



MALVERN ST JAMES

Girls' School

POST OF

DEPUTY HOUSEMISTRESS

**Full Time
Salary upon application**

Required from April 2021



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 brand-new AstroTurf, 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 has recently been 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 11 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.



JOB DESCRIPTION

Job Title: Deputy Housemistress

Accountability

The Deputy Housemistress is responsible to the Headmistress via the Director of Boarding and Housemistress.

Responsible for deputising for the Housemistress when she is off duty and assisting with the running of the house.

Prime Function

This is a holistic role and the Deputy Housemistress will be expected to help take responsibility for the pastoral care and academic progress of the girls within her Boarding House. She will provide all boarders in the House with the best possible experience of boarding education by ensuring a stimulating, supportive, and nurturing environment. She will deputise for the Housemistress while she is off duty, communicating with parents as well as directing the Graduate Boarding Tutor and liaising with Housekeeping and Estates. She will take a key role in recording boarders travel plans and keeping UKVI files up to date.

Meetings:

Weekly House Staff meetings
Weekly House meetings

Purpose of the Role

The Deputy Housemistress will assist the Housemistress in providing a vibrant and positive pastoral and academic experience for the girls within the Boarding House.

It is her duty to help oversee, co-ordinate and monitor the holistic development (personal, moral, spiritual and intellectual) of each individual child in her care and be a role model who girls can respect. She is expected to take a key role in a busy boarding house with enthusiasm and commitment to promoting the care and wellbeing of girls in a secure, stable and caring environment.

The Deputy Housemistress will be expected to contribute to the wider life of the School and make a significant contribution either to the wider boarding community or to school life outside the Boarding House.

Core Responsibilities

- To be aware of the National Minimum Standards for Boarding Schools, School policies and procedures, and School and house aims and objectives.
- To work with the Housemistress to oversee 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.
- To have responsibility for the House when the Housemistress is off duty.
- To play an active role in ensuring the girls' welfare and personal development ensuring that the individual circumstances, strengths and needs of each girl are identified and known, in order for individual opportunities and talents to be developed and maximised and for the full potential of each girl to be realised.
- To be fully versed in and compliant with the School policies and procedures and ensuring all members of your boarding house staff are aware of these policies, particularly those relating to Safeguarding Pupils and Child Protection, Anti Bullying, Fire, Health and Safety including Fire and are aware of the appropriate response needed in these areas.
- To be responsible for collect and recording information about boarders' travel plans and keep the UKVI files up to date.
- To ensure girls' presence is checked individually and personally at the time required by the Director of Boarding.
- To liaise effectively and professionally with other staff in School.
- To assist the Housemistress in assuring that there is a full and varied programme of extra-curricular activities available and that all girls are appropriately occupied throughout the week and on the weekends.
- To encourage each girl to develop self-discipline and a sense of responsibility throughout the School community.
- To help develop in the girls a collective responsibility for all members of the community.
- To assist in creating a tolerant and positive living and working environment.
- To liaise with the Health and Wellbeing Centre over medical matters.
- To promote and maintain high standards of discipline and behaviour, manners and dress of the girls in her house and sharing this responsibility across the School.
- To support the School's code of conduct, ensuring its implementation and fostering its acceptance by girls, using encouragement and reward and a clearly understood and fair system of appropriate sanctions.
- To help maintain records of all sanctions and informing the Director of Boarding immediately of all serious disciplinary issues including bullying, substance misuse or sexual misconduct.

- To maintain confidentiality as appropriate and confiding such matters only to the Housemistress, the Director of Boarding, Director of Pastoral Care or the Headmistress.
- To assist with the writing of reports. To liaise with parents and staff as appropriate and keep the Housemistress fully informed.
- To ensure that, when going off duty, all relevant information is communicated to the Housemistress.
- To attend all staff meetings and briefings, weekly boarding meetings and appropriate and official School functions.
- To take part in the School's Performance Development Review system.
- To be responsible for the girls' personal laundry and the checking in and out of linen.
- To escort girls outside the school premises when required.
- To assist the Admissions team in showing prospective parents around the House when requested and assist with the entertaining of visitors on public occasions.
- To assist in preparing and closing the Boarding House at the beginning and end of term, being available in the House for two working days before and one day after each term.
- To be available as required, at specific times in the school holidays, such as results' day and Inset days.
- To perform any other key tasks that the Headmistress may reasonably assign.
- To take on a key duty within the wider boarding or school community relevant to experience and skills and in line with the needs of the school.
- If a teaching Deputy Housemistress, to provide teaching and learning of up to 16 periods in line with School strategies, working with the Head of Subject, Director of Teaching and Learning.

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.

Qualifications and Experience

Experience working with children and commitment to the 24/7 nature of boarding school life	Essential
Good University Degree and Teaching Qualification	Desirable
Experience or knowledge of single sex education and its benefits	Desirable
To be aware of the importance of Child Protection and Safeguarding of young people.	Essential
BSA Certificate of professional practice in Boarding Education	Desirable
First Aid qualification	Desirable

Skills required:

Excellent interpersonal and communications skills including the ability to relate well to people on all levels, to listen and reflect on other viewpoints, to assess and diffuse confrontational situations, to resolve conflicts in a sensitive manner, to encourage and motivate.	Essential
To lead by example and demonstrate authority, respect and trustworthiness.	Essential
Excellent record keeping and attention to detail	Essential
To be an excellent listener and committed team member who is warm, caring, patient and approachable.	Essential
To be empathetic to the needs of girls and be able to work with parents and guardians.	Essential
To be able to promote academic excellence and individual creativity.	Essential
To be able to maintain high standards with clear boundaries and a light touch.	Essential
To have excellent writing, telephone, and IT skills. e.g., confident and adept in use of Microsoft applications e.g. Word, Excel and ISAMs.	Essential
To be able to take charge of situations and make and act upon decisions.	Essential
To be able to exercise total discretion and uphold confidentiality when appropriate.	Essential

Personal Attributes

Personal professionalism, integrity, honesty, loyalty, hard-working, resilience, enthusiasm, dedication, commitment and a sense of humour	Essential
To be resourceful, flexible, energetic and determined.	Essential
An enjoyment of working with and being in the company of children	Essential
Commitment to personal development and a passion for life-long learning	Essential
Effective and energetic in instigating and implementing change	Essential
Willingness to “roll up sleeves” in an emergency and to lead by example	Essential

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, 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 one of which should be from your most recent employer. 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, taking into account 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.

Sports

MSJ Sports & Fitness Centre promotes flexibility as a key attribute to create fitter, healthier employees. Complimentary membership for all boarding staff includes gym and swim and a wide range of classes.

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

Other benefits include:

- **Fee remission**
- **All meals provided during term time**
- **Accommodation within the Boarding House provided year round**

