



**ST EDMUND'S
SCHOOL**
CANTERBURY

**CHOIR HOUSE: HOUSE PARENT FOR THE BOY
CHORISTERS OF CANTERBURY CATHEDRAL CHOIR**
Advertised February 2022

LETTER FROM THE HEAD OF THE JUNIOR SCHOOL

Andrew De Silva

Dear Colleague,

Thank you for your interest in the post of Choir House Houseparent. Choir House forms an important part of the boarding provision at St Edmund's School, Canterbury and to the provision of Choral Worship at Canterbury Cathedral.

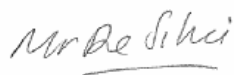
The Boy Choristers live, work and play in Choir House. Located by the East End of Canterbury Cathedral, the building is full of charm and character and is well suited to meet the needs of our world class Choir, including – for example – a suite of music rooms. To fulfil the role of Houseparent, it is expected that the successful candidate lives in the accommodation provided at Choir House. Further details regarding the accommodation can be found in this pack.

This is certainly a very exciting time for the Junior School, and indeed the wider school family. St Edmund's is a 3 – 18 school and strives to provide all children with Outstanding learning opportunities, through an inspirational curriculum, excellent resources and facilities and talented staff. As a member of St Edmund's School staff, the Houseparent is required to adhere to the school's policies and procedures, as well the National Minimum Standards for Boarding. Whilst the school is located approximately 1 mile away from the Cathedral, there is significant support for the House Parent, whether pastorally from the Junior School Head of Pastoral Care or from the whole school's Medical Centre to name but two. Boarding at St Edmund's is not limited to Choir House, as there is separate provision for Junior Boarders in School House, and for Senior Boarders in Senior Boarding.

As one would expect from a boarding role, the life of a Houseparent is wonderfully varied, inspiring and great fun. Whilst this role is all three, there are significant additional benefits; not only will you support the emotional, social, educational, pastoral wellbeing of the Boy Choristers and, to a certain extent their wider families, you will do so with the high expectations of St Edmund's School and of the World Class Choir at Canterbury Cathedral.

Therefore, I am looking for an outstanding Houseparent for Choir House, so that our boys can continue to thrive in all areas, not just academic or musical. **The role is full time and year-round, which means that the successful candidate will be able to work closely with children, parents and staff during parts of the school holiday. There is no requirement for the post holder to have teaching experience, although it is imperative that they have enough evidence to showcase their outstanding relationships with pupils in a school/boarding context and are committed to St Edmund's boarding provision at Choir House.**

This pack details the expectations of the role and the requirements of the successful candidate, but I am looking for a passionate practitioner, who is child-centred and driven to achieve the best for our boys. Further information about what it means to board at Choir House can be found in the Choir House Handbook – available from Mrs Sarah Hudson, Head of HR (slh@stedmunds.org.uk). If you wish to apply for the role, please email a covering letter (addressed to me) and the attached Application Form to Mrs Hudson. If you wish to talk to me about the post, please do feel free to email the Junior School Secretary, Yvonne King, for a mutually convenient time (yk@stedmunds.org.uk). Finally, may I wish you good luck with your application.



Mr Andrew De Silva
Head of The Junior School

MAIN PURPOSE

To support the Head of the Junior School in providing professional leadership for Choir House

Responsible to the Head of the Junior School

Responsible for: Deputy Choir House Houseparent, Matron, Resident GAP tutor, Visiting House Tutors

Purpose of the role

- To oversee the effective and efficient operation of Choir House:
- Acting in loco parentis to the choristers and providing a nurturing and positive environment in which individuals thrive and development is fostered, bearing in mind the school's history and foundation.
- Management of staff (as above)
- Management of the day to day operation of Choir House
- Overseeing the pastoral care for the choristers
- Effecting positive, effective and efficient communication between school, Choir House, Cathedral and parents.



