

LEARN MORE ABOUT
joining the MSJ Family



MALVERN ST JAMES
Girls' School



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

WORKING AT MSJ

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.

Two hours from London and one hour from Birmingham, MSJ is in the heart of Malvern in Worcestershire, with 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'**

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.



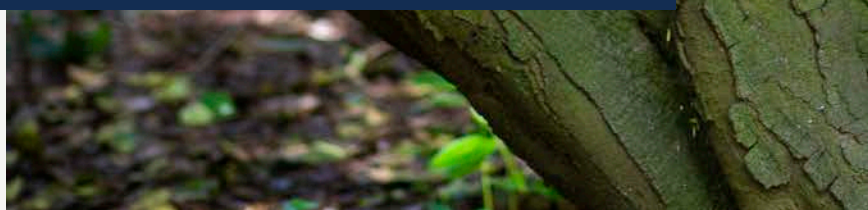
The School has excellent facilities which include an award-winning Science and Mathematics Centre, a Drama Studio, Music Centre in Avenue, several IT suites, and a multi-media Language Laboratory. The School also has a brand-new AstroTurf, launched in October 2020. At MSJ we use Microsoft and there has been significant investment and development of E learning in recent years. 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.

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.



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”!



AFTER SCHOOL CLUB SUPERVISOR

JOB DESCRIPTION

AT A GLANCE



PART-TIME
TERM TIME ONLY
16:00 - 18:15 // MON - FRI



RESPONSIBLE TO
HEAD OF PREP
HEADMISTRESS

ABOUT THE ROLE

To assist our thriving Prep Department in the development and implementation of the day to day running of the After School Club and supervision of the children.

To help provide a safe, nurturing, stimulating and inclusive environment for children aged 4 - 11 years, whilst also supporting daily homework.

To plan and deliver safe, creative, appropriate play activities and to carry out other associated duties.

The Preparatory Department at Malvern St James

An essential and exciting element of the wider School lying within the main School building, the Department provides a distinct and dedicated learning environment for its pupils, whilst maintaining close links and easy access to the Senior School facilities and staff.

The Department has been recognised through ISI inspection and within the parental community as providing excellent pastoral care and support for its girls. Within the Department, there are two distinct phases, Pre-Prep and Prep. Pre-Prep encompasses Foundation Stage and Key Stage 1 children, whilst Prep encompasses Key Stage 2. Each phase has a Coordinator who answers directly to the Head of the Department, as well as Form Teachers and a Teaching Assistant. The Department has an associated Boarding House, Batsford, which works closely alongside the teaching team to provide pastoral support for boarders and flexi-boarders. Batsford also acts as a homely environment and activity destination for day girls of all ages.

We offer an excellent range of After School activities that are provided by dedicated non-teaching staff. We are looking for someone who enjoys children's company and has previous childcare experience to join our expanding Preparatory Department After School Club. The successful candidate will hold a relevant Level 3 qualification or equivalent, be expected to take responsibility for the organisation and implementation of activities, communicate effectively with colleagues and parents and maintain registers and records accordingly.

KEY RESPONSIBILITIES

- Manage ASC budget and ensure appropriate resources are available.
- Oversee ASC activities and planning
- Implement Head of Preparatory's plans / amendments to the After School Club structure into working practice.
- Prepare registers for ASC Supervisors
- Create/amend daily risk assessments.
- Ensure all paperwork concerning ASC is kept up to date and in the relevant folders, ready for an inspection.
- Liaise with Batsford concerning girls that board, feeding back any relevant information as would to parents.
- Deal with any concerns raised by members of ASC, holding a meeting at least once a term.
- Be a point of contact for parents for collection times or concerns via email.
- Provide ASC team with weekly overview/updates in relation to the Key Dates and Prep events which will impact on ASC.
- Overseeing the planning of which staff members in ASC do which club drop offs and pick-ups when outside of the Prep Dept.
- Liaise with other departments including Catering (tea arrangements), transport and estates (bus collection).
- Liaise with Director of Sport with regards to weekly sporting fixture team lists to ensure all relevant ASC staff are aware of girls whereabouts each evening.
- Delegate ASC display boards to the team and ensure quality of boards meets requirements.
- Responsibility for any girls who volunteer in them Prep Department, DofE for example.
- Supervise and provide support during daily homework sessions
- Help provide a caring, stimulating and inclusive environment for children attending the club.
- Safeguard the welfare and protection of the children and bring to the attention of the Heads of Preparatory Department any matters of concern.
- To fulfil the requirements of the School's policy on Safeguarding (Child Protection)
- Actively prepare a varied programme of activities appropriate to the needs, desires and abilities of the children.
- To consult with children in order to identify their needs and to enable them to make informed choices.
- Respond to the individual needs of children and establish stable and consistent relationships with each child and their families/carers.
- To maintain high standards of behaviour within the After School Environment.
- Attend regular meetings as required.
- To liaise closely with other After School Club staff, Preparatory Department Teachers, Housemistresses, and all other Support Staff to ensure information is shared proactively and appropriately.
- Adhere to policies and procedures and good working practice under the direction of the Heads of Preparatory Department.
- To support the visions and aims of the school.
- To use every opportunity to cultivate contacts and communicate with parents, to ensure that they are fully conversant with their child's welfare and to ensure that any family incidents and problems are brought to the attention of those who need to know.
- Responsible for the day-to-day administration of the After School Club including registration forms and daily registers.
- Ensure that records of accidents are kept, and health and safety issues are dealt with appropriately. Follow correct procedures for the administration of first aid.
- Help with movement to/from and supervision of children during activities that take place away from the setting.
- Assist with the preparation and/or distribution of drinks and snacks according to healthy eating principles.
- Take part in the cleaning and tidying of the play setting and assist with the safe storage of equipment, checking that play equipment is maintained in good clean safe condition.
- Carry out any other duties as may reasonably be required by the Head of Preparatory Department or the Headmistress.

