

Post of Supply/Bank Houseparent

St Mary's Music School is seeking to appoint a Houseparent to work on a supply/bank basis in the Boarding House. The post holder will work primarily at weekends, either daytime (8am to 5pm or 9am to 6pm) and/or overnight (5pm to 8am or 6pm to 9am) shifts, and occasionally during the week, dependent on availability.

The successful candidate will work closely with all boarding house staff to develop consistent and effective pastoral care of all boarders. Houseparents are responsible for ensuring that boarders' wellbeing and happiness is met and ensuring boarders remain safe and well looked after.

Houseparents should be energetic, adaptable and sympathetic to the needs of young musicians and ideally should have a background or training in pastoral care.

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 a suitable time frame may lead to termination of employment.

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

Job Description & Areas of Responsibility

The Supply/Bank Houseparent is one of a team of boarding house staff overseen by the Headteacher, and led by the Boarding House Manager.

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

- Working shifts as required (mainly weekend daytime or evenings, with occasional weekday evenings/overnights/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;
- Completing administrative, domestic and security duties as required;
- Undertaking CPD and training as necessary, to comply with both SSSC and school requirements;
- Participating in any arrangements for appraisal of performance;
- Attending staff meetings as requested;
- Any other duties as allocated by the Boarding House Manager or Headteacher.

A more detailed job description is available on request.

Applications:

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

Mrs Lyn Bryce
HR Assistant
St Mary's Music School
Coates Hall
25 Grosvenor Crescent
EDINBURGH EH12 5EL

Email: vacancies@smms.uk

Closing Date for Applications:

Applications will be considered as they are received.

Start Date:

To be agreed

Our School

St Mary's Music School is one of five Government-supported specialist music schools in the UK and the only one of its kind in Scotland. We offer a world class standard of music and academic education to musically gifted children aged 9-19 years in an inspiring, inclusive and supportive environment. We are also the Choir School of St Mary's Episcopal Cathedral in Edinburgh. St Mary's Music School is co-educational, non-denominational and we attract day and boarding pupils from across Scotland, the rest of the UK and internationally.

The Choir School was opened in 1880 to educate the choristers for the newly built St Mary's Cathedral. Links to the Cathedral remain strong and have evolved over the years so that the choir is open to girls as well as boys. Since 1972 the school has also educated young instrumentalists, composers and singers. Appropriately for Scotland's specialist music school, we attract a number of pupils who perform on traditional instruments such as bagpipes, accordion and clarsach.

The School's academic results are exceptional, supported by very small classes sizes, bespoke timetables and individual attention. There is a strong focus on languages, mathematics and science. In 2022 over 83% of SQA grades awarded resulted as Grade A with a percentage pass rate of 100% across all levels.



The majority of pupils choose to go on to study at top conservatoires in the UK and abroad, whilst others opt for university. In the last three years, pupils have progressed to study music at Royal College of Music, Royal Academy of Music, Royal Welsh College of Music and Drama, Royal Northern College of Music, Royal Birmingham Conservatoire, Royal Conservatoire of Scotland, Guildhall School of Music and Drama, Sibelius Academy Helsinki, Conservatorium van Amsterdam and the Universities of Oxford, Cambridge, Bristol, Durham, Edinburgh, St Andrews and King's College London.

Entry to the school is by audition and assessment, based on musical ability and potential, regardless of personal financial circumstances or background. Scottish Government funding, up to 100 per cent, is available through the Aided Places Scheme with families making an affordable contribution to tuition and boarding fees.

Terms and Conditions of Employment

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.

On-site accommodation in the school is not provided for other than when on overnight duty. On these occasions there is an en-suite bedroom available for use, and meals are provided and eaten with Boarders.

Hours of Work

During term time the hours include evening supervision, and there is a requirement for overnight residence within the duty rota.

Rates of Pay

Daily hourly rate £12.00 to £12.60 depending on qualifications and experience, overnight hourly rate £11.44. Salary is payable by credit transfer, monthly in arrears.

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

Holidays and Holiday Pay

You will be entitled to 8 weeks paid holiday per annum, to be paid in two equal instalments in July and August of each year. You will be paid for such holiday weeks on the basis of your average hours worked in the 52 worked weeks prior to the end of June.

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.

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 8.0% of salary. Employees may choose to opt-out at any time.

Sick Pay

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

Any period or periods of absence due to sickness in the twelve months preceding the first day of a new period of absence (whether due to the same illness or not and whether or not SSP was supplemented as above) will be taken into account in calculating the appropriate supplement of SSP, if any.

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 request a PVG Scheme Record from Disclosure Scotland.

This position is exempt from the provisions of the Rehabilitation of Offenders Act 1974 under section 4(2) of said 1974 Act. Applicants are therefore required to disclose any unspent convictions or cautions and any spent convictions for offences included in Schedule A1, 'Offences which must always be disclosed' of the Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) Amendment Order 2015 No.2.

Applicants are not required to disclose spent convictions for offences included in Schedule B1, 'Offences which are to be disclosed subject to rules' until such time as they are included in a higher level disclosure issued by Disclosure Scotland.

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 Period

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