



St Mary's Music School

EDINBURGH

Post of Supply Houseparent

The School

St Mary's Music School is Scotland's specialist music school and the Choir School of St Mary's Cathedral. It is easy to access, situated in a leafy campus in the heart of Edinburgh, a short walk away from Haymarket Station. Co-educational, day and boarding, the School provides specialist music training and an impressive and stimulating academic education for boys and girls aged 9 – 19 showing special ability and potential in music. St Mary's Music School "aims to provide the highest possible standard of education and training to exceptionally gifted young musicians, in an inspiring, inclusive and supportive environment".

Around 80 full-time pupils come from many different backgrounds and from all parts of Scotland, as well as elsewhere in the UK and abroad. Up to 38 are boarders and the choristers (up to 22) are day pupils. Entry is by audition and rigorous assessment and pupils gain a place on the basis of musical ability and potential, regardless of personal circumstances. Government and school funding, up to 100%, is available through the Aided Places scheme to assist with the cost of tuition and boarding fees. In addition there are annual bursaries funded by the School. Some Aided Places are available for choristers, and there are also Cathedral bursaries.

The Choir School was opened in 1880 to educate choristers for St Mary's Episcopal Cathedral. Since 1972 the School has also educated young instrumentalists, composers and singers. The School is non-denominational and welcomes pupils of all faiths and none. Music is at the centre of the curriculum. The School runs a chamber-size orchestra, string ensembles, chamber choir, instrumental chamber groups, jazz ensembles and promotes traditional Scottish music.

Pupils share a common love and enjoyment of music and the School aims to ensure that they are given every opportunity to flourish and emerge as excellent musicians capable of using the powerful art of music to inspire and enrich their own lives and the lives of others. We aim to prepare pupils musically, academically, socially and emotionally for the next stage in their educational development. We encourage a high level of motivation and self-esteem, giving all pupils the opportunity to achieve their potential and promoting self-discipline, as well as developing skills of responsible citizenship.

The most recent report from HM Inspectorate of Education, in December 2011, rated the School "excellent" and "very good". Pupils consistently achieve very high standards in music and also academically. The academic education is widely based in the early years and, for older pupils, it is more flexible and individually tailored than is generally possible in larger schools. The school day is from 8.30am until 5pm (3.30pm on Wednesdays and 4.30pm on Fridays) - and there is no study leave. The School is regularly at the top of Scotland's academic league tables. All pupils proceed to higher education and most enter the music profession, with many established alumni now pursuing international careers, many retaining contact with the School.

Illustrious former pupils include pianist Steven Osborne, soprano Susan Hamilton, conductor Garry Walker, composer David Horne, guitarist Paul Galbraith, cellist Philip Higham, presenter and comedian Alexander Armstrong and jazz pianist Alan Benzie.

Outreach is an important aspect of the work of the School. Our successful Part-time Pathways to Specialism scheme offers specialist music opportunities, up to 12 hours per week, to a small number of post-Higher students planning to apply for music courses at university or music college. Our long established Saturday Music Classes offer pre-School and early years Dalcroze and Kodaly classes, theory, singing and instrumental tuition for children from the pre-school year upwards.

Pupils have many performing opportunities in School and in external concerts, in important venues such as the Queen's Hall and playing for royalty and at the Scottish Parliament, and also providing music for smaller-scale events, often for charity. Pupils also play in youth orchestras, such as the National Youth Orchestra of Scotland and the National Youth Orchestra of Great Britain, and sing in the National Youth Choir of Scotland.

St Mary's Music School is the only Scottish member of the 9 Schools of Music and Dance Excellence (www.musicanddanceschools.com), which are some of the most successful and vibrant school communities in the UK, and regular combined meetings are held. St Mary's Music School helps deliver the Scottish Government's vision for excellence in education by nurturing Scotland's finest young musical talent, being ambitious for our pupils and aiming for excellence across all aspects of the education we provide, as reflected in the aims of the School.

