



# Job Description and Person Specification

<p>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>	
<p><b>Job Title:</b></p>	<p>Resident Graduate Assistant – Performing Arts with a specialism in Music</p>
<p><b>Summary of the role:</b></p>	<p>To assist and facilitate the teaching/learning/performing of Music and Drama within the Music and Drama Departments for both the Senior and Junior Schools and fulfil various other duties, including boarding and cover in the Senior School. This is a residential role so you would be expected to live on site, carrying our boarding duties in the evenings and at the weekend. You will be given one day off during the week.</p>
<p><b>Line management responsibility for:</b></p>	<p>n/a</p>
<p><b>Safeguarding requirements:</b></p>	<ul style="list-style-type: none"> <li>• Engage in regulated activity relevant to children</li> <li>• Promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact.</li> </ul>
<p><b>Main duties and responsibilities:</b></p>	<p><b>Teaching:</b></p> <ul style="list-style-type: none"> <li>• To assist the Directors of Music and Drama in lessons, activities and school productions in the Senior and/or Junior School for a total of around 20 hours a week. Attendance at staff briefings and assemblies is compulsory, unless it is a day off.</li> <li>• To support with Music PASS activities such as Third Form Choir, in preparation for Christmas and Spring Concerts.</li> <li>• To support with the preparation of materials such as scores and folders for choir rehearsals.</li> <li>• To support Junior School teachers in their delivery of Music lessons.</li> <li>• To support and assist GCSE Music students in Composition work.</li> <li>• To support with Drama PASS activities such as improvisation or a specific year group/key stage performance</li> <li>• To take on an assistant directorial and technical role during the school’s PASS (Programme of Activities for Sidcot Students) offer.</li> </ul>



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	<ul style="list-style-type: none"> <li>• To prepare materials such as scripts, costume, prop and technical items for productions as required.</li> <li>• To support with any production evenings relating to the PASS activity offered.</li>   <li>• <b>Boarding:</b> The Resident Graduate Assistant may be responsible for some wake-up, lunch and evening duties each week. At weekends there may be a significant commitment required including being on duty in one of the boarding houses for a substantial period. These boarding duties will total 10 hours per week. On occasion, you may be asked to be on call throughout the night. On Saturday mornings, you will lead a Sidcot Saturday activity for the boarders.</li> <li>• <b>Library Supervision:</b> each Resident Graduate Assistant is required to assist with the supervision of the library during the evenings and at weekends on a rota basis.</li> <li>• <b>Other School duties:</b> each Resident Graduate Assistant is required to assist the school Reception with post and support the Attendance Lead with pupil tracking on a rota basis.</li> <li>• <b>Miscellaneous:</b> any other reasonable requests made by the Deputy Head (Pastoral) or Director of Music and Drama</li> <li>• <b>Day off:</b> each Resident Graduate Assistant will be given one full day off each week.</li> </ul>
<p><b>Line management duties and responsibilities</b></p>	<p>n/a</p>

**You may also be required to undertake such other comparable duties as the Head or your line manager requires from time to time. For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect.**



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<b>Person Specification</b>			
<b>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b>			
	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
<b>Qualifications</b>	<p><i>The professional, technical or academic qualifications that the Applicant <b>must have</b> to undertake the role or the training that they <b>must have</b> received</i></p> <ul style="list-style-type: none"> <li>• Degree or equivalent experience in Music/Music Technology (this may be in progress) and/or performing arts</li> </ul>	<p><i>The professional, technical or academic qualifications that the Applicant <b>would ideally have</b> to undertake the role or the training that <b>they should ideally have</b> received</i></p> <ul style="list-style-type: none"> <li>• First Aid</li> <li>• Full driving licence</li> <li>• Instrumental/Voice teaching qualifications</li> </ul>	<p>Production of the Applicant's certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications</p>
<b>Experience</b>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely <b>to predict</b> success in the role</i></p> <ul style="list-style-type: none"> <li>• Working with young people preferably in an educational setting.</li> </ul>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely <b>to contribute to</b> success in the role</i></p> <ul style="list-style-type: none"> <li>• Working on summer camps or community projects involving children.</li> <li>• Experience of leading youth</li> </ul>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>



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		<p>workshops/choirs/bands/orchestras</p> <ul style="list-style-type: none"> <li>• Experience of leading students in extra-curricular activities</li> <li>• Experience of leading workshops and rehearsals.</li> <li>• Experience or involvement in direction of drama production</li> </ul>	
<p><b>Skills, abilities and competencies</b></p>	<p><i>The skills, abilities and competencies required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• IT literate</li> <li>• Organised</li> <li>• Self-motivated</li> <li>• Confident</li> <li>• Advanced (Grade 8/Diploma Level or equivalent) skills in at least one instrument</li> </ul>	<p><i>The skills, abilities and competencies that would <b>enable</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Team player</li> <li>• Enthusiasm for the role</li> <li>• Show positivity and a can-do attitude</li> <li>• Problem solving</li> <li>• Creativity</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>
<p><b>Knowledge</b></p>	<p><i>The knowledge <b>required</b> by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Strong subject knowledge in</li> </ul>	<p><i>The knowledge that would <b>enable</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Performance skills in at least one musical discipline</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>



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	<p>Music/Drama</p> <ul style="list-style-type: none"> <li>• The ability to research, plan and deliver musical/drama activities</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of performing on stage, amateur or professional</li> </ul>	
<p><b>Attitude and Behaviours</b></p>	<p><i>The attitude and behaviours that the Applicant <b>requires</b> to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> <li>• motivation to work with children and young people</li> <li>• ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• supportive of the Quaker ethos and principles</li> <li>• emotional resilience in working with challenging behaviours</li> <li>• positive attitude to use of authority and maintaining discipline</li> <li>• Can do attitude</li> <li>• Flexible approach towards working</li> </ul>	<p><i>The attitude and behaviours that would <b>assist</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Sense of humour</li> <li>• Confident</li> <li>• Articulate</li> <li>• Responsive</li> <li>• Extra-curricular interests and a willingness to share them</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>



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	<p>hours</p> <ul style="list-style-type: none"><li>• Positive person who is able to embrace working in a fast paced environment</li></ul>		
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