



The Purcell School
for young musicians



Residential Director of Boarding (Non-Teaching)
for September 2021

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

Director of Boarding

Boarding is central to life at The Purcell School and Houseparents play a vital role in the wellbeing of our students, taking full responsibility for their welfare during term time.

This new, full-time role takes senior managerial responsibility for the whole boarding experience from compliance, supporting and managing Houseparents, the induction of students, managing the wellbeing in boarding, overseeing the provision of stimulating activities and managing student behaviour out-of-hours.

Our students are hugely gifted and lead extremely demanding lives balancing academic and musical life, so it is vital that they receive outstanding care in their Houses, feel supported and truly feel that we are their “home from home”. School must be somewhere they live, rather than somewhere they simply stay. If you understand the distinction, this position could be for you! The Head of Boarding needs to have a vision for the boarding experience and will be supported to achieve it.

The School has three boarding houses: Avison (Co-Ed, Years 6-9); Sunley (Girls, Years 10 –13) and the New Boarding House (Boys, Year 10-13; Girls Years 12-13) and these are staffed by three resident Houseparents, Assistant Houseparents (mostly non-teaching) , Day Staff and a team of Resident Graduate Assistants. In total, we have about 150 boarders and 16 Boarding Staff supporting by Boarding Tutors drawn from the wider teaching and support staff.

The Director of Boarding would become a member of the School’s extended SLT and would inform policy and advise the Principal on best practice, resources and the appointment of boarding staff. Hours of work will mostly be focussed on late afternoon, evenings and weekends to ensure support for Houseparents, students and parents. In brief, it is envisaged that the operational and residential running of the School will be “handed over” to the Director of Boarding from 5pm each day. The Director of Boarding will be supported by the Deputy Principal and Principal, both of whom are residential. This is a non-teaching post.

This is an exciting opportunity to shape the future of boarding at one of the world’s most celebrated schools. The School is committed to ensuring that students are safe, happy and healthy at all times, and this role is pivotal in ensuring we meet that aspiration. The role will be demanding and challenging in term time, but you will be supported to realise your vision for boarding in the 21st central within a small, but busy musical school.

If you are energetic, ambitious and creative; if you are an experienced boarding and/or pastoral practitioner and genuinely enjoy the company of young people, this would be a fantastic opportunity for you!

TERMS AND CONDITIONS

This is a full-time post. Working hours are likely to be in the region of 48 hour per week in term time (34 weeks) with at least one complete 24 hour period off each week.

The salary will be in the region of £40,000-45,000 pa with private pension scheme.

The post holder is required to live on site . Accommodation is provided free of rent, council tax and all utilities, and is provided every day of the contract period. Meals are available and free of charge in the School dining room during term time.

There is a sixth month probationary period , with notice of one term on either side, after which the post will be confirmed, with a notice period of two terms. This post is subject to regular appraisal.



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 : **21st February, 2021**

Personal statements should outline your experience and evidence your achievements. If you have a specific area of specialism or industry experience, please demonstrate how this enables you to contribute to an outstanding student experience.

Interviews will explore 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. Due to the current situation, we will be carrying out online interviews with shortlisted candidates during week commencing 8th March, 2021.

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

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

Due to the current situation, we will be carrying out online interviews with shortlisted candidates. If you have any questions which this document does not cover, please email them to s.clark@purcell-school.org

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 OPPORTUNITIES

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: Director of Boarding

- Reporting to the Principal

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

FOR THE ROLE

- To provide strategic and managerial oversight of boarding and to safeguard their welfare of boarders
- To advise the Principal on all matters relating to boarding, compliance and the student experience
- To be aware of and comply with current health and safety, safeguarding and child protection legislation and procedures, and to uphold the school's policy on child protection and ensure the School meets all obligations in this regard
- To rigorously ensure the School complies with its obligations outlined in the National Minimum Standards, Independent Schools Regulations and other applicable legislation.
- To ensure the provision of a stimulating, varied and engaging range of activities and initiatives for boarders
- To support and Line Manage Houseparents and ensure outstanding standards of care
- To chair weekly Houseparents meetings
- To attend weekly SLT meetings (and others, as necessary)
- To encourage every boarder to develop their full potential, academically, musically and socially, and to promote their personal development, including leadership, consideration for others and courtesy.
- To ensure that boarding staff, parents and students understand the aims and objectives of boarding and the principles on which community life in the House is based.
- To ensure Houseparents keep good order and ensure a high standard of discipline within their House, according to the School's behaviour policy and support them with difficulties as the need arises.
- To liaise as necessary with other members of staff, tutors, parents and guardians on matters relating to the welfare of boarding students.
- To oversee and manage efficiently the staffing, organisation and resources of the boarding provision ensuring that appropriate adult supervision is provided at all times when students are in residence.
- To support the smooth-running of the house by supporting staff with advice and guidance "out-of-hours".
- To hold the on-call Boarding Phone and be available to provide advice, guidance and reassurance
- To be in residence for 48 hours prior to and after the end of each term to assist with the preparation and closing of the boarding house
- To participate in School Inset meetings
- To assist at whole school events

PERSON SPECIFICATION

Experience & Knowledge

Significant experience of working within a residential setting (essential), preferably as a Houseparent (desirable)
Experience of managing and empowering others (essential)
A strong track record of providing outstanding pastoral care to young people and successfully supporting their overall wellbeing
A track record of implementing a vision and/or facilitating significant improvement in an area of provision.
Knowledge and understanding of the concepts and skills essential for student success
Knowledge, understanding and experience of the Independent Schools Inspection framework (desirable)

Ability & Skills

Good listening skills with the ability to deal with issues in a sensitive, sympathetic and diplomatic manner
The ability to engage with a range of stakeholders (Managers, staff, students, parents etc.) and develop positive and meaningful working relationships
The ability to establish a safe, positive and purposeful working atmosphere in which students feel safe, happy and healthy
The ability to work as a proactive member of a team and manage others
The ability to work independently, take initiative and solve problems
Excellent planning and organisation skills with the ability to handle competing demands on your time
Strong interpersonal skills, with the ability to communicate effectively with students, parents and colleagues
Strong IT skills with experience of using databases (experience of SIMS is desirable)

Personal Attributes

To have an interest in music and assisting young people to achieve their potential (it is not essential to be a practicing musician)
Flexibility and willingness to do whatever it takes it provide an outstanding school experience for students and staff
An ability to inspire students and staff of all levels and abilities and be committed to their success
Enthusiasm, energy and imagination
Calm and confident with personal warmth to be able to connect with students in a meaningful way