



Graduate Assistant (Music) - INFORMATION PACK





## The School

Thank you for your interest in Tudor Hall. Tudor Hall is an independent boarding and day school of approximately 330 girls, of whom 75% are full boarders. The school is situated in parkland surroundings approximately one mile outside Banbury.

Tudor Hall is a successful school in many different ways – academically excellent from a broad intake with high levels of achievement in all areas of school life including art, drama, music and sport. We are progressive and outward looking in our vision for the school. The size of the school allows us to give our girls an individual education and provide the best possible platform for the next phase of their lives. The school has been well resourced over recent years and departments generally have their own teaching space and, within reason, whatever resources they need for teaching the curriculum.

Entry into the school occurs at 11+, 13+ and 16+. The school is selective, but strengths beyond the classroom are valued and consequently there is a range of ability in each year group. The ethos of the school is to foster the strengths of the individual, both in and out of the classroom, as is evident by the excellent examination results – over the last three years (2018–20) the girls have achieved 77.5% A\*–B grades at A Level and 64.7% A\*–A / 9–7 grades at GCSE with 97.9% achieving A\*–C / 9–4.

Carrdus School is the Tudor Hall preparatory school. It is an independent co-ed day school for pupils aged 3–11 years old. Highly respected in the locality, it has a long record of academic success coupled with outstanding pastoral care. The School is situated just outside Banbury in a rural setting. It has approximately 110 pupils, single class entry and a staff of 30.

Both schools are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.



## Working at Tudor

We are in an enviable position in one of the most accessible parts of the UK surrounded by beautiful countryside and yet within walking distance of Banbury. Direct trains from Banbury station to London Marylebone take 55 minutes, to Birmingham 45 minutes, with many more direct destinations accessible including Newcastle, Manchester, Reading and Bournemouth. Access to junction 11 of the M40 is at Banbury with links to London and the Midlands.

The local area around Tudor Hall is made up of pretty ironstone villages and is home to great walking and cycling with plenty of places to stop for a drink or a bite to eat. Stratford upon Avon is half an hour away, the regency town of Leamington Spa is also close by, both of which offer a great array of independent shops, places to eat, cultural and leisure activities and of course, we also have Oxford and everything that it offers within striking distance.

The community at Tudor Hall is friendly and welcoming

with many staff living on site. The full boarding nature of the school means that there is always plenty going on in the evenings and at weekends and new staff feel they very quickly become a valued part of the community.

### Benefits

- All employees are auto-enrolled into a pension scheme after three months' service.
- 60% day fee pupil discount (pro rata for part-time staff).
- 60% discount at Carrdus School (pro rata for part-time staff).
- Free meals when available.
- Access to school library, gym, swimming pool and water sports facilities
- Free on-site parking
- Opportunities for staff to join groups, these include; 5-a-side football, running club, zumba, aerobics, yoga, chess club, choir and orchestra.

## Music at Tudor Hall

Music at Tudor Hall takes place in a purpose-built music building housing 13 practice rooms, a music technology suite and classrooms. There is a performance lecture theatre at its centre for small concerts and recitals. Larger performance spaces can be found in the school's Main Hall and Ballroom.

Tudor Hall has a strong musical tradition and offers musical scholarships at 11+, 13+ and 16+. Individual lessons in a wide variety of instruments are on offer and the department totals just over 20 members of full-time and part-time staff.

"Music contributes to the development of students, and to the school curriculum, by providing a powerful and distinctive form of communication and expression."

Lindsey Lea-James, Director of Music.

Bassoon	Electric Guitar	Oboe	Trumpet/Cornet
Cello	Euphonium/Bass	Piano	Viola
Clarinet	Flute	Recorder	Violin
Classical/Folk Guitar	French Horn	Saxophone	Voice
Drum-kit	Harp	Trombone	

## Music within the curriculum

### KS3

During school years 7, 8 and 9, girls have 70 minutes of class music lessons each week. Each lesson includes listening and appraising music in a variety of genres, composing pieces in various styles, and performing solos and ensembles in classroom concerts and practical sessions. There is much focus on developing the musician as a whole, with emphasis on the importance of musical theory and how music can reflect social and historical events and traditions.

### GCSE

The GCSE course involves solo and ensemble performance, composition, and analysing historical and contemporary works in preparation for a written and listening examination.

### A LEVEL

Candidates study a more extensive variety of historical works, involving analysing and appraising at a higher level, alongside compositional study and aural work. At this stage they will also perform a recital. All girls are encouraged to extend their music studies through the provision of theory clinics and aural clubs. Practical students preparing for their external music grades are also provided with opportunities to work with an accompanist prior to their examination.

## Music within the co-curriculum

Around 200 girls access the music department through a diverse range of co-curricular clubs which meet during lunch or after school.