The School is also a member of CSA (Choir Schools Association), SCIS (Scottish Council for Independent Schools), and ISBA (Independent Schools Bursars Association).

Place of Work

In the School which is situated in Coates Hall, 25 Grosvenor Crescent, Edinburgh EH12 5EL or at any other property owned or used by St Mary's Music School. Academic and music teaching and practice rooms are on lower ground, ground and first floors of Coates Hall and in two houses in the grounds. There is designated boarding accommodation for boarding pupils on first and second floors, while kitchen and dining facilities are on lower ground level. Administration is on the ground floor of Coates Hall and in the Lodge at the main gates to Grosvenor Crescent.

Job Description & Areas of Responsibility

See attached job description

All Houseparents in independent schools are required to be registered with the Scottish Social Services Council (SSSC) or with the General Teaching Council, Nursing and Midwifery Council, General Social Care Council or other approved regulatory body.

The school supports employees who are not already registered with an approved regulatory body to complete a suitable course leading to full registration with the SSSC. Failure to complete a suitable course within 3 years of commencement of employment may lead to termination of employment.

For those who are already registered with an approved body, job specific training will also be offered.

Hours of Work

During term time the hours will mainly include daytime and evening supervision at weekends, and there is a requirement for overnight residence within the duty rota. On average, full-time employees work 40 hours per week with overnights and supply staff no more than that.

Work during the summer is by arrangement with the Facilities Manager and also includes overnight residence.

Rate of Pay

£8.45 per hour worked plus £52.50 for overnight on-call shifts. Salary is payable by credit transfer, monthly in arrears.

There will be a cost of living pay review each year.

Pension

Eligible employees (those who earn more than £10,000 per annum) are automatically enrolled into a workplace pension scheme. Non-eligible employees may choose to opt-in to the pension scheme. Employee contribution is 7.0% of salary; employer contribution is 17.2% of salary. Employees may choose to opt-out at any time.

School Closure

School Closure is the period which commences at the end of the summer term and ends at the beginning of the autumn term.

Holidays and Holiday Pay

You will be entitled to all normal school holidays after each School Term when pupils do not attend the School, other than those days which are required for the completion of your duties. You will be paid for such holidays at the end of the School term at the rate of £1.31 per hour for every hour worked and claimed during that School Term plus £8.12 per overnight if applicable, this is subject always to the provisions of the Working Time Regulations 1998.

Public or other bank holidays which occur during the School session are working days and are not part of your holiday entitlement. There will be no entitlement for days in lieu of public or bank holidays.

Sick Pay

Statutory Sick Pay is payable, according to the rules of the scheme.

Medical Examination

You may be requested, either before or during your employment at the School, to submit yourself to a medical examination by a registered medical practitioner nominated by the School Directors / Headteacher for the purposes of determining whether there are any matters which might impair your ability to perform your duties. You will give such authority as is required for such practitioner to disclose to the School Directors / Headteacher the results of such examination. All reasonable expenses associated with any such examination will be borne by the School.

Disclosure of Criminal Convictions

All employees are required to authorise St Mary's Music School to check with the Criminal Record Office whether or not they have a criminal record. Under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986, spent convictions are excepted when the convicted person is concerned with the accommodation, care, leisure and recreation facilities and schooling of young persons aged under 18.

Grievance Procedure

The grievance procedures applicable to your employment are set out in the School's Staff Handbook. The school's Grievance Policy does not apply until after the end of the probationary period.

Disciplinary Procedure

The disciplinary procedures applicable to your employment are set out in the School's Staff Handbook. The school's Disciplinary Policy does not apply until after the end of the probationary period.

Probationary Period

26 weeks from first day of work.

Notice

4 weeks, except during the probationary period when notice period will be one week from either side.

