

**GRADUATE ASSISTANT (MUSIC DEPARTMENT)**  
**CLOSING DATE FOR APPLICATIONS: 16<sup>th</sup> January 2019**

**A message from the Warden**

Thank you for expressing an interest in working at St. Edward's - a traditional co-educational boarding school with progressive educational principles, set in the heart of Oxford.

St Edward's is a refreshingly different kind of school – the deliberate emphasis on a broad range of academic abilities on entry creates a community that fizzles with varied interests and enthusiasms. We are one of very few schools to successfully offer both A Level and the International Baccalaureate in the Sixth Form, further supporting the diversity of our pupil body.

We want to equip our pupils with the best exam grades they can achieve, and our results and value-add scores show how well we do this; but just as importantly, we believe that education is about the whole person: we emphasise the development of wider learning skills in the classroom, complemented by a rich and varied co-curricular programme.

This is a very exciting time for us – we are embarking on an ambitious building programme as the School continues to grow. You can find out more about our academic results and our distinctive ethos on our website <https://www.stedwardsoxford.org/>. You can find a copy of our prospectus [here](#).

**About the School**

Founded in 1863, St Edward's is an independent, co-educational boarding school for pupils aged 13 to 18 (year 9 to year 13); there are presently 692 pupils, of whom 85% are boarders. Our boy/girl split is 60:40 and overseas pupils make up 15% of our community.

There are 13 boarding Houses, most of which house around 60 pupils from all year groups. The school week includes lessons on Saturday mornings, apart from leave weekends or exeats which occur about every three weeks.

The boarding and day arrangements offer flexibility for families: day pupils may leave at 6:30pm or 9:00pm (most opt for the latter), and boarding pupils may choose to go home on Saturdays after sport and other commitments - but with a rich and varied weekend programme, a significant proportion of the boarding community stays in School on Saturday nights.

Pupils take part in a wide range of sports and activities in the afternoons and at weekends. St Edward's has a national reputation for sport: both boys' and girls' teams have been county and regional champions in a variety of sports and at all ages.

**About the Music Department**

The School's Music Department is happy and flourishing, and driven by its ethos of creating stimulating opportunities for musicians of all levels. Its strengths lie in its teamwork, its commitment and in the considerable talents both of pupils and teachers. All its activities are thriving, and are characterised both by the high quality of the output and by good numbers participating.

There are currently six full-time members of the department (including the Director of Music and the Director of Cultural Activities), a Department Administrator and 42 visiting teachers who, between them, deliver about 500 individual lessons a week. The full range of orchestral and other instruments is taught as well as Music Technology and Alexander Technique.

The Department runs the following major groups: two Chapel Choirs, Chamber Choir, the St Edward's Singers, two close harmony groups, Orchestra, Chamber Orchestra, Concert Band, Brass Band, Big Band and various Jazz Bands. In addition to these regular groups, there is a wide-ranging chamber music programme as well as brass and percussion groups. There is a full programme of termly choral and orchestral concerts, recitals and weekly informal concerts, both in the School and outside. There are about 60 such events a year. In addition, masterclasses, talks, concert/opera trips and tours regularly take place. The Department regularly joins forces with the Drama and Dance Departments to produce musicals and operas. Recent productions include Cabaret, West Side Story and Footloose.

The department recently moved into a brand new £7 million building, with state of art facilities and a 120-seater recital room. There are three purpose-built classrooms, with a suite of Macs running Sibelius, Ableton and Logic, and a sixth form library area for academic work. There are 25 practice rooms, including 7 ensemble rooms to rehearse chamber music. A studio suite enables students and staff to make professional recordings, from the Recital Room, Rock Room or vocal recording booth. There is also a Yamaha Transacoustic piano to enable students to link their piano work with apps and software on iPads and iPhones.

### **About the role**

The Graduate Assistant post offers an opportunity for a graduate to gain experience of the independent sector in education and of a boarding environment.

Graduate Assistants play a full part in the boarding and co-curricular life of the School. Their work is varied and that variety is, to some extent, determined by the personality, enthusiasm and skills of the individual. The post has become a successful springboard for those considering teaching as a career and over a number of years, graduate assistants have gone on to promising careers in major schools round the country. The School encourages its Graduate Assistants to extend their experience by attending relevant training courses, at the School's expense. Successful candidates will be full members of the School's Common Room.

There may also be the opportunity for one or more of the successful candidates to live in a boarding house as a Resident Tutor. This will be discussed with candidates at interview.

### **Main Responsibilities**

- To act as a principal accompanist in the Music Department; arranging appointments with pupils to play through their music in preparation for Associated Board and GCSE/AS/A2 examinations. This will include offering accompaniment for Visiting Music Teachers' lessons and weekly "Friday at Five" recitals.
- To assist with music rehearsals/services/concerts; taking rehearsals or accompanying where appropriate.
- To advise and support pupils with their instrumental practice.
- To assist with theory and composition lessons as required.
- To assist in the Department Administrator's office and provide assistance generally in

support of the Music Department

- To carry out a variety of duties in a designated boarding house, providing tutorial and pastoral support to the Housemistress or Housemaster.
- To assist with the pupils' weekend activities programme.
- On a rota basis, to manage pupils travelling from London on School transport on a Sunday afternoon.