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JOB DESCRIPTION: KEY DUTIES AND RESPONSIBILITIES

The final Job description will be created once the person is in post



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- Ensure, in liaison with the School's Director of Boarding that Choir House complies with the National Minimum Standards for boarding.
- Comply with policies and procedures relating to child protection, health, safety, Fire Safety and security, confidentiality and GDPR, reporting all concerns to the Head of the Junior School, Receiver General or School Bursar as appropriate.
- Ensure appropriate staffing levels in Choir House managing schedules and duty rotas.
- Oversee the welfare of all members of the Choir House community, in liaison with school, parents and other relevant agencies.
- Appraise, induct and monitor the work of Choir House staff, advising on CDP opportunities.
- Attend meetings relevant to the efficient and effective communication of chorister welfare and academic progress.
- Communicate efficiently and effectively over Choir House matters with all vested interests: school, parents and Cathedral.
- Organise and lead meetings of staff and/or boys to meet the needs of both school and Cathedral.
- Encourage and support the musical and academic development of the choristers, in liaison with school and cathedral colleagues.
- Manage a programme of activities/events for the boys' free time during Boarder Choir periods, to include Cathedral and School staff and parents when appropriate.
- With the Head of the Junior School, ensure boys' schedules are efficiently managed to support the children in meeting the demands of both School and Cathedral.
- Liaise with Catering to ensure all needs are met
- Effectively maintain boarding and pastoral records, according to School procedures.
- Be responsible for maintaining and promoting appropriate standards of behaviour in Choir House, liaising with the Head of the Junior School where necessary.
- Take an interest in, and support, the choristers in their leisure time pursuits.
- Be an ambassador for Choir House at school and Cathedral events
- Monitor and request maintenance support from both school and cathedral where the need arises.
- Write Houseparent reports
- Be responsible for minutes of meetings, including the fortnightly KIT meetings between the School and the Cathedral
- Give access to contractors and arrange supervision where necessary
- Authorise invoices for payments relating to Choir House
- Carry out an evening and night fire drill once a term
- Complete weekly fire alarm test
- Ensure that water temperature testing occurs once a month
- Report any damage or maintenance faults to maintenance@stedmunds.org.uk
- Ensure a full check of all areas is completed at the end of the day (especially washroom areas) as part of 'Lock-Up'
- Be a presence at services when on duty and to act in loco parentis for all major festival events (such as Lambeth Conference, Easter and Christmas)
- Be available for all recruitment activities upon request by the Head of the Junior School

PERSON SPECIFICATION



	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Significant experience in a school setting related to providing Pastoral Support to Children Leadership experience GCSE Grades C or above in English and Maths (or equivalent) Awareness of the National Minimum Standards for Boarding 	<ul style="list-style-type: none"> Further professional study and qualifications Degree in music
Leadership qualities and competencies	<ul style="list-style-type: none"> Able to lead and inspire the Choir House community in the Pastoral areas of improvement Positive attitude with a clear vision, passion and conviction for education Excellent organisational and management skills including effective time management, e.g. creating rotas and ensuring their effective implementation Evidence of the impact of proven strong leadership skills (holding staff to account) Experience of assessing pupil needs and putting action plans in place to support development High level of literacy and attention to detail Experience of accountability within leadership Effective communication with all members of the school community including children and parents Knowledge and understanding of ISI regulations and compliance High expectations of self, of pupils and of staff, seeking to fulfil their potential The ability to develop initiative in an imaginative and exciting way and successfully <i>finish</i> what has been started within an agreed timeframe Strong IT skills 	<ul style="list-style-type: none"> Experience of boarding Experience of leading the Performance Management process Experience of line managing teams of staff
Personal Qualities	<ul style="list-style-type: none"> Committed to children and this role Recognises when to seek advice and support and is prepared to do so Reflective, creative and innovative Has professional integrity - displays a constructive and optimistic attitude that has a positive effect on others Has excellent interpersonal skills and a presence which inspires confidence and commands respect from all members of the St Edmund's School family Able to motivate, engage and develop high aspirations in themselves, in pupils and in staff Committed to all aspects of school – willing and able to be flexible Able to evidence impact of leadership Is approachable and caring A generosity of spirit towards the demands of a busy school, as the role requires flexibility and will involve out of hours, weekend and holiday work Professional in their relationships with children, staff and parents and has a good sense of humour! 	

CONDITIONS OF SERVICE

- Salary Point 21 £21,812 per annum.
- 25 days annual leave.
- Free accommodation (inclusive of bills) connected to Choir House.
- Fee remission is available for all staff according to discretion of the governors, subject to change/withdrawal.
- Breakfast and Dinner is offered free-of-charge
- Free parking in the Cathedral Precincts
- St Edmund's School Canterbury 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 (DBS).



