



JOB DESCRIPTION

Job Title:	Resident Tutor Music Graduate	Department:	Music & Boarding
Hours of Work:	Approximately 40 hours per week in the Music department and undertaking residential duties Fixed term - late August 2025 to early July 2026		
Responsible To:	Director of Music & Head of Boarding	Responsible For:	N/A

Summary of Role:

We are seeking an outstanding Music Graduate to work with young musicians at all levels in a leading music department. The successful candidate will have the opportunity to develop as a musician and an educator, working as part of a supportive team of dedicated and experienced music teachers. We are seeking a flexible musician, capable of delivering varied musical tasks throughout the department. Additionally, practical experience of music technology and production, as well as creative social media skills, would be highly desirable. Additionally, you will provide support to the residential teams to deliver pastoral care and activities for the boarders.

Music at Woldingham:

For any pupil at Woldingham with a passion for music – whether jazz or classical, polyphony or pop – we provide inspiration, opportunity, expertise, and encouragement. We celebrate and support individual excellence as well as mass participation and we cater to the musical ambitions and abilities of all pupils.

Specific Responsibilities (dependent on skillset):

1. Assist the Director of Music with the execution of all performance platforms as appropriate.
2. Coach/direct/accompany ensembles, chamber music groups, and soloists.
3. Sing with choirs and lead choral sectionals.
4. Play in orchestras and bands and lead sectional rehearsals.
5. Curate and oversee the departmental social media output, including taking photographs at concerts and events and maintaining excellent links with the marketing department.
6. Facilitate and oversee informal performance platforms, including Lunchtime Recitals and Live Lounge events.
7. Attend and support departmental trips, including the Days of Reflection.
8. Assist in the delivery of music theory and sight-reading classes.
9. Assist in the delivery of aural classes to support ABRSM and Trinity exams.
10. For candidates keen to gain teaching experience, there may be the opportunity to support and enrich the academic curriculum based on the musical interests and strengths of the successful applicant, e.g. composition, song writing, music technology, music production.
11. Assist the Director of Music and the admissions team with outreach and recruitment projects in local prep and primary schools.
12. For the right candidate, there may also be the opportunity to assist the Director of Music and the admissions team with international recruitment.
13. Work closely with the Music Administrator to support the smooth running of a busy department.
14. Assist with the organisation and administration of concerts, performance platforms, music exams, scholarship auditions and individual music lessons as directed.
15. Attend departmental meetings.
16. Take registers where appropriate.
17. Oversee and organise the music locker allocations.

Boarding

Your boarding hours will be spent working across our boarding houses, supporting our residential team on a rota basis. You will be working across different age groups from Year 7 (aged 11) to 13 (aged 18).

Weekdays

Weekday boarding duties could include, but are not limited to:

- Wake up duty - this includes waking up boarders and supervising them at breakfast
- Supervising study sessions
- Providing admin support during the day to a house team
- Supper duty
- Evening duty - this includes supervision with study (homework), snack time, taking in electronics for overnight storage and bedtime routine in the year areas and in the dormitories, as well as any other duties (e.g. administration) which the Head of Year/Housemistress may request.
- Escorts - accompanying students to medical or other appointments.

Weekends

Weekend boarding duties could include, but are not limited to:

- Assist with Friday Fun (activities such as cupcake decorating, craft)
- Supervise study
- Assist with admin tasks in the year area
- Run an activity with the girls such as watching a movie or going for a walk
- Ensuring the year area is tidy
- Help supervise the year area and be a presence in the year office
- Assist with the regular evening routine, including snacks, electronics and bedtime
- Assist with trips offsite, e.g. ice-skating, shopping

Duty at the beginning and end of each term

Assistants/graduates must return to school on the evening prior to the Staff Conference Days at the start of term in order to participate in meetings. Assistants/graduates are expected to attend all INSET days with the main staff body during term time.

At the end of each term assistants/graduates, are expected to remain in school until early evening in order to assist residential staff to tidy and clear year areas.

Assistants/graduates are expected to work a full day at the start of term to welcome back boarders (day before lessons begin).

Time Off

Time off will be on a rota basis depending on the needs of the Music and Boarding departments. Typically, this would be two off duty periods per week.