AFTER SCHOOL CLUB SUPERVISOR PERSON SPECIFICATION

QUALIFICATIONS, EXPERIENCE & SKILLS	ESSENTIAL OR DESIRABLE	HOW THIS WILL BE ASSESSED
Sound skills in maths and english	Essential	Application Form
A range of play / learning related skills	Essential	Interview
An awareness of the needs of children	Essential	Interview Assessment
Knowledge of appropriate play activities e.g. sports, games, crafts, stories, song, dance etc.	Essential	Interview Assessment
A basic awareness of health and safety practices	Essential	Application Interview
Ability to work as part of a team, sharing working knowledge and skills	Essential	Application
Ability to interact sensitively with other workers, children and parents	Essential	Interview
Ability to listen to and understand the needs and aspirations of children	Essential	Interview Assessment
Able to quickly assimilate new procedures and working methods	Essential	Interview
Be an excellent practitioner who is committed to high standards	Essential	Application Interview
Good interpersonal skills	Essential	Interview
Good organisational skills	Essential	Application Interview
Be creative and inspirational	Essential	Application Interview
A relevant Level 3 qualification or equivalent	Desirable	Application Form
Level 3 (or above) qualification in Playwork or Childcare	Desirable	Application Form
Experience in caring for children	Desirable	Application Form

Knowledge of basic record keeping and filing	Desirable	Application Interview
Evidence of Continued Professional Development	Desirable	Application Form
Understanding relevant administration procedures including registration requirements	Desirable	Interview
Administer first aid as required and understand first line Safeguarding (Child Protection) with training	Desirable	Interview

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. support and contribute to the School's responsibility for safeguarding students;
- c. regularly review own practice, set personal development targets and take responsibility for own continuous professional development;
- d. work within the School's Health and Safety Policy to ensure a safe working environment for staff, students and visitors;
- e. work within the Equal Opportunities Policy to promote equality of opportunity for all students and staff, both current and prospective;
- f. maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues;
- g. engage actively in the performance review process;
- h. adhere to policies as set out in the Staff Handbook/Teacher Standards and Regulations;
- i. undertake other reasonable duties related to the job purpose required from time to time;
- j. adhere to School Safeguarding and Child Protection Policies.

STAFF BENEFITS AT MSJ

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.

A selection of MSJ Staff benefits* can be seen below:



**COMPETITIVE
SALARY**



**FREE LUNCH
PROVIDED**



**GYM & SWIM
DISCOUNTS**



**DISCOUNT ON
SCHOOL FEES**



**PENSION
SCHEME**



**CHRISTMAS
SHUTDOWN**



**PROFESSIONAL
DEVELOPMENT**



**FREE
PARKING**

*Some benefits such as pension enrolment activate after completing three months' employment with Malvern St James

APPLICATION PROCESS

AT MSJ

1

Complete your application form, which must include all dates of previous employment and give reasons for any gaps in employment. **A CV will not be accepted instead of a completed application form.**

2

You should also include a covering letter with your application, which should not repeat the contents of the personal statement section within the application form.

3

Submit your completed application form and covering letter to the HR Department. Post to Malvern St James, 15 Avenue Road, Great Malvern, Worcestershire, WR14 3BA, or email to recruitment@malvernstjames.co.uk

4

Closing date: open. We reserve the right to appoint as soon as we get the right candidate.

GENERAL REQUIREMENTS

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.

REFERENCES

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 Enhanced DBS checking.

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 clearance at enhanced level.



MALVERN ST JAMES

Girls' School

15 Avenue Road, Great Malvern
Worcestershire WR14 3BA
United Kingdom

E recruitment@malvernstjames.co.uk

T +44(0)1684 892 288

www.malvernstjames.co.uk