

ASSISTANT HOUSEPARENT
(MALE)
Candidate Information Pack



Closing date for applications:
26 June 2020

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

Purpose of the role:

The Assistant Houseparent will assist in all matters running the boarding house. He will deputise for the Housemistress in her absence. This is a residential role – the successful applicant will be provided accommodation within the boarding house and will be expected to live on the school site for the better performance of his duties.



Key points about the role:

Contract type:

Permanent

Reporting to:

Head of Pastoral Care, via the Housemistress of Harris House

Start date:

September 2020

Hours:

6 days per week including on-call duties. Allocated time off is alternate weekends plus one 24-hour period per week

Term-time only, plus one day prior to the commencement of each term and one day following the end of each term.

Salary:

£20-22k (depending on experience)

Pension:

Contributory stakeholder pension scheme

Location:

Residential

The Yehudi Menuhin School

The Yehudi Menuhin School was founded in 1963 thanks to the vision and determination of an extraordinary musician and world citizen, the celebrated violinist Yehudi Menuhin. A brilliant educator, he feared that the lack of specialist music provision for children at an early age would result in an irreversible decline in the provision of world-class instrumentalists.

Inspired by a visit to Moscow's Central School for Young Musicians, Menuhin set out to develop a specialist music school in the UK for extraordinarily gifted children. These boys and girls, aged between seven and nineteen, would come from all corners of the globe, regardless of their race, creed or parents' financial position. His vision was that the School would not only attract potentially the most outstanding performers of their generation in string instruments and piano, but that they would also become well-rounded and compassionate people as a result of the high quality academic activities and pastoral care provision. Menuhin was also passionate in his belief that the School should share its music with the local community.

In 1964 the School moved from London to its current location in Cobham, Surrey, and gradually expanded to include new teaching and boarding blocks. In 1973 the School was accorded special status as a 'Centre for Excellence for the Performing Arts' and was one of the first schools to receive support from the Department for Education's Music and Dance Scheme. January 2006 saw the opening of the 300-seat Menuhin Hall, greatly enhancing the performance opportunities for the pupils and allowing the development of a 'Celebrity Series', attracting musicians of international renown. In 2016, new Music Studios were opened, providing state-of-the art teaching and practice facilities.

Starting with just 15 pupils in September 1963, the School has expanded significantly over the last five decades while remaining true to Menuhin's values and ethos, and currently hosts 85 boys and girls from 22 nationalities.

Working here

The School is set in gorgeous grounds and we offer a friendly 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.

We place a high value on the on-going professional development of all our staff as well as the full induction and training of all new staff.

We are committed to the wellbeing of all pupils and staff, and provide a 'no-smoking' environment.

Background

The ethos of The Yehudi Menuhin School is one of family. Our specialist music and academic school is truly unique, and all our pupils are provided with the best opportunity to grow and develop their independence within a nurturing, supportive and caring environment. We achieve this through our empathetic approach and with clarity, consistency and fairness.

Job Scope

The Assistant Houseparent will assist in all matters running the boarding house. He will deputise for the Housemistress in her absence. This is a residential role – the successful applicant will be provided accommodation within the boarding house and will be expected to live on the school site for the better performance of his duties.

The current age-range of the boys in the boarding house are 11-19 years old.

The job holder is required to apply their knowledge and authority in a fair and practical way, always ensuring that the pupils' best interests and safeguarding needs are of paramount importance.

Please note this is a non-teaching role.

Job Purpose

- To take proactive steps to create a warm family, atmosphere. To establish a strong rapport of trust with pupils and colleagues.
- Provide pastoral care and support for residential pupils, ensuring that their health and safety, physical, social, emotional, medical and mental wellbeing are properly cared for.
- To ensure all school policies are implemented consistently and applied fairly for all residential pupils.



