



MALVERN ST JAMES

Girls' School

POST OF

Deputy Director of Boarding

Full time

Required for April 2022



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 – 18) 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 and has been compliant in all other ISI Compliance and Regulatory inspections since then, including September 2021. 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 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. 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. Benhams, the Year 10 Boarding House was refurbished in 2021. The next phase is the transformation of Hatfield, one of the middle school Houses in 2023.

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.

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

JOB TITLE: Deputy Director of Boarding

Accountability

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

Responsible the whole boarding staff team whilst deputising for the Director of Boarding and also for the Boarding Graduate team.

Purpose of the Role

The Deputy Director of Boarding will work closely with the Director of Boarding to ensure the smooth running of the Boarding community at Malvern St James. She will have a key role in supporting boarding staff, promoting boarding within the school community, assisting with the marketing of boarding and helping admissions.

The Deputy Director of Boarding will take a key role in the recruitment, training, and support of the team of Resident Graduate Boarding Tutors

JOB DESCRIPTION

Key Tasks and Responsibilities

- Deputising for the Director of Boarding whilst she is off duty
- Being fully versed in and compliant with all the School's Child Protection (Safeguarding) policies and procedures and being a Deputy Safeguarding Lead in the Safeguarding Team;
- Ensuring the School's Boarding ethos and aims, pastoral objectives and Code of Conduct are communicated regularly and effectively to boarders, boarding staff and parents
- Working closely with the Director of Boarding to ensure the School delivers a high quality of personal pastoral care and to alert her of individual concerns regarding boarders and boarding staff
- Implementing the School's Child Protection Policy within the Boarding environment
- Supporting the Director of Boarding by ensuring that OFSTED/ISI standards and recommendations are met
- Supporting the Director of Boarding in managing the boarding team, offering immediate accessibility whenever on duty, enabling them to carry out their roles effectively and efficiently, and with the appropriate levels of autonomy
- Supporting the Director of Boarding by being fully accessible to parents and students at the start of term and holidays and to welcome, greet and reassure them on their return
- Supporting the Director of Boarding to secure an effective liaison and good relations with support departments and staff
- Responsibility for the recruitment, induction and support of the Resident Graduates Boarding Tutors and being their line manager
- Organising the cover rotas for exeat weekends

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 rota 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.

PERSON SPECIFICATION

It is expected that the Deputy Director of Boarding will demonstrate a range of qualities, skills and experience, as outlined broadly below

Criteria	Essential or Desirable	How this will be assessed
Have excellent and proven Boarding experience at Housemistress or Houseparent level	Essential	Application / Interview
Be wholly committed to the values and culture of the School, centred on its Boarding ethos	Essential	Interview
Have sound and proven experience of leading a successful pastoral House team	Essential	Application / Interview
Have high standards of written and oral communication	Essential	Application
Have excellent and proven organisational skills	Essential	Interview
Be comfortable, confident, and effective when liaising with parents, guardians, and staff	Essential	Interview

Personal Characteristics

Candidates for the Deputy Director of Boarding are likely to demonstrate the following qualities:

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

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.

Sport

MSJ Sports & Fitness Centre promotes flexibility as a key attribute to create fitter, healthier employees. Free membership for boarding 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 and regular competitions.

Other benefits include:

Year-round accommodation provided within the Boarding House

Meals provided during term time

Fee remission

Lunch provided