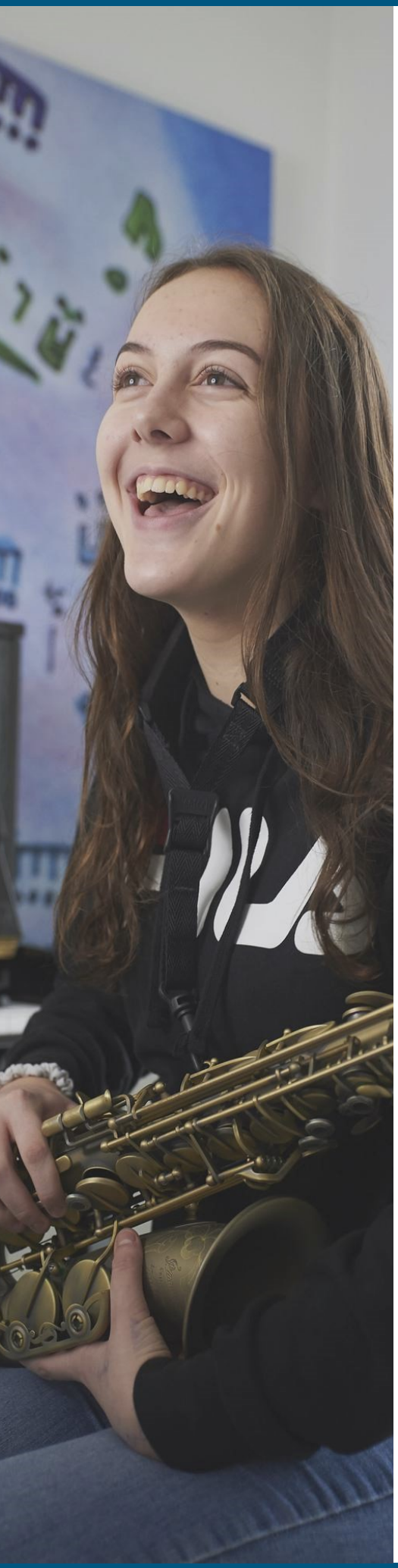
The Purcell School
for young musicians

Head of Pastoral Care and Safeguarding (Residential)

for January 2020 (or sooner)

INFORMATION FOR CANDIDATES



INTRODUCTION

Celebrated throughout the world as a centre of musical excellence, The Purcell School is the most vibrant, exciting and exhilarating place to work or study. We are a close-knit community dedicated to nurturing some of the world's most talented young musicians and we recognize the unique privilege it is to work with these incredibly gifted students.

Our students are the liveliest, most committed and self-motivated young people you could hope to meet. Every day, the School's corridors echo with the sound of extraordinary music as our students prepare for one of the 150 concerts we present every year, both here at School and in the most prestigious venues in London.

It is a working environment quite unlike anywhere else! We want our students to be challenged and inspired by every aspect of their experience here, and we support and encourage staff to achieve this. Academic classes are small, behaviour is excellent and the opportunities for innovative and creative teaching practice are limitless.

If you are committed to providing an outstanding student experience and prepared to play a full part in the life of this extraordinary place, The Purcell School offers you the opportunity to join an exceptional team, serving truly exceptional students in a totally unique environment. I very much hope you will consider making an application to join us.

Kind regards,

Paul Bambrough
Principal

ROLE DESCRIPTION

Head of Pastoral Care and Safeguarding (Residential)

This new senior role offers the exciting opportunity for a forward-thinking, creative individual to shape the pastoral and wellbeing provision of the whole school. The first priority of the School is to ensure all our students are safe, happy and healthy. The vision of the new Principal is for a wellbeing programme which is truly embedded at the centre of the school and from which all else follows. The Principal passionately believes that unless students are safe, happy and healthy, there will always be a ceiling on what they can achieve and the central focus of this role will be to inform and realise that vision in a proactive and dynamic way.

Working closely with the newly created Head of Boarding, the post holder will oversee all aspects of student wellbeing, lead on the development of a fully integrated performance health provision, manage the School's Behaviour and Sanctions Policy and enable the School to strengthen its already strong community -focussed ethos. The School strives to be an inclusive and supportive environment where students feel secure and able to express themselves freely and openly.

The post holder will act as the School's Designated Safeguarding Lead and chair the Safeguarding Team comprising four deputy DSL's. The School has recently acquired *MyConcern*, a secure electronic package for the recording and reporting of safeguarding issues. Experience in the management of safeguarding is an essential requirement of the post. Aside from this, the School will consider applications from candidates from a range of backgrounds: you might currently be a houseparent or senior teacher, an experienced young-persons counsellor or work in a non-educational, but directly related, context. The most important attribute is the ability to lead the pastoral and safeguarding provision of the School with confidence. You will work within a newly re-configured Senior Leadership Team and can be assured of the absolute support of the Principal and senior colleagues.

This an exciting time for The Purcell School as it reasserts itself as one of the leading music schools in the world. We have ambitious plans for the future and are looking for someone who is innovative, empathetic, practical and, most importantly, passionate about providing world-class pastoral care for our world-class young musicians.

TERMS AND CONDITIONS

The salary will be based on the School's salary scale, according to the successful candidate's experience.

