

LEARN MORE ABOUT

Joining the MSJ Family



MALVERN ST JAMES
Girls' School



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. In March 2021, the School was awarded the Carnegie Mental Health Gold Award for its outstanding pastoral care

and support for pupil and staff mental wellbeing.

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. ISI recognised the exceptional standard of boarding with an **'Outstanding'** inspection

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.

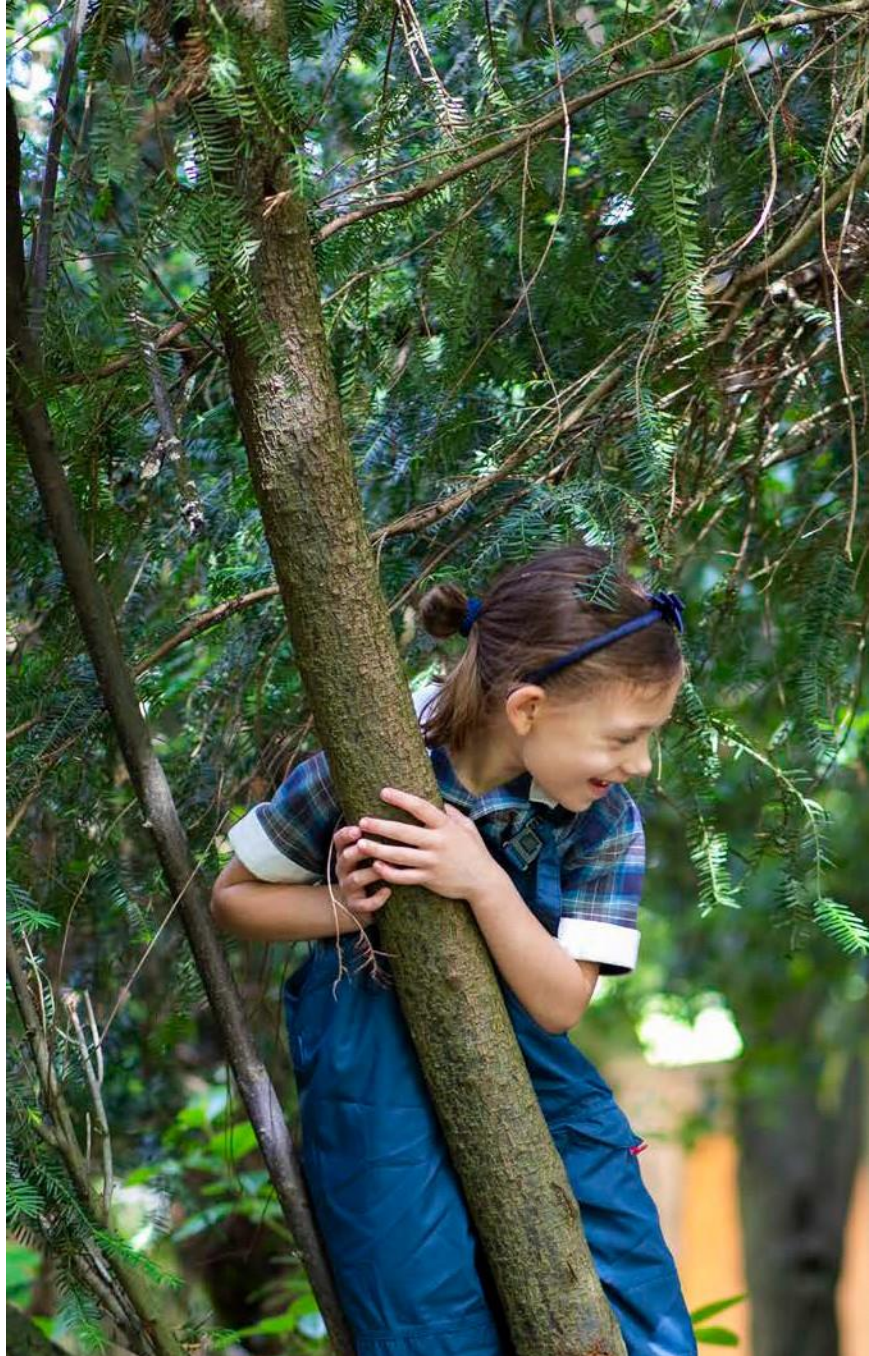


The School has excellent facilities, which include an award-winning Science and Mathematics centre, a Drama Studio, a Music Centre in Avenue, several IT suites, a multi-media Language Laboratory and a brand-new Astro turf, which was launched in October 2020.

At MSJ we use Microsoft and there has been significant investment and development of e-learning in recent years.

The Year 13 Sixth Form Boarding House was transformed in 2018 with an extensive and highly contemporary full refurbishment, which has provided a transition House for university. Benhams, the Year 11 Boarding House, was refurbished in 2021.

