

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 3 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.



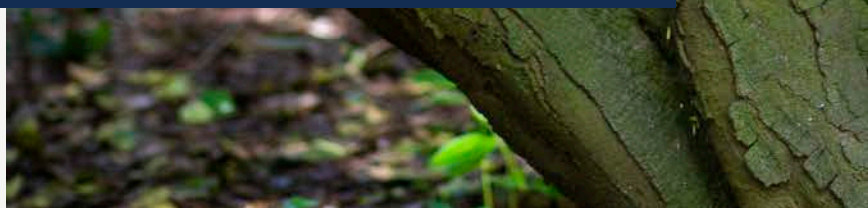
The School has excellent facilities which include an award-winning Science and Mathematics Centre, a Drama Studio, Music Centre in Avenue, several IT suites, and a multi-media Language Laboratory. The School also has a brand-new AstroTurf, launched in October 2020. At MSJ we use Microsoft and there has 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 11 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”!**



# GRADUATE BOARDING TUTOR - RESIDENTIAL JOB DESCRIPTION

## AT A GLANCE



**45 HOURS PER WEEK**  
ONE ACADEMIC YEAR



**REPORTS TO**  
HOUSEMISTRESS, DEPUTY  
DIRECTOR OF  
BOARDING, DIRECTOR OF  
BOARDING & DIRECTOR OF  
PASTORAL CARE

## ABOUT THE ROLE

Each Graduate Boarding Tutor is attached to one of our Boarding Houses and is a vital part of the House Staff Team along with the Housemistress and Deputy Housemistress. This allows for strong relationships to be formed with the boarders under their care which enables them to flourish, intellectually, emotionally, and physically.

### Key Responsibilities

- Aiding the well-being, safety, discipline and pastoral care of the girls in the House and maintaining confidentiality as appropriate and confiding such matters only to the Housemistress, Deputy Director of Boarding, Director of Boarding or The Director of Pastoral Care.
- Being aware of the implications of the National Minimum Standards for Boarding for welfare and pastoral care in the House.
- To work with the Housemistress and Deputy Housemistress in overseeing the health, safety, wellbeing, and pastoral care of the girls in the House, including completing daily logs.
- To be aware of, and respond to, the special needs of individual boarders, including those from different cultural backgrounds or with specific mental health needs, and to be aware of the changing needs of all girls as they develop.
- Being fully versed in, and compliant with, all the School's Child Protection procedures.
- Supporting the new girl Induction Programme and to ensure that the settling in process is a happy one and problems resolved as soon as possible.
- Knowing and treating each pupil/student as an individual and encouraging self-discipline and a sense of responsibility.
- Being aware of the academic strengths and weaknesses of the girls through a House Tutorial programme; to liaise with Housemistress, Form Tutors and Year Co-ordinators to ensure effective academic progress.

## KEY RESPONSIBILITIES (CONTINUED)

- Supporting and running activities in the full and varied extra-curricular programme that is available and to ensure girls are appropriately occupied.
- Ensuring that individual needs, strengths and weaknesses of each girl are identified and known by staff as needed, so that individual opportunities, talents and potential are developed and maximised.
- Keeping suitable records of girls' progress, welfare, emotional problems, achievements and misconduct.
- Helping to create a calm, quiet and tidy living and working environment.
- Helping to supervise efficiently the day-to-day routines of normal boarding school life, including House daytime duties, meals, preps, laundry, bedtimes and with any emergency that may arise.
- Helping the Housemistress to supervise the extra-curricular life of the girls to ensure that they are able to discharge their academic and other obligations efficiently, and find interest and stimulus appropriate to their age and development.
- Being available at certain times (to be specified) to accompany girls on hospital appointments during the day if necessary.
- Ensuring the smooth running of the House by continuing with the standards of discipline, dress, behaviour and day-to-day routine, as decided by the Housemistress.
- Attending general House Team meetings, daily break, and school functions as required.
- Helping to maintain good relations and communications with all parents.
- Assisting with the School Duties and after-School activities.
- Being in residence at least 24 hours before the beginning of each term and 24 hours after the end of term to assist in the setting up and closing of houses.
- Supporting House Staff on the Friday afternoons of exeats and half terms.
- Assisting on Open mornings and other school commitments on the weekends where necessary.