The post holder will be required to live on site and contribute to the residential life of the School. A lovely, three bedroomed, Edwardian house will be provided. Accommodation is provided free of rent, council tax and all utilities. Meals are available and free of charge in the School dining room during term time for the post holder and their families.

HOW TO APPLY

If you wish to apply, please complete the School's Application Form (available on our website) and send it with a supporting Personal Statement to the Principal as soon as possible. Please do not send a separate curriculum vitae. Closing date for applications is 9am Friday 14th June 2019.

Personal statements should outline your experience, subject knowledge and evidence your achievements. If you have a specific area of specialism or industry experience, please demonstrate how this enables you to create inspirational lessons. The Personal Statement is your opportunity to tell us how your skills and experience , both within your subject and beyond, can contribute to an outstanding student experience.

Shortlisted candidates will be invited for interview, at which you will have the opportunity to meet key staff, see around the school and will be asked to teach a lesson. Interviews will explore subject knowledge, pastoral experience, the ability to relate appropriately to students and a willingness to contribute to the whole School community. Candidates will be required to bring evidence of identity and qualifications to the interview.

Applications should be made to the Principal, sent by email to s.clark@purcell-school.org or by letter to:

Mrs Shirley Clark, *Principal's PA*
The Purcell School, Aldenham Road, Bushey, Hertfordshire, WD23 2TS

We encourage all candidates to visit The Purcell School and get a first hand experience of our unique atmosphere and ethos. If you would like to take advantage of this opportunity, please get in touch with the School by contacting us on 01923 331 104.

CHILD PROTECTION

The Purcell School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the School's Child Protection policy, which is available on our website, and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post, including records checked and processed through the Disclosure and Barring Service (DBS).

EQUAL OPPORTUNTIES

The Purcell School is an equal opportunities employer and welcomes application from appropriately qualified people regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment.

JOB SPECIFICATION

The Purcell School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

JOB TITLE: Head of Pastoral and Safeguarding (Residential)

This job specification sets out the duties of the post at the time of drafting. Specific responsibilities are as follows:

AS A MEMBER OF THE SCHOOL'S SENIOR LEADERSHIP TEAM (SLT)

- Support and advise the Principal on policy and practice
- Play a full role in the life of the School, upholding and enhancing its ethos and values
- Carry out the role in accordance with School policies and procedures
- Monitor and improve standards
- Be a visible presence around the school
- Be available to all staff and students
- Manage pupil behaviour
- Support school events, organising elements as appropriate to the role
- Assist with marketing, admissions and other general tasks as required
- (Across all of SLT) Produce, update and monitor policies according to area(s) of responsibility and ensure regulatory compliance
- Ensure that the wellbeing of every student lies at the heart of the School's music, academic and pastoral programmes and their administration
- Lead on the wellbeing of staff in their area(s) of responsibility
- Attend Governors' meetings and committees as required
- Jointly interview and assess candidates for pastoral posts and supporting the Principal in appointing appropriate staff
- Give highest priority to the Safeguarding of the students in the School's charge
- Actively promote across the School's entire operation the fundamental British values of democracy – the rule of law, individual liberty, mutual respect for and tolerance of those with different faiths and beliefs and those without faith – and of collective awareness of the dangers of radicalisation as outlined in the Government's Prevent strategy
- Support the boarding life of the school during term-time by providing residential on-call support for boarding staff 24/7, including all weekends, on a rota basis

AS HEAD OF PASTORAL AND SAFEGUARDING

- Devise and co-ordinate a wellbeing programme which places "wellness" at the very centre of the student experience
- Advise the Principal and Governing Body on Safeguarding, Child Protection, wellbeing and all other pastoral issues
- As DSP, develop and update the Child Protection Policy, drive and monitor its implementation, ensure it is revised annually and provide an annual report to the Principal and Governing Body
- Keep up to date with NMS and ISI inspection requirements and (with the Head of Boarding) advise the Principal and Governing Body accordingly
- Organise, deliver and/or monitor Safeguarding induction training and training updates for all staff, including support and specialist music staff, keeping detailed records of all such training
- Liaise with Hertfordshire Safeguarding Children Board (or appropriate other LCSB) regarding individual cases and general provision
- Promote pastoral care and Safeguarding in all areas of the school
- Manage student behaviour including investigations and administering of sanctions
- Line manage the medical staff and administer the Amenities and Medical budgets

PERSON SPECIFICATION

Experience & Knowledge
Outstanding knowledge of safeguarding and the management of safeguarding
Outstanding understanding of the needs and motivations of young people
Proven track record in the delivery of outstanding pastoral care of young people
Proven track record in managing/facilitating positive student behaviour
Wide-ranging knowledge of health and wellbeing initiatives and/or resources

Ability & Skills
Ability to motivate and lead others, both students and staff
Ability to conceive, articulate and deliver a vision of pastoral care /wellbeing in a boarding school context
Ability to engage with a range of stakeholders (students, staff, parents, external agencies , health professionals etc.)
Exceptional communication skills
Exceptional team player

Personal Attributes
Self-motivated, well-organized with an eye for detail
Empathetic, sensitive and able to see multiple points of view
Flexible, adaptable and willing to do whatever is necessary to “get the job done”
Genuine love of young people, and a strong desire to support and guide them
Approachable , personable with good sense of humour