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”!



HEAD OF FUTURES

JOB DESCRIPTION

AT A GLANCE



Part-time – 2/3 days per week
Term Time only plus 10 days
Permanent



Reports to:
SENIOR DEPUTY HEAD

The Role

- To provide leadership in the development and management of Careers throughout the school;
- To contribute to curriculum planning in relation to Careers Education Guidance (CEG) and regulatory requirements;
- To carry out such other associated duties as reasonably assigned by the Head.

Malvern St James is committed to preparing pupils well for life beyond school, quipping them with the knowledge and skills to be successful via an innovative and relevant programme. Access to employers and information about employment, universities and alternative pathways post 18 is vital.

The Head of Futures will work alongside the Higher Education team who give advice on applications to UK and overseas universities and apprenticeships to deliver an integrated programme and set the overarching and strategic direction for Careers Education. We are keen to make greater use of alumnae, current parents and employers to deliver a relevant and exciting programme where pupils can identify skills and aptitudes that can be applied to a range of higher education and employment opportunities. The Department is currently working towards the Quality in Careers award.

There are two possible routes to achieve the delivery of Careers Education at Malvern St James:

- **Route 1** - A 3 day a week, qualified Careers Advisor. This is a non-teaching post. Salary will be dependent on experience and qualifications;
- **Route 2** – A 0.4 of a full-time timetable role for a teacher or a 2 day a week post for someone who will organise and deliver the wider programme within the school and facilitate the outsourcing of independent Careers advice to maintain neutrality.

Relationships

The post holder is responsible to the Head in all matters, the Senior Deputy Head for the Careers programme, the Deputy Head Academic for curriculum matters and the Deputy Head Pastoral in pastoral matters. The post holder reports to the Senior Deputy Head. The post holder interacts on a professional level with colleagues and seeks to establish and maintain strategic and productive relationships with them and to promote mutual understanding of the school curriculum, with the aim of improving the quality of teaching and learning in the school.

Key Tasks

Strategic direction and development of the subject

- To develop a strategic view, within the context of the School's aims and policies, which guides the policies, plans, targets and practices of the Careers department and which reflects the School's commitment to high achievement and effective teaching and learning;
- To advise the Senior Leadership Team on policy, strategy and requirements within Careers, and related work experience opportunities;
- To define, in consultation with colleagues and the Head, aspirational but attainable departmental aims and objectives for students of all ages and abilities within the School;
- To maintain a Departmental Development Plan and Handbook in which the department's aims and objectives and current schemes of work are set out and reviewed regularly;
- To organise the teaching of Careers education, supporting colleagues in the delivery of Careers teaching, and providing relevant information and resources both digitally and physically in a well-stocked and organised library;
- To contribute to the overall marketing and development of the School through specific departmental activities e.g. Careers events such as online focus groups, fairs and through cultivation of strategic corporate relationships that enhance the pupil experience and knowledge base of careers and their suitability for them;
- To develop partnerships with businesses in order to provide high quality work experience and internships;
- To achieve the Quality in Careers Award for the School, and other similar schemes that evidence excellence;
- To ensure that the School fulfils all aspects of the Gatsby benchmarks for careers provision and that it meets all its statutory requirements, working with outside agencies and advisors as necessary.

Teaching and Learning

- To secure, monitor and sustain effective teaching of the CEG;
- To embed the use of Unifrog across the School;
- To design, in conjunction with colleagues, programmes of work and teaching approaches which embed Careers education and higher education understanding within the academic curriculum and PSHEEC;
- To work in conjunction with the Head of Sixth Form on preparation for the UCAS application process including one to one discussion on HE options and personal statements, organising visits to the UCAS Convention and Oxbridge Conferences;
- To work in collaboration with the Deputy Head Academic, the Head of PSHEEC, Heads of Year and Head of Prep to promote Careers education at appropriate levels, enabling pupils to make suitable informed option choices by receiving appropriate, independent, personalised advice based on their personality, talents and abilities, including the opportunity for one-to-one discussion as relevant;
- To design and deliver a programme of enrichment to support pupils seeking apprenticeships and employment;
- To ensure a coherent and innovative career-related pathway;
- To maintain appropriate records to enable reports, references, etc. to be completed;
- To set targets and strategies for continuous improvement in performance linked to Department and School Development Plans;
- To promote and oversee the organisation, implementation and evaluation of the department's extra-curricular programme, including the management of Careers events;
- To encourage the constructive and informed involvement of parents in the CEG of their children and be readily accessible to parents for consultation and advice (all parents' consultation and information evenings, as well as at the publication of results);
- To keep abreast of developments in the subject within the sector to ensure continuous professional development and the implementation of best practice;
- To provide and/or facilitate high quality, impartial face-to-face careers guidance across the School.

