



The
Yehudi
Menuhin
School

ASSISTANT HOUSEPARENT

Candidate Information Pack



Closing date for applications:
Monday 23 May 12pm

(We reserve the right to close this vacancy early should a suitable candidate be found.)

A welcome from the Headmaster

Thank you for your interest in this role. I hope that this document tells you everything you need to know about working at our very special school - most importantly, whether it is the place for you.

The Yehudi Menuhin School is set in gorgeous grounds and we strive to promote a collegiate working environment with a strong sense of community. Staff and pupils are on first name terms, and all staff are encouraged to take an active part in the broader life of the school. Being a music school, we hope that everyone who works here has an appreciation and respect for the interests and creativity of our pupils, but we do not expect all staff to be musicians themselves (though over the years many have taken up an instrument as a result of working here!)

We are committed to the wellbeing of all our community, and strive to promote a healthy sense of balance in our pupils and staff. Ongoing professional development is very important to us, and all new staff are given an induction and the training necessary to fulfil their duties.

YMS is an exceptional place - I hope you will join us.

Ben Gudgeon
Headmaster

The Yehudi Menuhin School

Founded in 1963 by the world-renowned violinist and educator Yehudi Menuhin, the School provides a place for musically gifted children from around the world to develop their talents to the highest level within a stimulating academic environment. It was accorded the status of Centre for Excellence in the Performing Arts in 1973 and has a global reputation as one of the world's leading music schools.

Today's school provides a holistic education for around 80 exceptional pupils aged from 11 to 19, with specialist tuition on the stringed instruments, piano and classical guitar. Pupils split their time between their academic and musical studies and are given many opportunities to perform in front of an audience. Concerts take place regularly in The Menuhin Hall, but also in local state schools, care homes and churches, carrying on Menuhin's belief in the importance of giving back to the community.

Pupils are admitted based on talent, potential and passion for music, not on their ability to pay the fees. Today, around 90% of pupils require some level of financial assistance to attend YMS. The School is one of nine specialist UK schools that are supported by the Department for Education's Music and Dance Scheme.

YMS Alumni include renowned international soloists such as Nigel Kennedy, Nicola Benedetti CBE, Tasmin Little OBE, Alina Ibragimova, Valeriy Sokolov, Kathryn Stott and Melvyn Tan. Many other alumni are shaping the global cultural landscape through teaching at leading conservatoires and performing with world-class orchestras and chamber ensembles.

As the School approaches its 60th anniversary in 2023, YMS is developing exciting new programmes to reach a wider number of pupils, including a recently launched Virtual Menuhin School and other initiatives that will aim to introduce much younger children to the joys of classical music. In the meantime, September 2022 will see the opening of YMS's first international school, in Qingdao, China, bringing YMS's unique music education model to talented young musicians from around the Far East.

About the role:

The Assistant Houseparent (AHP) performs a vital role in this world-class specialist music school. As a resident of Music House (the girls' boarding house), the AHP assists the Houseparent in the provision of pastoral care and support for boarders, ensuring that their health and safety, physical, social, emotional, medical and mental wellbeing is properly cared for. The successful candidate will be required to apply their knowledge in a fair and practical way, always ensuring that the pupils' best interests and safeguarding needs are of paramount importance, and will serve to apply school policies consistently and fairly for all residential students.

The post does not carry any responsibility as regards the musical life of the school, and knowledge or training in classical music is not a requirement of the job, however additional opportunities may exist for any successful candidate who is a musician.

Key points about the role:

Contract type:

Permanent, Full-time

Reporting to:

Director of Staff & Boarding
and Director of Pastoral Care

Start date:

September 2022

Probation Period:

3 months

Pension:

Contributory stakeholder
pension scheme

Salary:

£18K-22K based on skills and
experience.

Location:

Residential

The AHP is required to live on the school site. An attractive and newly renovated apartment within the boarding house will be provided. Three meals per day are provided gratis during term time.

Hours:

The AHP will be expected to immerse themselves fully in the daily activities of a busy boarding school, and this is likely to include long and flexible hours. The working pattern will be on a split-shift rota, working 5 days a week plus on-call duty.

This is a term-time only role, however, boarding staff are expected to support the work of the boarding house before the beginning and after the end of each term.

Although this is a single full-time position, the school also welcomes applications from couples wishing to share the role.

