



# MALVERN ST JAMES

## Girls' School

**POST OF**

**Senior School Housemistress**

**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 DESCRIPTION**

### **JOB TITLE: Housemistress**

#### **Accountability**

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

**Responsible** for the House Deputy Housemistress and Resident Boarding Graduate.

#### **Prime Function**

This is a holistic role, and the Housemistress will be expected to take responsibility for and have the overview of 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 challenging, supportive, and nurturing environment. She will lead the Boarding House team of the Deputy Housemistress and the Graduate Boarding Tutor as well as liaising with Housekeeping and Estates. Within school she will work in close liaison with the Heads of Year for the girls in her boarding house as well as the Director of Pastoral Care.

#### **Meetings:**

Weekly House Staff meetings

Weekly meetings with the Director of Boarding

Weekly meetings with the Heads of Year for the boarders in her House

Attend Full Staff Meetings and Inset training

## **Purpose of the Role**

The Housemistress will provide a vibrant and positive pastoral and academic experience for the girls and has a pivotal leadership role to play within the School.

It is her duty to 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 which girls can respect. She is expected to lead a busy boarding house of girls and staff with enthusiasm and commitment to promoting the care and wellbeing of girls in a secure, stable, and caring environment.

The Housemistress will be expected to contribute to the wider life of the school and will be a highly qualified teacher who will teach a reduced timetable in a subject agreed by the Headmistress or be able to make an alternate significant contribution 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 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 create an environment in the boarding house that is conducive to study and relaxation.
- 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, for individual opportunities and talents to be developed and maximised and for the full potential of each girl to be realised.
- To ensure that the boarding staff team, girls, and parents understand the aims and objectives of boarding at Malvern St James and the principles on which community life in the House are based. This includes the preparation of a Boarding House handbook and a staff handbook for the boarding house.
- 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 fully versed in and compliant with all the School's UKVI requirements and keeping the appropriate records.
- To ensure girls' presence is checked individually and personally at the time required by the Director of Boarding. To ensure this responsibility is carried out by other members of the house team when off duty.
- To build and maintain strong relationships with parents and guardians.
- To liaise effectively and professionally with other staff in school.
- To ensuring that a full and varied programme of extra-curricular activities is 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 develop in the girls a collective responsibility for all members of the community
- To create a tolerant and positive living and working environment
- To be responsible for the general administration of the house and liaise with the appropriate staff in matters concerning the maintenance, upkeep and improvement of the house, its

furniture, and furnishings. This includes liaison with the Head of Operations and his Heads of Departments.

- To ensure adequate supervision of the girls when they are in the direct care of the Boarding Staff.
- To be aware of the academic strengths and weaknesses of pupils; to liaise effectively with the appropriate Head of Year, form tutors and teaching staff to ensure that relevant background circumstances of pupils are known and discussed.
- To oversee an academic mentoring programme in the House.
- To liaise with the Health and Wellbeing Centre over medical matters.
- To promoting and maintaining 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 by the house boarding staff team and fostering its acceptance by girls, using encouragement and reward and a clearly understood and fair system of appropriate sanctions.
- To 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 Director of Boarding, Director of Pastoral Care, or the Headmistress.
- To ensure that all documentation required by the School is completed and maintained rigorously and taking appropriate action on all such information. This includes House records for pupil monitoring as well appropriate records for incidents, sanctions, and relevant parental contact.
- To keep personal records, including records of girls' progress, welfare, health, emotional problems, achievements and misconduct, and any information relevant to the girls in her care as appropriate.
- To hold regular house staff team meetings to share information relating to the progress of girls and their welfare.
- To organise and run the induction arrangements for new students joining the School and to ensure that any settling problems are resolved.
- To write reports and occasional individual reports for the Headmistress or parents on request.
- To motivating and managing the house boarding staff team, so that all are empowered to carry out their tasks effectively, according to their role and responsibilities. This calls for appropriate consultation and delegation, fostering good relations and open communication.
- To attend all staff meetings and briefings, weekly pastoral meetings and appropriate Parents' Meetings and official School functions.
- To take part in the School's Performance Development Review system.
- To contribute to the School Development Plan.
- To promote and market the School and assist in the recruitment of new students, in liaison with the Admissions Department.
- To prepare and close the Boarding house at the beginning and end of 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.
- The Housemistress will be expected to teach up to 16 periods or take on a role of key responsibility within the school community.

### 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.

### Person Specification

#### Qualifications and Experience

Criteria	Essential Desirable	or	How this will be assessed
Experience working in a residential role within a boarding school and commitment to the 24/7 nature of boarding school life	Essential		Application
Good University Degree and Teaching Qualification	Desirable		Application
Experience or knowledge of single sex education and its benefits	Desirable		Application
To be aware of the importance of Child Protection and Safeguarding of young people.	Essential		Application / Interview
BSA Certificate of professional practice in Boarding Education	Desirable		Application
First Aid qualification	Desirable		Application

#### Skills required:

Criteria	Essential Desirable	or	How this will be assessed
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		Interview

Excellent management skills with the ability to direct others, to have vision, inspiring confidence, trust and respect at all levels	Essential	Interview
To lead by example and demonstrate authority, respect and trustworthiness.	Essential	Interview
Excellent record keeping and attention to detail	Essential	Application / Interview
To be an excellent listener and committed team member who is warm, caring, patient and approachable.	Essential	Interview / Assessment
To lead by example and demonstrate authority, respect and trustworthiness.	Essential	Interview
To be empathetic to the needs of girls and be able to work with parents and guardians	Essential	Interview / Assessment
To be able to promote academic excellence and individual creativity.	Essential	Interview
To be able to maintain high standards with clear boundaries and a light touch.	Essential	Interview
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	Application
To be able to take charge of situations and make and act upon decisions.	Essential	Interview
To be able to exercise total discretion and uphold confidentiality when appropriate.	Essential	Interview

### Personal Attributes

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 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)

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. Teaching salaries are paid on Malvern St James Teachers' Pay Scale.

### **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.

Teaching Staff are automatically entered into the Teachers' Pension Scheme.

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. 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

All meals provided during term time

Fee remission

