

Job Description

Job Title: Head of House
Dates: 16 July – 9 August 2020, 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 provided.

Ingenium Academy

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.

Head of House

The Head of House is responsible for the management of pastoral staff and systems in one boarding house

The successful candidate will be:

- Experienced in leading a small team
- 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
- Someone with a background in the arts and / or secondary education
- Someone with pastoral care experience in a residential context
- An innovative thinker with the ability to think laterally and find solutions to problems
- A firm believer in the value of participation in music-making and passionate about music education and young people
- Someone who enjoys both working collaboratively and the challenges of leading a small and dynamic team
- Respectful of the value that the different experiences, ideas and backgrounds others can bring to work and to teams

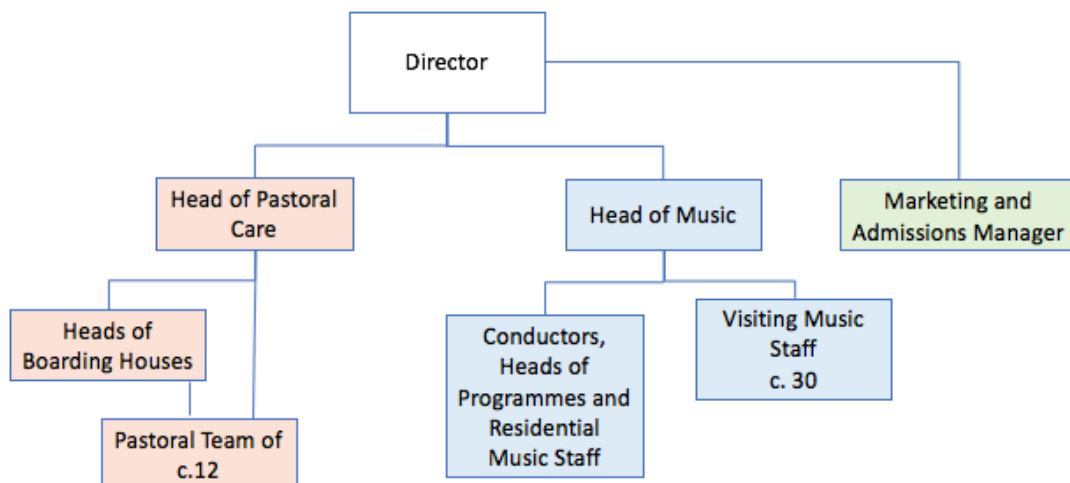
Job Purpose

The principle purposes of the role are:

1. To provide leadership in the boarding house
2. To ensure that boarding house pastoral systems are effectively managed and administered
3. To uphold and enforce the Ingenium Academy's ethos and school rules and to ensure that they are upheld and enforced by the pastoral care staff in the boarding house

Organisation

The jobholder will report directly to the Head of Pastoral Care



Principle Duties and Responsibilities

1. To provide guidance and leadership to all students and staff within the boarding house
2. To create a warm atmosphere and cohesive sense of identity and belonging in the boarding house for all students and staff
3. To be responsible for the implementation of the staff rota for the pastoral team in the boarding house
4. To implement the pastoral systems in the boarding house through leadership and management of pastoral staff including registers, house bank, medication, bedtimes and mealtimes

5. To work with the heads of pastoral care to ensure all pastoral care staff can complete their duties in the boarding house effectively and feel supported in doing so
6. To lead daily meetings for all students in the boarding house
7. To ensure the Boarding House is run safely and effectively, following Academy health and safety procedures, and Academy timetabling and structures, including acting as Fire Safety Officer.
8. Being a teacher, source of support, and mentor to each student on the programme; particularly within your House and your mentor group.
9. To co-ordinate the pastoral care team in training and duties throughout the Ingenium Academy (with the Head of Pastoral Care)
10. To ensure that record keeping in boarding houses is maintained appropriately
11. To work with the Heads of Pastoral Care to ensure all colleagues can complete tasks effectively in the boarding house and feel supported in doing so.
12. To be a senior member of the pastoral care team outside of the boarding house, acting as a mentor and leading by example in all areas of the Ingenium Academy
13. Monitoring student's behaviour, applying appropriate behaviour management and reporting to the Ingenium leadership team.
14. Providing supervision on a rota basis (including nights)
15. Ensuring that all students are aware of and adhere to the Ingenium safety regulations and emergency procedures
16. Setting an example to all students by following Ingenium rules, regulations and ethos at all times
17. Chaperoning students on all trips
18. Organising and participating in evening activities (i.e. team games, discos, quiz nights, movie nights, talent shows and barbeques)
19. Planning and running Sunday afternoon activities
20. Working with the airport transfers team to meet and greet students at airports/railway stations and accompany them to Winchester
21. Aiding and encouraging students in their private practice time
22. Cooperating with the entire Ingenium staff – including music teams, to ensure the smooth running of the programme

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 Head of Pastoral Care, the Director and Assistant Director
- Management and mentorship of freelance pastoral care staff based in the boarding house

External

- n/a

Job Context

The jobholder is based on-site in Winchester for the duration of the summer school. The jobholder is required to be in Winchester, from Thursday 16th July for preparation, training and set up with the Director and Senior management team and is required to take part in the pastoral staff training days prior to the students arriving. Accommodation and full board will be provided for the duration.

To apply for this position at The Ingenium Academy you must be eligible to work in the UK and willing to undertake a full DBS enhanced disclosure check. Successful applicants will be interviewed in person or by telephone/skype.

Apply Now

Please send us your CV and cover letter, with a detailed description of why you would like to work at the Ingenium Academy and what you can bring to the role.

Please send all applications to: info@ingeniumacademy.com stating clearly that you are applying for the Head of House position.

The deadline for applications is 6pm on Friday 13th March 2020

Please feel free to contact us if you would like any more information regarding the role:
Email: info@ingeniumacademy.com
Telephone: +44(0) 20 7060 4076