Other Benefits:

- Flexible working patterns by the agreement of all parties
- Free School meals during term times
- Excellent facilities
- Free parking
- Use of the School's swimming pool when available
- 24/7 access to AXA Thrive app for mental wellbeing
- AXA Health telephone line access for medical support and advice
- 24/7 access to DAS counselling services

Job Specification

Boarding and Pastoral Duties:

- To ensure the Safeguarding of boarders at all times.
- To perform boarding duties in Music House (the girls' boarding house) 5 days a week on a rota in conjunction with other boarding staff, plus overnight on-call duty.
- To be a listening ear for the girls and to attend to their pastoral, emotional, mental and physical wellbeing.
- To create a warm family atmosphere in the boarding house and build a strong rapport with boarders and colleagues.
- To help boarders organise their daily routines and fulfil their musical and academic commitments.
- To administer boarding routines such as changes of bedding and administration of medication.
- To liaise with other areas of the school such as facilities and catering where necessary, to ensure the smooth running of the boarding house.
- To participate in professional development as required by the school, and to engage with an annual appraisal process.
- To attend all Pastoral, Boarding and Full Staff Meetings, as well as all statutory training sessions at which attendance is required by the Head.
- To undertake such other duties as the Head may reasonably require.
- To drive pupils to and from appointments, to local railway stations and into Cobham as required.

All members of staff are expected to commit to the wider life of this busy boarding school.

No job description can hope to capture all tasks that may be required of a member of a boarding school staff. All staff are expected to fulfil any reasonable expectations from the Headmaster.

Person Specification

The successful candidate will:

- Demonstrate understanding of and engagement in all matters relating to Safeguarding and Child Protection.
- Hold appropriate academic qualifications: GCSE English and Maths.
- Be a team player who is respectful of other's needs and opinions, who is able to see the bigger picture and is willing to contribute positively and efficiently to a culture based on collaboration.
- Forge close relationships with pupils which combine compassion and professionalism.
- Maintain appropriate levels of confidentiality regarding sensitive information about pupils.
- Understand and be able to engage with the individual and specific musical and pastoral needs of highly gifted/talented pupils to bring out the best in them.
- Be proactive, open-minded and creative in supporting our aims to continually develop the musical, academic and pastoral life of the school.
- Be a skilful communicator, both orally and in writing, who is able to deal sensitively with the pupils, their parents and colleagues, thereby contributing towards a harmonious, forward-thinking community.
- Be able to work and remain calm under pressure, to have the stamina to work varying hours and the resilience to deal with setbacks.

- Be comfortable working and living with a wide range of ages and ability.
- be understanding of the pressures and challenges which young musicians face in a high-performance learning environment and to have the ability to support and engage with them through patience and empathy
- be confident and proactive in proposing new ideas and initiatives to support the overall development of the pupils.

Requirements:	Essential	Desirable
Maths & English GCSE or equivalent	✓	
First Aid at Work		✓
Clean driving licence	✓	
D2 driving licence (eligible to drive school minibus)		✓
IT proficiency	✓	
Enhanced DBS check	✓	
UK right to work check	✓	
UK and EEA prohibited list checks	✓	
Satisfactory references	✓	
Medical declaration	✓	
Verification of qualifications	✓	

Shortlisted candidates will be assessed using:

- Completed application form
- Covering letter
- Interview
- References
- Documentary evidence
- Scenario-based activity



How to apply

If you would like any more information about the post, or would like to discuss the job before applying, please contact HR by email recruitment@menuhinschool.co.uk or call 01932 864739.

Click [here](#) to fill out our [application form](#) or see our [job listing](#) on [Tes](#).

Closing date for applications: **Monday 23 May 12pm.**
Interviews to be held Thursday 26 May.

Your application form should be completed in full and submitted along with a covering letter addressed to the Head, Mr Ben Gudgeon. Early applications are encouraged, and the School reserves the right to close the application process early should a suitable candidate be found.

The Yehudi Menuhin School is committed to safeguarding the welfare of children. The School is registered with the DBS and successful applicants will be required to complete successfully the Disclosure Procedure at Enhanced level. It is an offence for a person barred from working with children to apply for this post.

The Yehudi Menuhin School is an Equal Opportunities employer and welcomes applications from all sections of the community.



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 The Yehudi Menuhin School

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