A flexible approach to working hours is required and weekend work will frequently be required.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. This job description is current at the date shown but, in consultation with the post holder, it may be changed by the Sub Warden or Director of Music to reflect or to anticipate changes in the job commensurate with the job title.

### **Duration of contract**

The contract will begin at the end of August 2019 (date to be confirmed) and will end on 4<sup>th</sup> July 2020.

### **Salary**

A competitive salary package is on offer and will be paid in ten equal monthly instalments, between September 2019 and June 2020.

### **Accommodation**

Accommodation and full board is provided by the School and a monthly sum is deducted from net pay to reflect the cost of accommodation, meals, laundry and other domestic services.

### **Holidays**

The Graduate Assistant will not be required to stay at School during school holidays and half-terms. Paid holiday equivalent to 5.6 weeks pro rata to the length of the contract is included in the salary detailed above.

### **Pension**

The role is eligible for membership of the School's pension scheme for support staff.

### **Miscellaneous**

- Free meals are available during times when the School's kitchens are in operation
- Employees may use the Oxfordshire Health & Racquets Club, however, this is not a contractual entitlement
- Car parking is available on site, although this is not a contractual entitlement

### **Sickness Benefit**

There will be an entitlement to four weeks' sickness benefit at full pay during the period of employment.

### **Termination of Employment**

The minimum period of notice required to be given by either the post holder or the School is one month, or a period of notice terminating on 4<sup>th</sup> July 2020, whichever is the shorter.

## About the Candidate

<b>Person Specification Characteristics</b>	
An honours degree	Essential
Skills as a piano accompanist with the ability to rehearse and perform with pupils in lessons, recitals and exams	Essential
The ability to play an orchestral instrument	Desirable
An interest in chamber music and/or composition	Desirable
Good people skills including an interest in, and empathy with, young people	Essential
A good command of the English language and the ability to communicate with people of all ages and backgrounds	Essential
Ability to communicate with enthusiasm for their subject specialism and to practice and maintain high academic standards	Essential
A demonstrable commitment to professional development	Essential
Excellent organisational and administrative skills including competency in the use of MS Office	Essential
Able to work well as part of a team and to work under direction but also to use own initiative when required	Essential
A positive, enthusiastic and good humoured nature	Essential
A willingness to carry out a variety of tasks both musical and administrative	Essential
The ability to maintain confidentiality	Essential
Willingness to be flexible and to carry out a variety of tasks and to develop and expand the role	Essential
Committed to safeguarding children and young people	Essential
Willingness to work within the School's child protection guidance and follow relevant School procedures	Essential

## Confidentiality and Data Protection

In the course of their employment, staff may have access to confidential information relating to pupils, their families and other members of staff and are required to exercise due consideration in the way such information is used. Staff should not act in any way which might be prejudicial to the School's interests. Information which may be included in the category covers both the general business of the School and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times and staff must not use data held by the School for personal use or disclose such data to a third person/party without appropriate authorisation. All staff must take personal responsibility to help ensure compliance with the requirements of the General Data Protection Regulation (GDPR) and the School's Privacy Notice for Staff.

## Child Protection at St Edward's

St Edward's is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. It is a requirement of the Children Act and Care Standards Regulations that all employees of the School must receive enhanced clearance from the DBS.

## Health and Safety

The School is obliged, so far as is reasonably practicable to provide safe and healthy conditions and safe systems of work for all employees which prevent risk to health, safety and welfare.

You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others. Employees must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions.

### **About the Selection Process**

Those candidates whose applications we are pursuing will be contacted shortly after the closing date and invited to interview. At this stage we will take up references unless the candidate explicitly asks us not to contact a referee.

If we receive a large number of high-quality applications, then we may conduct preliminary telephone interviews in advance of a formal interview at the School. The formal interview will involve meetings with various colleagues and a session acting as an accompanist for pupils and will seek to assess how well the candidate meets the requirements of the post. It will also include an assessment of the candidate's suitability to work with children.

Candidates will be asked to bring with them to interview any certificates relating to qualifications mentioned on the application form and identity and proof of address documents. Any discrepancies or anomalies in the application form will be taken up at interview. As part of the verification process, a candidate's present and past employers may be contacted, whether or not their name is given as a referee.

Application forms can be found on the School website: [www.stedwardsoxford.org](http://www.stedwardsoxford.org). Completed forms should be emailed to [recruitment@stedwardsoxford.org](mailto:recruitment@stedwardsoxford.org) or posted to Recruitment, St Edward's School, Oxford OX2 7NN.

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