



# MALVERN ST JAMES GIRLS' SCHOOL

## **POST OF GRADUATE BOARDING TUTOR - RESIDENTIAL**

Temporary Position for one Academic Year

*Required from 30 August 2022 - 8 July 2023*





## **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 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 2022.

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.



## 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 times. 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:**

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

	<b>Essential or Desirable</b>	<b>How will this be assessed</b>
A university degree	Essential	Application
Excellent interpersonal and good communication skills	Essential	Interview
The ability to work as a member of a collaborative team	Essential	Interview
Enthusiasm, commitment, and a positive upbeat attitude	Essential	Interview
A flexible approach to working	Essential	Application/Interview
Hands on approach	Essential	Interview
Ability to show initiative and efficiency	Essential	Application/Interview
Experience of working within a boarding environment	Desirable	Application
IT administrative skills	Desirable	Application/Assessment

***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 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. Two satisfactory references are required before the appointment is confirmed. The appointment of the successful candidate will also be subject to satisfactory DBS checking.