**ST EDMUND'S
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CHOIR HOUSE: FLOOR PLAN 1



**ST EDMUND'S
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PLAN 2

**Residential Areas;
Housemaster's Accommodation
Matron's Accommodation
Tutor's Accommodation**



REVISION	DATE	BY	DESCRIPTION
1	Nov 05	JH	Original issue
2	Nov 05	JH	Revised, BPE and design added
3	Nov 05	JH	Minor amendments
4	Nov 05	JH	Minor amendments
5	Nov 05	JH	Minor amendments
6	Nov 05	JH	Minor amendments
7	Nov 05	JH	Minor amendments
8	Nov 05	JH	Minor amendments
9	Nov 05	JH	Minor amendments
10	Nov 05	JH	Minor amendments

Dean & Chapter of Canterbury Cathedral
CHOIR HOUSE
SCALE 1:1000 A1
DATE Nov '05

CHOIR HOUSE: FLOOR PLAN 2



**ST EDMUND'S
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PLAN 3

**Residential Areas;
Housemaster's Accommodation
Matron's Accommodation
Tutor's Accommodation**



REV	DATE	BY	CHKD	DESCRIPTION
1	10/05/95	JA	JA	Structural steel
2	10/05/95	JA	JA	Structural steel in structural
3	10/05/95	JA	JA	Structural steel
4	10/05/95	JA	JA	Structural steel
5	10/05/95	JA	JA	Structural steel
6	10/05/95	JA	JA	Structural steel
7	10/05/95	JA	JA	Structural steel
8	10/05/95	JA	JA	Structural steel
9	10/05/95	JA	JA	Structural steel
10	10/05/95	JA	JA	Structural steel

REV	DATE	BY	CHKD	DESCRIPTION
1	10/05/95	JA	JA	Structural steel
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3	10/05/95	JA	JA	Structural steel
4	10/05/95	JA	JA	Structural steel
5	10/05/95	JA	JA	Structural steel
6	10/05/95	JA	JA	Structural steel
7	10/05/95	JA	JA	Structural steel
8	10/05/95	JA	JA	Structural steel
9	10/05/95	JA	JA	Structural steel
10	10/05/95	JA	JA	Structural steel

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**Residential Areas;
Housemaster's Accommodation
Matron's Accommodation
Tutor's Accommodation**



SECOND FLOOR PLAN

F	Dec05	38	38	Contribution Issue
E	Jan06	38	38	DSP's, Social Security edited
D	Apr06	1007	38	Mover spreadsheet
C	N/A	JF	38	Mover spreadsheet
B	Nov06	592		PLANNING & LISTED INVESTMENT AFFILIATIONS
A	Oct06	600001	600000	Description
CLASS				ROLLS
Date & Chapter of Canterbury Cathedral				DATE
				Nov 05

ASSESSMENT PROCESS

All potential candidates are encouraged and welcome to arrange time to speak to Mr De Silva by contacting Mrs King, the Junior School Secretary – yk@stedmunds.org.uk or by phoning 01227 475606.

Applications must be completed on the school's Application Form and sent to the Head of HR, Mrs Sarah Hudson (slh@stedmunds.org.uk). CVs will not be accepted. If applying for the post, please send:

- A covering letter addressed to the Head of the Junior School, Mr De Silva
- A completed St Edmund's School Application Form, complete with a statement detailing how you meet the job description and the person specification

	Date	Action
Advert live	Monday 28 th February	
Potential candidates speak to Mr De Silva/tour the School	Monday 28 th February – Tuesday 22 nd March	Email Mrs King (yk@stedmunds.org.uk) or phone 01227 475606
Closing date	Midday Wednesday 23 rd March	Email Covering Letter and Application Form (including Statement in Support of Application) to Sarah Hudson (Head of HR): slh@stedmunds.org.uk
Interview	Wednesday 30 th March 2022	Please allow 8am – 5pm for the process. If shortlisted, details will be sent to candidates
Start post	September 2022	

Personal information provided by candidates will be kept on a secure file in the school and will not be released to third parties outside the school without the permission of the person concerned, except where there is a legal requirement so to do.