### 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 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.

## SALARY

The salary will be £15,800 - £16,250 pa dependent upon age. In addition to this, Boarding Tutors receive full room and board during term time including access to the school Wi-Fi network. Meals are provided three times a day in the central school dining room with a brunch and supper only on Sunday; all Tutors may come in for any meal regardless of if they are on duty or not. The gym is available for use free of charge for Tutors during off peak hours.

## BOARDING AT MALVERN ST JAMES

Malvern St James Girls' School embraces a buoyant and thriving boarding community. We offer full-boarding, weekly-boarding and flexi-boarding and all three options have become increasingly popular with families here.

Malvern is a safe and friendly town which allows our boarders lots of opportunities. Girls in Year 7 and above are allowed into town on the weekends in groups to shop, eat or catch a movie. As the school is right across the road from the Great Malvern train station, our boarders in the Sixth Form can make the most of being on a main train line with weekend trips to Worcester and Birmingham.

MSJ has five Boarding Houses; one is on the main school site with the others a five-minute walk away from school.

Batsford, our Junior Boarding house is a beautiful old Malvern stone house where our boarders in Years 3-8 have a much-loved home complete with large garden and a house dog.

Austen houses our boarders in Years 9-10 where greater independence is fostered within a happy and supportive environment.

Benhams is our newly refurbished Year 11 house which allows for a more studious atmosphere as boarders begin their GCSEs - with lots of fun added in to create a good balance.

Poulton, at the top of the main school building, offers the best views in school and is home for our Year 12 boarders. Here girls start to take greater responsibility over their studies and enjoy the smallest commute to the dining room.

Greenslade is the transition house for our Year 13 boarders with much more independence as they prepare for their life beyond school.

## DUTY ROTA / TIME OFF

The Boarding Tutors are required to live in school whilst on duty and are on duty for 5 nights a week. Additionally, Graduate Boarding Tutors are required to work two weekends per term.

Our Boarding tutors work 45 hours a week with at least 5 hours of time off during the day. All boarding tutors have a block of off duty time of 55 hours over the weekend.

MSJ has a fortnight half term in October, a week in May and a week in February. The main school holidays are three weeks at both Easter and Christmas.

## ACCOMMODATION

The Boarding Tutors all have a bedsit with en-suite facilities in their boarding house. Additionally, there is a bespoke, designated, Graduate tutor area in our Music school, The Avenue. This has a living room, kitchen, laundry facilities and bedrooms and allows for a space away from boarding to spend time and socialise during the day and at weekends.

During the school holidays, the boarding houses are often let to external agencies and the Boarding Tutors accommodation may not be available. However, should accommodation be needed over the school holidays this may be available in another house, in consultation with the Director of Boarding.

# GRADUATE BOARDING TUTOR - RESIDENTIAL PERSON SPECIFICATION

QUALIFICATIONS, EXPERIENCE, SKILLS & ABILITIES	ESSENTIAL OR DESIRABLE	HOW THIS WILL BE ASSESSED
A university degree	Essential	Application form
Excellent interpersonal and good communication skills	Essential	Application form
The ability to work as a member of a collaborative team	Essential	Application form
Enthusiasm, commitment, and a positive upbeat attitude	Essential	Application form
A flexible approach to working	Essential	Interview
Hands on approach	Essential	Interview
Ability to show initiative and efficiency	Essential	Interview
Experience of working within a boarding environment	Desirable	Interview
IT administrative skills	Desirable	Interview

*Due to the nature of the role within the boarding houses, the successful candidate will be female.*

# 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

Post to Malvern St James, 15 Avenue Road, Great Malvern, Worcestershire, WR14 3BA, **or** email to [wuidah@malvernstjames.co.uk](mailto:wuidah@malvernstjames.co.uk)

4

Applications should be submitted no later than Monday 29 July 2024, however, 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 year 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

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