Leading and Managing Staff

- To ensure that those involved in the teaching or support of the subject receive the leadership, support, challenge, information, and development necessary to sustain staff motivation and secure continuous improvement;
- To organise and attend regular meetings with all those with involvement in CEG, drawing up appropriate agendas and providing the Head with minutes;
- To attend and represent the department at Heads of Subject meetings and to coordinate the work of the department with other departments, where this is possible and desirable.

Efficient and Effective Deployment of Staff and Resources

- To identify appropriate resources for Careers and ensure that they are used efficiently, effectively, and safely;
- To supervise and develop the resources of the department, allocate departmental expenditure, and maintain up-to-date records of materials available;
- To maintain and develop a varied and up-to-date supply of information, both digital and physical for Careers and Higher Education appropriate to the needs of the School, and freely available and accessible to members of Year 7 and above, as well as contribute to CEG activities within PSHEEC programmes;
- To disseminate information supplied by professional bodies, university departments etc., to the relevant individual departments, subject areas and colleagues;
- To maintain links with outside agencies able to assist in the delivery of CEG and develop a varied outside speaker programme including OGA and employers;
- To be the lead staff member responsible for the design, co-ordination, delivery and impact assessment of the full life cycle of the Careers programme within the School;
- To implement the Careers policy which ensures the School meets its statutory requirements.

Discipline, health and safety

- Maintaining good order and discipline among the pupils and safeguarding their health and safety, both when they are on the School premises and when they are engaged in authorised school activities elsewhere.

General requirements

All staff are expected to:

- a. Work towards and support the school vision and the current school objectives outlined in the School Development Plan;
- b. Contribute to the school's programme of extra-curricular activities;
- c. Support and contribute to the School's responsibility for safeguarding pupils;
- d. Regularly review own practice, set personal development targets and take responsibility for own continuous professional development;
- e. Work within the school's health and safety policy to ensure a safe working environment for staff, pupils and visitors;
- f. Work within the Equal Opportunities Policy to promote equality of opportunity for all pupils and staff, both current and prospective;
- g. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues;
- h. Engage actively in the performance review process;
- i. Adhere to policies as set out in the Staff Handbook/Teacher Standards and Regulations;
- j. Undertake other reasonable duties related to the job purpose required from time to time;
- k. To adhere to School Safeguarding and Child Protection Policies.

HEAD OF FUTURES

PERSON SPECIFICATION

QUALIFICATIONS, EXPERIENCE, SKILLS & ABILITIES	ESSENTIAL OR DESIRABLE	HOW THIS WILL BE ASSESSED
A qualification such as a QCF Level 6 Diploma in Career Guidance and Development or Postgraduate Diploma/Masters in Career Development, which incorporates the CDI-awarded Qualification in Career Development for the non-teaching 3 days per week post.	Essential	Application Form
Excellent communication skills on a one-to-one and group basis.	Essential	Interview
Good organisational and planning skills including the ability to manage conflicting demands.	Essential	Application Form/Interview
Ability to prioritise the workload of self and others and to work flexibly to tight deadlines.	Essential	Application Form/Interview
Ability to inspire and motivate others in delivering strategic goals.	Essential	Application Form/Interview
An ability to network to seek out work experience opportunities in the local area.	Essential	Application Form/Interview
Effective pastoral skills including active listening, patience, sensitivity and understanding.	Essential	Interview
Strong interpersonal skills, particularly about managing parental aspirations which can be outdated or based on their own experience of higher education and the world of work.	Essential	Interview
Be a team player and adaptable.	Essential	Interview
Commitment to safeguarding of children.	Essential	Application Form
A positive attitude to self-development and own learning.	Essential	Application Form/Interview
Good IT skills.	Essential	Application Form/Assessment
Knowledge of teaching and the ability to design and deliver courses.	Desirable	Application Form/Interview
Experience of event planning.	Desirable	Application Form
Experience of working with Unifrog.	Desirable	Application Form/Assessment
A willingness to be open minded about the changing world of work.	Essential	Interview
An understanding of independent education and the boarding ethos.	Desirable	Application Form

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
PACKAGE**



**FREE LUNCH
PROVIDED**



**FREE GYM
MEMBERSHIP**



**PENSION
SCHEME**



**CHRISTMAS
SHUTDOWN**



**PROFESSIONAL
DEVELOPMENT**



**DISCOUNT ON
SCHOOL FEES**



**FREE
PARKING**



**TREAT
THURSDAYS!**

**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

Submit your completed application form and covering letter to the HR Department by email to recruitment@malvernstjames.co.uk or post to Malvern St James, 15 Avenue Road, Great Malvern, Worcestershire, WR14 3BA.

4

Closing date: open. We reserve the right to appoint as soon as we find 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; all applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, online checks and the Disclosure and Barring Service clearance at enhanced level.



MALVERN ST JAMES

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