Key Responsibilities

Pastoral

- To foster a culture of understanding where each child in the House feels valued and supported
- To provide a warm, authoritative and reassuring presence in the boarding house
- To ensure that the needs of all residential pupils within the Boarding House are met including safeguarding, health and safety, physical, social, emotional, medical and mental wellbeing
- To ensure that any safeguarding concerns are identified and reported to the DSL / Deputy DSL in accordance with school policies
- To deal with disciplinary matters in a firm but caring way and liaise with the Head of Pastoral Care in any matter of serious concern
- To liaise with Housemistress and other colleagues, to ensure that all procedures and standards of behaviour are maintained consistently, and any actions identified are taken promptly to address areas of concern
- To complete the House log daily, and maintain pastoral records in a timely manner
- To support the morning routines in the Boarding House, including ensuring that all pupils are woken and dressed appropriately, personal hygiene and standards of appearance are met and the pupils are ready to commence the school day in a fit and proper manner, including weekends
- To ensure all pupil belongings and essential items are provided and labelled correctly.
- To ensure that the pupils maintain a good standard of tidiness in their personal areas
- To assist pupils with packing / unpacking at start / end of term and when participating on tours
- To escort younger pupils, as directed by Housemistress, to and from meals, rehearsals and concerts etc
- To accompany and supervise pupils at breakfast and evening meals, monitor and promote good eating habits, manners and social skills
- To administer first aid, prescribed and over-the-counter medication for pupils, keeping accurate records and informing the Housemistress and School Nurse.
- Under the direction of the school nurse, to care for sick pupils who are well enough to remain in their bedrooms within the boarding house
- To accompany resident pupils to any external appointments including doctor, dentist, etc. To act in loco parentis, if requested to do so by School Nurse or Housemistress
- To supervise and support pupils in music practice and private study periods to and attend and take



registers at lunchtime and evening concerts, providing feedback on attendance to the Director of Music as requested

- To support other boarding staff with arrangement of and attendance to external activities
- To liaise with Catering Manager to ensure the dietary needs of residential pupils are met, and arrangements made for children attending extra-curricular activities
- At the end of the duty evening, to complete final rounds, lights out supervision (including the setting / disabling alarms to ensure full and proper security of pupils and buildings)
- To be prepared to work any time to care for the Boarders in times of emergency.



General

- To supervise and register the pupils during instrumental practice sessions to ensure that the youngest pupils in the school maintain the routine as indicated on their timetables
- To supervise the changing of bed linen on a regular basis and manage laundry effectively
- To liaise with parents/guardians and other staff for all travel and transport arrangements as required
- To communicate with parents and staff regarding pupils, in a timely and professional manner
- To report any maintenance requirements to the Facilities department, and follow up as required
- To locate pupils absent from a timetabled lesson or activity and record absence or follow up appropriately
- To attend all House Meetings, Staff meetings and training events and school functions and events (which may be held off-site) as directed
- To be the point of contact for any visitors to the boarding house and to provide supervision whilst present if on duty
- To comply and ensure that pupils comply with all school policies
- To be responsible for the evacuation of pupils and staff from the boarding house in the event of a fire alarm sounding on duty.

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

| Education and Qualifications: | Essential | Desirable |
|---|------------------|------------------|
| Maths & English GCSE or equivalent | ✓ | |
| First Aid at Work | | ✓ |
| Clean driving licence | ✓ | |
| D2 driving licence (eligible to drive school minibus) | | ✓ |
| Skills and Experience: | | |
| 2 years' experience within a boarding school | | ✓ |
| Experience of working across an age range of pupils | | ✓ |
| Evidence of working with multiple priorities | | ✓ |
| Evidence of resolving conflict | | ✓ |
| Personal Characteristics: | | |
| Empathy | ✓ | |
| Strong communicator | ✓ | |
| Builds rapport quickly | ✓ | |
| Credibility | ✓ | |
| Establishes trust | ✓ | |
| Ability to remain calm | ✓ | |
| Appreciation for and respectful of other cultures | ✓ | |
| Adapts to changing priorities | ✓ | |
| Collaborative and supportive | ✓ | |
| Organised and tidy | ✓ | |
| Other: | | |
| Enhanced DBS check | ✓ | |

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 to apply for this role, **please download the application form** from the Employment Opportunities page on the School website.

Your application form should be completed in full and returned along with a covering letter to Lucy Flower (recruitment@menuhinschool.co.uk) by 5pm on Friday 26 June. Should you require any further assistance or to discuss the role informally, please contact Lucy via email.

The date for the interview is flexible and the interview will be conducted by video conference. 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 committed to Equal Opportunities and welcomes applications from all sections of the community.



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The Yehudi Menuhin School

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