PERSON SPECIFICATION

Essential	Desirable
Operational Excellence	
<ul style="list-style-type: none"> • The ability to play an instrument and/or sing to a high level • The ability to coach and direct instrumental and/vocal ensembles • Strong administrative skills • Ability to challenge and support all students to do their best • Create a happy, challenging and effective learning environment • Have high expectations for all students providing clear structures for lessons maintaining pace, motivation and challenge • Good ICT Skills 	<ul style="list-style-type: none"> • Relevant degree • Experience in working with young musicians • Strong keyboard and accompanying skills • Composition/arranging experience • Music technology experience • Creative social media skills • Boarding experience or previous experience working with children
Personal Behaviours	
<ul style="list-style-type: none"> • Communicate effectively (both orally and in writing) • Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit • Ability to work independently and as part of a team • Punctual and well presented • Act as a role model and set high expectations • Good organisational and interpersonal skills • Maintain a flexible and positive attitude • A sympathetic person, who is patient, even-tempered and calm when under pressure. • An energetic person with considerable stamina who is able to cope with the long hours of work that this post demands. • A person who enjoys the company of young people, is relaxed in their company and who is keen to help them with their academic studies and guide them in good habits generally. 	<ul style="list-style-type: none"> • Ability to motivate others • Develop good personal relationships within the team
Ethos and Whole School Values	
<ul style="list-style-type: none"> • Committed to operating as part of the School community • Committed to the Sacred Heart Values • Commitment to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care 	<ul style="list-style-type: none"> • Willingness to contribute to whole school initiatives, and support school improvement programmes
Safeguarding and Pastoral	
<ul style="list-style-type: none"> • Committed to safeguarding and promoting the welfare of children and young people • A satisfactory Enhanced Disclosure from the DBS 	

Terms and Conditions

Start Date: Late August 2025

Working hours: This is a fixed term, term time only position; however, the Graduate role is also required to be available to attend INSET days and for periods prior to and at the end of terms. The hours of work during term time are varied and include weekends. The Graduate role will be entitled to a period off duty each week in term time in addition to school holidays.

Salary: £15,750 pa over 11 months.

Accommodation: A single room within a shared flat within the School is provided throughout the period of employment, inclusive of all bills. Because this is a girls' Senior School and all accommodation is within the girls' boarding houses, we are required to appoint a female member of staff for this role.

Pension: Auto enrolled into the School's pension scheme, which includes life assurance.

Lunch: Complimentary meals, when on duty, in the Dining Room.

Parking: There is free parking on site.

Gym and Pool: There are staff sessions for use of these facilities.

Fees: Subject to Governors' discretion, school fee remission may be available for dependants of the job holder attending the school. If not already at the school, any child would have to meet all of the usual entrance requirements.

Overnight visitors: In line with the School's policy for enhanced DBS clearance for spouses, family members (over the age of 16) or permanent guests/regular overnight visitors must obtain enhanced DBS clearance from the Head of HR. Details of the process and cost may be obtained from the Head of HR. A regular guest is defined as 4 nights in 30 days.

Overnight stays for non-DBS'd visitors are strictly forbidden, during term time, for resident staff who live within/attached to school buildings which accommodate Boarders. Staff who are resident in other standalone properties on the grounds must, giving a reasonable period of notice, seek permission from the Bursar and DSL prior to having any overnight guests. NB. Any guest of a member of staff who has received an enhanced DBS clearance from Woldingham School does not need to seek written permission from the DSL or Bursar for individual visit.

For health and safety reasons, Security should always be made aware when guests are on site. In the interest of general security, it is advisable that any legitimate guests with enhanced DBS clearance are not permitted to wander unescorted around the site. Permanent residents (spouses etc.) are excluded from this advice. Any non-DBS'd guests must be escorted at all times.

Provided there are no commercial third-party lettings (where children under 18 are in residence) in the staff member's particular boarding house, non-DBS'd visitors are permitted to stay with residential staff who reside in integrated properties (within boarding houses) during the school holidays. Permission must still be sought from the Bursar and DSL, with reasonable notice, and security notified.

Any contravention of this policy is deemed an act of gross misconduct which will be dealt with seriously in line with the Staff Disciplinary Procedure.

The School reserves the right to refuse entry to the school site for any reasonable reason.