



SEDBERGH
SCHOOL

FOUNDED 1525

Candidate Information Brochure

Graduate Resident Assistant (Music)

Full time residential post for September 2021

£11,000 per annum





About Sedbergh School

Sedbergh School, founded in 1525 by Roger Lupton, Provost of Eton, is an Independent Co-educational Boarding School. The Headmaster is a member of the Headmasters' and Headmistresses' Conference. Set in the spectacular Yorkshire Dales National Park, the School also benefits from fast motorway and rail access to the rest of the UK.

The School is a vibrant, demanding and supportive community which encourages pupils and staff to be involved in as broad a range of activities and interests as possible. Art, Drama and Music are especially strong, and the School has a national reputation for Sport. Sedbergh has its own Prep School, located approximately five miles away at Casterton.

The Headmaster, Dan Harrison MA (Cantab), has overall responsibility for both Schools and is supported by a number of senior managers. Will Newman BA(Ed) MA, is the Headmaster of Casterton, Sedbergh Prep School.

The Chief Operating Officer (COO), Peter Marshall, is responsible to the Headmaster and Governors for the management of all administrative and support staff. The Chief Operating Officer has responsibility not only for the finances of the School, but also for the extensive land and buildings, maintenance department, grounds & gardens, catering, housekeeping & domestic staff and all other support staff, as well as running the commercial trading arm of the School, Sedbergh School Developments Limited (SSDL).

The Department

Music has a central role at Sedbergh. More than half of the pupils across all age ranges are involved in the extensive co-curricular output, and Congregational singing is exceptionally strong.

The Director of Music has responsibility for the musical output across the two schools. In addition to this, there are two other full-time staff, a school organist, and an outstanding team of twenty three visiting music teachers. Some of our VMTs are also ABRSM examiners, and all are exceptional practitioners, who are very committed to the department.

There has been considerable investment in music facilities in recent years, including a new rehearsal and concert space at the senior school. Pupils win places in national choirs and ensembles, while some advance to read music at university or at music college. There are over twenty five choirs and ensembles rehearsing regularly, and the department seek to provide a rich array of performing opportunities and experiences for our musicians - be it concerts in school, elsewhere in the UK or on international concert tours.

The Role

Sedbergh School and Casterton, Sedbergh Prep School are now seeking full time Graduate Resident Assistants (GRAs), to enhance the Music provision for our pupils, on fixed-term contracts for the academic year 2021/2022.

Posts are available in both the Senior and Prep Schools and will be ideally suited to anyone considering music teaching as a career, who would like a year of experience in a supportive environment, prior to beginning a PGCE or other teaching training. The successful applicants will enjoy the chance to shape our enthusiastic young musicians, in a school with a strong musical heritage.

Sedbergh is very much accustomed to the training and induction of young staff, with a team of GRAs on both sites, and the successful candidates will be carefully guided through their time here. Many of our previous Music GRAs have gone on to successful teaching careers, some even within the School itself!



Duties

General

- ✚ To provide accompaniment for musicians at concerts, services, events and rehearsals;
- ✚ To support the department with administrative tasks, including assisting with duties such as peripatetic music timetabling, production of programmes, music orders, cataloguing and invoices;
- ✚ To assist in running musical and performing arts events such as concerts and productions;
- ✚ To provide teaching assistance in academic lessons, where the timetable allows.

Prep School

- ✚ To assist with the development and running of the Choir;
- ✚ To assist with the running of the annual four-day Choir Tour (term time);
- ✚ To assist in the arrangement of the repertoire for the House Music competition and some of the School's Choirs;
- ✚ To be resident in the boarding house and play a full and active role in the busy boarding community, including providing pastoral care in the house;
- ✚ To help pupils with their music practice, including supervision of morning music practice for boarders;
- ✚ To cover the Front Office on a Saturday morning;
- ✚ The ability to deliver a number of 1:1 music lessons would be an advantage but is not essential.

Senior School

- ✚ To provide support to the Director of Music and other full-time staff in the running of the department. Specific responsibilities within this role will include the supervision and overseeing of the practice rota for our musicians; the organization of a small, informal performance programme for our inexperienced musicians and providing support for musical events that the boarding houses may put on;
- ✚ To deliver a number of 1:1 lessons each week in an instrumental/vocal specialism or in music theory;
- ✚ To play a full and active role in the busy boarding community, including being a resident tutor in a boarding house of approximately 60 13-18 year olds, tutoring, supervising and leading activities.



Person Specification

Qualifications, Skills & Experience

- ✦ A recognised Music degree and high level of musicianship (particularly piano);
- ✦ Proficient in the use of ICT, particularly Microsoft Office;
- ✦ Excellent administrative and organisational abilities;
- ✦ A good knowledge of music technology would be welcome, but is not essential;
- ✦ Experience in an educational setting would be an advantage, but is not essential;
- ✦ Familiarity with boarding education would be an advantage, but is not essential.



