatives in STEAM (Science, Technology, Engineering, Arts and Mathematics).

The Year 13 Sixth Form Boarding House was transformed in 2018 with an extensive, highly contemporary, refurbishment programme to provide a transition house for university and the next phase of this programme of improvements within boarding is currently taking place in Benhams, the new Year 10 Boarding House.

Girls take full advantage of the enviable setting and superb facilities, which inspire a wonderfully rich and imaginative extra-curricular life. They leave Malvern St James as poised, self-assured young women who can meet and embrace, with integrity, the challenges, and risks of our modern world. The Good Schools Guide observed on visiting the School that MSJ is ‘full of girls who are going to change the world’!

Whilst a multi-faith community and non-denominational, the School is founded on Christian principles and has a Christian ethos which underpins the School’s daily life. There are regular opportunities for Christian worship.

## **The Outdoor Pursuits Department at Malvern St James**

Malvern St James values and promotes outdoor education. A wide variety of challenging activities are offered, and the Duke of Edinburgh's Award provision at all three levels is a particular strength. It fosters self-sufficiency, responsibility, independence, leadership, and teamwork, within a safe and enjoyable environment. Outdoor Education begins in the Preparatory Department with dedicated time each half term to develop a love of the outdoors and confidence in exploring the opportunities it offers. Fire lighting, exploring, climbing, and camping are just some of the activities embedded in the curriculum. In the Senior School residential visits and optional clubs provide further opportunities to explore and pursue interests. Experienced, innovative, and committed teaching is supported by staff who deliver specialist sports teaching, or those who volunteer to join expeditions to further their professional development. We seek a part-time trainee to teach Outdoor Pursuits for the safe and enjoyable provision of outdoor activities for some weekends, including overnights and at least one afternoon and evening a week during term-time. Also required is expedition supervision in the first week of the summer holiday, and support on the yearly Outdoor Education Residential. Currently we offer canoeing and walking expeditions. Girls benefit from the commitment and hard work required; the enjoyment of being involved and feelings of achievement make it a very rewarding experience for girls and staff alike.

This is a training post with the postholder gaining practical experience and the relevant qualifications over a two-year period. As the postholder is trained through Malvern St James they will be expected to remain employed by the School for at least 2 years post qualification.





## **JOB DESCRIPTION**

**JOB TITLE:** Part-time training post for Outdoor Pursuits Teacher

### **Accountability**

The Part-time training post for Outdoor Pursuits Teacher is accountable to the Head of Outdoor Pursuits, the Deputy Head and the Headmistress.

### **Purpose of the Job**

The role of the Part-time training post for Outdoor Pursuits Teacher is to teach pupils within the School and to carry out such other associated duties as are reasonably assigned by the Head of Outdoor Pursuits and Deputy Head. This requires them to:

- promote outstanding teaching and inspire a love of outdoor learning within the department
- lead and manage their groups purposefully and efficiently
- adhere to whole-School policies within the department
- support the visions, aims and objectives of the School
- be committed to the values and culture of the School, centered around its Boarding ethos

**All school staff are expected to:**

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

**PERSON SPECIFICATION**

**Essential Criteria**

- Full driving licence
- Within first two months of appointment be able to drive a minibus and trailer and have a 16hr First aid qualification.
- Passion for the outdoors
- Attention to detail
- Good administration skills

**Training expectations**

Within two years obtain qualifications as:

- Climbing wall instructor
- Foundation Safety and rescue
- Paddle sport leader award
- Demonstrated significant steps to achieving Mountain Leader award

**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.

This job description is not necessarily a comprehensive definition of the post; it is to be enabling rather than restrictive. It will be reviewed at least once every two years and it may be subject to modification or amendment at any time after consultation with the post holder.

## **APPLICATIONS**

The completed application form, which must include all dates of previous employment and give reasons for any gaps in employment, 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](mailto: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.

## **BENEFITS OF WORKING AT MALVERN ST JAMES GIRLS' SCHOOL**

Malvern St James Girls' School prides itself on its warm, friendly, and welcoming environment where all staff are encouraged to play a part in a successful and supportive community.

### **Pay**

We offer a competitive salary, considering previous experience and relative skills and abilities.

### **Pension Scheme**

After completing three months' employment with Malvern St James, Support Staff will automatically be enrolled into our Pension scheme, to which the School also contributes, this is subject to satisfying certain eligibility criteria and subject to the rules of such scheme as amended from time to time.

Death in Service Cover.

### **Sport**

MSJ Sports & Fitness Centre promotes flexibility as a key attribute to create fitter, healthier employees. Discounted membership for staff includes gym and swim and a wide range of classes. Membership contributions are taken by direct debit.

The Sports Club provides many activities for members. These include a wide range of sports, organised tours, and regular competitions.