

JOB DESCRIPTION

GRADUATE ASSISTANT (MUSIC TECH AND AV)

Reports to: Director of Music

Responsible to: Sub-Warden

Contract: Temporary. To begin at the end of August 2025 (date to be confirmed) and will end on 27th June 2026.

Salary: The basic salary for the period of employment will be £18,000 payable in ten equal monthly instalments of £1,800 on the 25th of each month between September 2025 and June 2026.

Contracted hours: Full-time and term-time only.

1. Role Purpose

The Graduate Assistant in Music Tech and AV offers an opportunity for a graduate to gain experience of theatre technical work, recording studio work, event management and the performing arts, while working within a boarding school environment.

In addition, the School will provide training in skills both related to teaching and transferable to other professions. The role of Graduate Assistant will allow those interested in pursuing a career in teaching to gain directly relevant experience and training, and those more likely to move into another profession beyond the end of their time at St Edward's to acquire skills beneficial for their future careers in other areas.

2. Role Dimensions and Scope for Impact

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.

3. Core Responsibilities

- To be responsible for the operation of all technical aspects of School events; providing lighting and sound for productions, shows and events as required, or/and video streaming or recording of events. Weekend work will frequently be necessary.
- To assist where required at lighting, sound or management of School events at the Olivier Hall
- and the North Wall Theatre. All work carried out in The North Wall will be under the

direction of The North Wall technical staff.

- To lead the day to day running of the recording studio and monitoring pupil use of the facilities (knowledge of recording software (Logic and Ableton), use of microphones and general recording practices will be required and the ability to assist with the Music Technology elements of GCSE and A-level will be an advantage).
- To assist with teaching and tutoring of A-level Music Technology, the Music Tech sections of the IB, and the school's new Pathways course in Music Technology (an alternative to GCSE), including preparing coursework with individuals and mentoring the learning of recording and composition processes.
- To assist with academic music classes, offering technical support for exam pieces in both disciplines.
- To encourage and regulate pupil involvement in the technical aspects of weekend events and collaborations with the North Wall.
- Advising and supporting the pupils in matters concerning music or drama tech support; this will include video making or collating performances on video and liaising with companies for live streaming of events.
- 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.
- To undertake training in the health and safety requirements for working on lighting and sound (e.g. ladder & manual handling training).

Other Duties

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. You may be therefore required to undertake other tasks and duties that commensurate with the grade and nature of the role and/or in the reasonable discretion of the School.
- This job specification is current at the date shown. It will be reviewed from time by the Bursar to ensure that it remains current and the School reserves the right to make reasonable changes.

4. Knowledge, Skills, Experience and Personal Attributes

Qualifications

An honours degree or equivalent Higher Education qualification (or in the process of achieving)	Essential
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Knowledge and understanding

An understanding of effective pastoral care and co-curricular provision in a busy boarding school environment	Essential
Extensive knowledge and understanding of trends and developments in the education sector, particularly co-curriculum activities	Essential
Knowledge and understanding of current GCSE Music and A-Level Technology courses	Desirable

Skills

Outstanding communication skills, with the ability to relate to pupils, parents, and staff	Essential
Ability to communicate with enthusiasm for their subject specialism and to practice and maintain high academic standards	Essential
Ability and willingness to work both collaboratively and independently	Essential

Excellent organisational and administrative skills	Essential
The ability to play an orchestral instrument	Desirable
Skills as a piano accompanist with the ability to rehearse and perform with pupils in lessons, recitals, and exams	Desirable

Experience

Experience of recording studio work (with Logic, Ableton or equivalent), as well as live event work such as mixing sound, as well as rigging and focusing lights, programming lighting boards	Essential
Ability to adapt and adjust to a continually changing environment	Essential
Experience in running concerts and major events at university	Desirable
Experience and interest in video platforms, live streaming and recording of events; use of Final Cut Pro (or equivalent)	Desirable

Personal attributes

Commitment to safeguarding children and young people	Essential
Commitment to continuous professional development	Essential
Willingness to commit to the School's aims and values, and to be involved in its boarding community	Essential
Good people skills including an interest in, and empathy with, young people	Essential
An interest in chamber music and/or composition	Desirable

5. Confidentiality and Data Protection

In the course of their employment, staff may have access to confidential information relating to pupils and their families, or to the general business of the School, and they are required to exercise due consideration in the way in which they use such information. A strict code of confidentiality must always be respected and followed. The School is registered as a Data Controller with the Information Commissioner's Office (ICO) for the purposes of UK General Data Protection Regulation (UK GDPR) and staff must not at any time use the personal data held by the School or disclose such data to a third party. Staff should not act in any way which might be prejudicial to the School's interests.

6. 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 Disclosure and Barring Service.

7. 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.

8. Hours of Work

The School operates a 12-day cycle timetabled over a two-week period. Timetabled lessons last 55

minutes and take place between 8.30am and 4.30pm on Monday to Friday and between 8.30am and 12 noon on a Saturday. Over a 12-day cycle, the Graduate Assistant is timetabled to assist with teaching lessons and other co-curricular music activities (the actual number is dependent on departmental requirements).

In addition to the duties outlined above (and the necessary lesson planning and marking), the Graduate Assistant is required carry out duties in a nominated boarding house and take on other agreed additional school-based responsibilities.

Hours of work vary according to the School term and are dependent on a number of factors including the number of pupils studying music. Hours of work and additional responsibilities will be agreed with the Graduate Assistant by the Sub-Warden after discussion with the Sub-Warden Academic and the Head of Department.

9. Accommodation

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

10. Holiday

The Graduate Assistant will not be required to stay at School during school holidays and half-terms. Included in these holiday periods is a period of paid holiday, calculated with references to the statutory minimum figure of 5.6 weeks per annum. Payment for holidays is included in the salary detailed above.

11. Pension

The role is eligible for membership of the School's pension scheme for support staff. This is a defined contribution pension scheme offering the following three tiers:

	Employee contribution rate (‘You’)	Employer contribution rate (St Edward’s School)
Tier 1	5%	8%
Tier 2	7%	10%
Tier 3	9%	12%

12. Probationary period

The appointment is subject to a probationary period of three months.