Key Characteristics

- ✦ For the Prep School, an interest in working with young children, from the age of 4-13. For the Senior School, an interest in working with young people, from the age of 13-18;
- ✦ A proactive approach to engaging with children and young people is essential;
- ✦ A genuine interest in teaching as a career and a passion for education;
- ✦ A willingness to share expertise.



Personal Attributes

- ✦ Personable, enthusiastic team player;
- ✦ Sustained energy and a sense of humour;
- ✦ Flexibility and a 'can do' attitude;
- ✦ The ability to work both within a team and independently;
- ✦ The ability to relate to and empathise with children;
- ✦ A sense of authority: firm but fair;
- ✦ Strong interpersonal skills and the ability to communicate effectively with a wide range of people, including staff, pupils, parents and visitors.



Safeguarding Responsibilities

Safeguarding the welfare of children is of the highest priority to Sedbergh School. Every employee of the school has a responsibility to:

- ✦ Protect children from abuse;
- ✦ Be aware of the School's safeguarding procedures;
- ✦ Know how to access and implement the required procedures;
- ✦ Keep a sufficient record of any significant complaint, conversation or event;
- ✦ Report any matters of concern to the Designated Safeguarding Lead;
- ✦ Attend annual in-service training provided by the School.

Salary & Accommodation

The salary will be £11,000 per annum. Free accommodation and all meals will be provided in term time, within the boarding house.



How to Apply

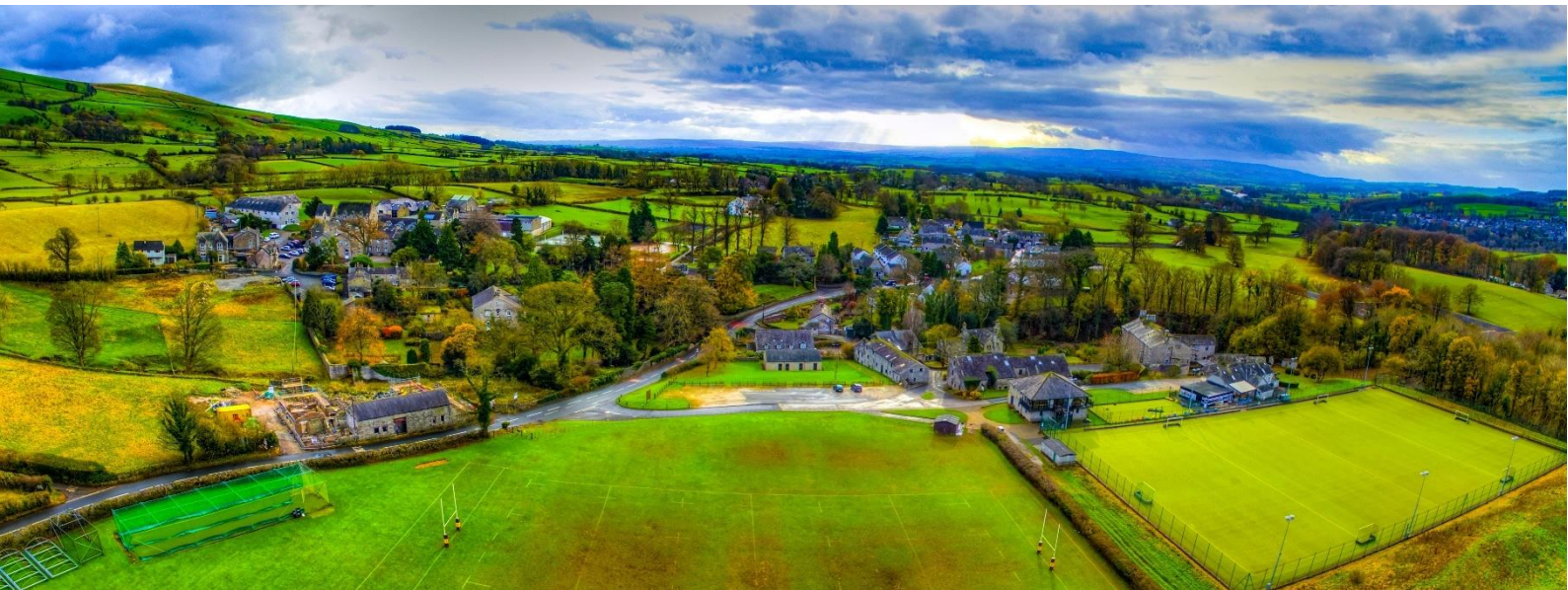
If you would like to be a part of our team and make the most of this fantastic opportunity, please contact the HR Department on hradmin@sedberghschool.org. Please make clear in your covering email or letter which School you would be interested in working for.

The closing date for applications will be 5.00pm, Friday 11th June 2021.

Initial interviews will be carried out remotely via Zoom or Teams. Shortlisted candidates will then be required to attend an interview in Sedbergh in the week commencing Monday 21st June 2021.

Please note: early application is advised as an appointment will be made upon finding a suitable candidate.

We look forward to hearing from you



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Sedbergh School is committed to safeguarding & protecting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.