Applications:

Application form and covering letter should be sent by email or post to:

Miss Stacey McAleer
HR & Finance Administrator
St Mary's Music School
Coates Hall
25 Grosvenor Crescent
Edinburgh
EH12 5EL

Email: vacancies@st-marys-music-school.co.uk

Application forms returned by email will be required to be signed at interview stage.

Appendix 1

Job Description/Duties: Post of Supply Houseparent

The Supply Houseparent is one of a team of 10 boarding house staff led by the Headteacher, and including the Boarding House Manager, Deputy Boarding House Manager, two full-time Houseparents and 4 part-time/supply Houseparents. The line manager for boarding house staff is the Headteacher, alongside the Bursar for non-pastoral issues and the Head of Guidance for pastoral issues only.

The work, **all under the Boarding House Managers' direction**, includes:

- Working shifts as required (weekend daytime or evenings, or weekday evenings/mornings)
- Contact with and supervision of all boarding house pupils while on duty in a team of two Houseparents.
- Responsibility of dealing with issues as they arise and ensuring timely and full communication of any issues arising to the Boarding House Manager, Headteacher or Head of Guidance as appropriate.
- Advising the Boarding House Manager on boarding house procedures and (recommending) future development as appropriate.
- Undertaking CPD and training as necessary, to comply with both SSSC and school requirements.
- Any other duties as allocated by the Boarding House Manager or Headteacher.

Duties to Pupils:

- Responsibility for implementing the rules and practices of the boarding house and disciplining pupils as required.
- Ensuring that day pupils as occasional boarders and two-day-stay pupils are accommodated as required and that they, visiting parents and other visitors are made welcome.
- Supervision of Boarders' Prep and ensuring that boarders academic and music work is monitored after school hours and reporting any concerns to the Boarding House Manager, Depute Headteacher, Director of Music or Head of Guidance as appropriate.
- Responsibility for arranging a programme of occasional activities in the evenings or at weekends, responding to boarders' interests and needs, to create a balanced programme for boarders' free time.
- Facilitating and co-ordinating external activities for boarders as required.
- Coordinating beginning of term and end of term travel arrangements for all boarders as required.
- Conduct regular meetings with the boarders, either individually or as houses, liaising with the Boarding House Manager over the agenda and reporting back to the Boarding House Manager
- Arrangement of medical or other appointments for the boarders as required
- Responsibility for ensuring that the boarders maintain the boarding house in a tidy state.

Duties to parents:

- Maintaining a good relationship with all parents and ensuring that they are kept informed of how their child is doing in the Boarding House, including informing parents of illness
- Liaison with boarders' parents and recording information as required by the Head of Guidance.
- Arrangement and recording of meetings with parents as required.

Administrative Duties:

- Responsibility for keeping accurate records of events in the boarding house and passing on information to the Boarding House Manager, Headteacher and Head of Guidance as required.
- Attending Boarding House meetings and other staff meetings as required.
- Liaising with the Chef Manager over food matters and ensuring that he is kept aware of changes to dietary needs and of how many boarders will be requiring evening and weekend meals.

Domestic Duties:

- Responsibility for arranging laundry facilities for all boarders.
- At weekends, Houseparents are responsible for completing kitchen duties, including washing dishes and serving food.
- Houseparents may from time to time be required to cover for absent auxiliary staff, including in the kitchen and school office.

Security Duties:

- Houseparents are responsible for all persons in the building in the evenings and at weekends, including any outside organisations.
- Complete responsibility for all school buildings in the evenings and at weekends.
- Responsibility for ensuring that those buildings are secured every evening.
- Responsibility for following school procedures and routines to deal with security breaches.
- Houseparents are required to take action as the responsible person during a fire evacuation and for carrying out practice fire drills and ensuring that pupils follow correct safety procedures.

In July and August, if working for the St Mary's School Enterprises, the duties are under the direction of the Facilities Manager. They will be various and will include overnight residence, cleaning and laundry, food handling and serving, front-of-house duties, etc.