



## Job Description

**Job Title:** Head of Pastoral Care  
**Dates:** 17 July – 14 August 2017, with additional one-off days / meetings prior to this  
**Salary:** A competitive, negotiable salary, dependent on experience will be offered to the successful candidate. Accommodation and full board is included as well as a contribution towards travel costs.

### Ingenium Academy

Now in its 6<sup>th</sup> year, the Ingenium Academy is a thriving and growing international summer school for music which welcomes over 150 young musicians from 50+ countries each year. A three-week, residential, summer programme based in Winchester, England, we offer 14-18 year-old musicians from all over the world a unique musical and cultural experience. We offer exclusive tuition from world-renowned musicians, performances in London and Winchester and the opportunity to meet like-minded friends from all over the globe within our environment of creative excellence. During the three-week summer programme, students will rehearse and perform a diverse and challenging repertoire and discover new genres of music through our broad range of workshops and activities. In addition to the enriching musical curriculum, students will also uncover historical Britain in the glorious city of Winchester as well as enjoying day trips to nearby London. We immerse our students in a cultural adventure where they will meet and forge friendships with other talented young musicians from all over the world. Full details are available at [www.ingeniumacademy.com](http://www.ingeniumacademy.com).

### Head of Pastoral Care

The Head of Pastoral Care is responsible for the welfare of our young musicians as well as for our safeguarding policies and support of our pastoral care team. The welfare, safety, health and happiness of every student is the top priority of the Head of Pastoral Care. The Ingenium Academy's approach to pastoral care is carefully considered to ensure that students have a sense of independence and freedom whilst knowing that they have the highest standard of care and guidance.

The successful candidate will be:

- Experienced and confident in safeguarding and pastoral care
- Knowledgeable regarding the legalities of child protection and safeguarding
- An effective communicator with strong supervisory and leadership skills
- Someone with a background in the arts and / or secondary education
- Someone with senior pastoral care experience in a residential context
- An innovative thinker with the ability to think laterally and find decisive solutions to problems
- A firm believer in the value of participation in music-making and passionate about music education and young people

# Ingenium Academy

INTERNATIONAL SUMMER SCHOOL FOR MUSIC

- Someone who enjoys both working collaboratively and the challenges of leading a small and dynamic team
- A full driving licence holder with willingness to provide students with transport where required (vehicle can be provided)
- Energetic and enthusiastic – the day-to-day schedule can be busy and demanding
- Resilient, with the ability to work well under pressure and manage time effectively

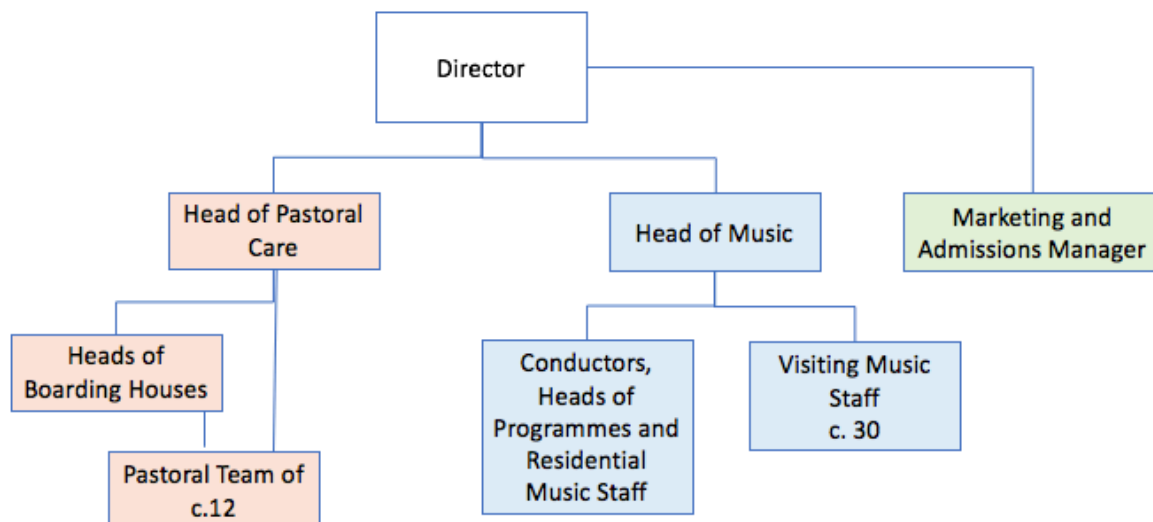
## Job Purpose

The principle purposes of the role are:

1. To oversee the Ingenium Academy's safeguarding policies which govern all young people and adults involved in our community
2. The provision of pastoral care, NSPCC Child Protection training and First Aid training
3. To uphold and enforce the Ingenium Academy's ethos and school rules
4. To manage the pastoral staff team and maintain the overall welfare of the pastoral staff
5. To ensure the weekly pastoral rotas as well as weekend and evening activity programmes are effectively managed and administered

## Organisation

The jobholder will report directly to the Director and will be a member of the senior management team alongside the Head of Music and Marketing and Admissions Manager.



## Principal Duties and Responsibilities

1. To work with the Director to ensure all child protection and health and safety procedures are undertaken

2. Together with the Director, to manage and oversee all aspects of pastoral care (including systems and development of new initiatives) and student welfare at the Ingenium Academy
3. To lead and co-ordinate the pastoral care team and Heads of House in training and duties throughout the Ingenium Academy
4. To complete Risk Assessments (with the Director and Winchester College staff) to ensure student and staff safety. Current Risk Assessment requirements include:
  - i. Buildings and Site (in conjunction with Winchester College)
  - ii. Trips
  - iii. Concerts
  - iv. Activities
5. To ensure that record keeping in boarding houses is maintained appropriately
6. To lead on student welfare, behavioural and disciplinary issues arising during the summer school.
7. To support all heads of house and pastoral care staff, and together with the Director, handle any employment issues
8. To act as a chairperson for daily pastoral staff meetings and provide relevant notes and briefings pre and post meetings
9. To ensure all colleagues can complete tasks effectively and feel supported in doing so.

This is not a complete statement of all duties and responsibilities of this post. The jobholder may be required to carry out other duties as directed by the Director, the responsibility level of which should not exceed those outlined above.

## Nature and purpose of internal and external contacts

### Internal

- Close working relationship with the Director and the other members of senior management
- Line management of Heads of House
- Management and mentorship of freelance pastoral care staff

### External

- Liaising with parents regarding pastoral, welfare and disciplinary concerns and issues
- Working with local government, social services and training centres where necessary

## Job Context

The jobholder is based on-site in Winchester for the three weeks of the summer school. The jobholder is required to be in London for the week prior to the summer school and is required to lead part of the pastoral staff training days prior to the students arriving. Accommodation and full board will be provided for the duration.



- Monday 17<sup>th</sup> July – Wednesday 19<sup>th</sup> July – Full time preparation in London with the Director and Senior Management Team
- Thursday 20<sup>th</sup> July – Preparation and set up in Winchester
- Friday 21<sup>st</sup> July – Saturday 22<sup>nd</sup> July – Pastoral Staff Training in Winchester
- Sunday 23<sup>rd</sup> July – Sunday 13<sup>th</sup> August – Students in attendance at the Ingenium Academy
- Monday 14<sup>th</sup> August – pack up and depart c. 5pm

### How to Apply

Please send a CV together with a statement of no more than 1 side of A4 outlining why you want to work for the Ingenium Academy and how you meet the competencies outlined in the full job description.

Please also include the contact details for 2 referees. One of which must be a professional referee, relating to your ability to work with young people.

Deadline for applications: Friday 31<sup>st</sup> March 2017

Please send all applications to [rebecca@ingeniumacademy.com](mailto:rebecca@ingeniumacademy.com)

Interviews will be held in London.

The position will be offered subject to the candidate clearing an enhanced DBS check.

For any queries, please contact Rebecca Nathan on 07827928054 or [rebecca@ingeniumacademy.com](mailto:rebecca@ingeniumacademy.com)