



JOIN OUR TEAM GRADUATE ASSISTANT - MUSIC AND DRAMA

Successful candidate will share the role of Chaperone for the choristers of St George's Chapel

From September 2024 - July 2025 on a fixed term contract

The closing date for applications is 5pm on Monday 20 May 2024
Interviews (including a short rehearsal with some students) will be held Friday
24 May at St George's School.





The Role – Graduate Assistant Music and Drama in residence To be undertaken by one of the Graduate Assistants *Additional line management provided by the Director of Music*

Role overview

The Graduate Assistant will work closely with the Academic staff, the Music and Performing Arts Faculty and the Boarding House team to assist them in ensuring that all students have a positive experience.

Graduate Assistants are considered as full members of the teaching staff and will, dependent on strengths and experiences, utilise these to help with and lead small group musical tasks; manage music ensembles; support drama productions and lessons; and undertake Boarding House duties,

To encourage independent and adventurous learning in a supportive, secure, and stimulating learning environment. It is expected that Graduate Assistants inject energy and enthusiasm in all that they do.

Specific responsibilities

- Providing support in curriculum music and drama lessons
- Teaching aural and theory to small groups and individuals
- Preparing students for various group and solo performances
- Running at least one ensemble (vocal or instrumental)
- Accompanying students in performances and music examinations
- Strong keyboard skills are essential to the role (although this need not be your first instrument)
- Supporting ABRSM, LAMDA and Trinity Guildhall exams including assisting with student performance preparation
- Assisting with the organisation and smooth running of termly concerts and musical events
- Assisting with the organisation and smooth running of the termly drama productions
- Supporting chorister instrumental practice
- Providing front of house and/or stage management for concerts and school productions
- Completing routine administrative tasks
- A proficiency with music technology would be an advantage, as would an interest in drama / musical theatre





The Role – Boarding Assistant

All Graduate Assistants will be residential and a key part of the Boarding Team

Role overview

- Working as part of the Boarding Team to provide outstanding pastoral care and emotional support to the boarders, and to report any irregular matters or concerns to the House Parents, making detailed records.
- The Graduate Assistants live on site, and any absence during normal boarding hours must be referred to the House Parents well in advance.
- The Graduate Assistants should be willing to work on some (rare) Friday evenings or Saturdays as required if the boarders are on site.
- Additional duties that the House Parents may reasonably request and require.

Specific responsibilities

- Attend breakfast and supper with the boarders when on duty. Assist the House Parents and Assistant House Parent in ensuring good table manners, and that the boarders have a nourishing and healthy diet.
- Assist with the daily supervision of music practice, under the direction of the Director of Music (School)
- Assist with the supervision of evening prep and study
- Organise and supervise a variety of fun, stimulating and well planned activities
- Co-curricular supervision / Fixtures - Wednesday afternoon from 2.00 - 6.00pm
- Oversee the supervision of Breakfast Club
- Keep the House Parents informed of any issues that arise involving a boarder or chorister, either during the day or in Chapel.





The Role – Chorister Chaperone.

All Residential Graduate Assistants will share in this role

Summary

The Chorister Chaperone will accompany the Choristers for their duties. This includes the daily rehearsals; weekly Evensong and Sunday services in Chapel.

The Chaperone will play a key role in the wellbeing of the Choristers, and attends key meetings with the Houseparents (to whom the successful applicants will report). Establishing a strong working relationship with the Boarding and Pastoral Team and Chapel Music Department is key to the success of this role in supporting the Choristers.

Working hours include mornings, late afternoons and early evenings, Sundays, Easter, Christmas and extra involvement with concerts, tours, and special services such as the annual Garter Day Service and occasional special chapel services. Whilst much of this will take place during term time, Choristers are 'on call' to return back to Windsor should an important event or service warrant their involvement.

The table below details the current regular weekly timetable for the Chorister Chaperone. **Graduate Assistants work in pairs to undertake these duties, hence not every session or weekend is worked.**

Monday	6.55-9.10am supporting Chorister music, attend breakfast, Chapel rehearsal, assist Choristers to lessons		3.50-8.30pm meet Choristers, supervise snack, rehearsal and Evensong, supper and boarding
Tuesday	6.55-9.30am supporting Chorister music, attend breakfast, chapel rehearsal, assist Choristers to lessons		3.50-8.30pm meet Choristers, supervise snack, rehearsal and evensong, supper and boarding
Wednesday	6.55-8.40am supporting Chorister music, breakfast, Chapel rehearsal, assist Choristers to lessons		
Thursday	6.55-9.10 am supporting Chorister music, attend breakfast, chapel rehearsal, assist Choristers to lessons		3.50-8.30pm meet Choristers, supervise snack, rehearsal and Evensong, supper and boarding
Friday	6.55-9.10am supporting Chorister music, attend breakfast, chapel rehearsal, assist Choristers to lessons		3.50-6.00pm meet Choristers, supervise snack, attend rehearsal and Evensong
Sunday	8.15am-1.00pm breakfast, attend rehearsal and services, supervise Choristers in between Eucharist and Mattins, accompany back to school	1.00pm-3.30pm One chaperone supervises lunch	3.30-8.30pm meet Choristers, attend rehearsal and Evensong, supper and boarding

Additional events through the year may be scheduled (including Wednesday afternoons and Saturdays), and it is very important that the Graduate Assistants are on hand to support these as and when required by the Houseparents and Director of Chapel Music.

Christmas and Easter: All four Graduate Assistants will be expected to return for the "stay-on" at Christmas and Easter. Further details will be discussed at interview.



Responsibilities and duties which apply to all Graduate Assistants

Main Duties

- Compliance with St George's School Windsor Castle and St George's Chapel, Windsor Castle safeguarding policies and procedures
- Involvement in the co-curricular clubs and activities programme
- Supervisory duties as required by the Deputy Heads
- This list (and that in the individual job roles) is not exhaustive. We require individuals who will throw themselves into the busy life of a day and boarding prep school.

Personal Attributes

We are looking for friendly, kind, fair individuals who can maintain a sense of humour.

- Experience and a love of working with children
- Willingness to give direction and take direction as relevant
- Excellent interpersonal skills
- Team player
- Calm under pressure
- Natural and calm authority
- Punctual, flexible and adaptable
- Sympathy with the culture and ethos of school and Chapel life
- A willingness to get stuck in and possess boundless energy
- Putting children first
- Experience of working with children



St George's School Windsor Castle is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the posts, including, contacting past employers and the Disclosure and Barring Service, disqualification, prohibition and other checks relevant to the role.



The Graduate Assistants will report to the House Parents, with additional reporting lines to:
Head of Prep School (Prep School Assistant); Director of Music (Music and Performing Arts Assistant);
Director of Sport and Co-Curricular (Sport and PE Assistant)

The Graduate Assistants will be appraised annually by the House Parents

Remuneration: £14,700p.a. for a fixed term period: September 2024 - July 2025
Single accommodation within the boarding house, free of rent, utility charges and council tax
Meals can be taken during term time in the school dining room



Application information can be requested from:
recruitment@stgwindsor.org
or via school website

For further information about St George's Chapel please visit:

www.stgeorges-Windsor.org

All completed application forms should be emailed for the attention of:

William Goldsmith, Head
St George's School Windsor Castle, Windsor, SL4 1QF
to recruitment@stgwindsor.org

Applications will be considered as they are received and the school may make an appointment at any time.

The closing date for applications is 5pm on Monday, 20 May 2024
Interviews will be held Friday 24 May 2024.