Aural and accompaniment	Orchestra	Intermediate flute group	Brass ensemble
Guitar group	Junior choir	String group	Music scholars' group
Junior band	Chamber choir	Music theory	
Senior band	Advanced flute group	Musical rehearsal	

## Graduate Assistant (Music) - Job description

Tudor Hall are seeking a Graduate Assistant from September 2021 for one academic year, with the possibility of extension. This is an outstanding opportunity for an inspirational and enthusiastic graduate to join a busy department in order to gain valuable experience.

### Duties and responsibilities

The specific responsibilities of the Graduate Assistant (Music) include, but are not limited to:

Contributing to the music department and acting as a mentor by inspiring pupils in the growth of their musical development	✓
Helping to develop and deliver the Music Scholar Programme	✓
Assisting with accompaniment for examinations and concerts both in and out of school	✓
Supporting pupils with aural preparation and the study of music theory	✓
Directing ensembles when required (in accordance with the candidates own strengths)	✓
Accompanying on the Piano for concerts and examinations	✓
Supporting and supervising pupils with their practice sessions	✓
Helping to raise the profile of the music department through social media	✓
Supporting the mentoring of music scholars	✓

### Personal qualities required

The successful candidate will be:

A graduate or postgraduate in Music	✓
An enthusiastic and accomplished performer, flexible in approach across a variety of music styles	✓
A positive role model inspiring pupils to achieve the highest standards	✓
Enthusiastic and interested in the education and welfare of young people	✓
Naturally able to get on with, support, understand and command the respect of girls aged 11-18	✓
Able to communicate effectively, verbally and in writing and possess good interpersonal skills	✓
Able to prioritise workload with excellent organisational skills and attention to detail	✓
Able to work independently and as part of a team	✓
Able to work under pressure and ensure deadlines are met	✓

## Application process

A covering letter summarising your suitability for the post along with the completed application form should reach the Headmistress Miss Wendy Griffiths by 13:00 on Friday 5th February 2021.

Applications should be sent by email to: [pa2bursar@tudorhallschool.com](mailto:pa2bursar@tudorhallschool.com).  
or sent by post to: Nicole Hamilton, Tudor Hall, Wykham Park, Banbury, Oxfordshire OX16 9UR

## Short-listing

Applications will be assessed in order of receipt based on the information provided on the application form; only those best fulfilling the criteria for the role and the job description will be short-listed.

Subject to the number of applications, short-listing may take place before the deadline for applications has passed. Therefore, an early application is recommended.

If you have not heard from us within two weeks of the closing date, you can assume that your application is not being progressed on this occasion.

## Interview

Short-listed candidates will be interviewed by the Head and other members of the Senior Management Team. Candidates will be asked to carry out a job specific task or teach a lesson of 35 minutes. They will be given a tour of the School and meet with pupils.

Further details of the interview arrangements will be provided on short-listing.

## Employment information

<b>Post:</b>	Graduate Assistant (Music) One Year Fixed-Term Contract
<b>Hours:</b>	During school terms the employee shall work all school hours while the school is in session and at any other time (including during school holidays, at weekends and before and after the school's normal starting and finishing times) as may be necessary in the reasonable opinion of the Headmistress for the proper performance of his/her duties.
<b>Salary:</b>	Subject to experience. Paid monthly in arrears not later than the last working day of the month. Reviewed annually on the 1st September each year.
<b>Accommodation:</b>	Accommodation may be available on request.
<b>Probation period:</b>	One year
<b>Holidays:</b>	The employee shall be entitled to take holiday during school holidays in accordance with the published dates in the school calendar. Public and Bank Holidays occurring during school terms may well be working days. There may be a requirement to work some days during the school holidays by prior arrangement.
<b>Pension:</b>	All employees are auto enrolled into a pension scheme after three months' service. Details are provided on appointment.
<b>Retirement:</b>	The post currently has no normal retirement age but the School reserves the right to set a retirement age at any time in accordance with the applicable law from time to time.
<b>Sick pay:</b>	In the absence from duty owing to illness, salary will be paid for the following periods: <ul style="list-style-type: none"> <li>i. In the first three months of service – 7 days.</li> <li>ii. In the first year of service, after three months – 4 weeks.</li> <li>iii. After the first complete year of service – 8 weeks.</li> </ul>
<b>Notice:</b>	Within the first year by you giving the school not less than 4 weeks' written notice and thereafter not less than 12 weeks' written notice of termination of employment. By the School giving you written notice of termination of employment as follows: during the first four years of continuous employment not less than four weeks' notice; during the fifth to twelfth years of continuous employment not less than one weeks' notice for each complete year of continuous service; after twelve years of continuous employment not less than twelve weeks' notice.
<b>Benefits:</b>	Free meals when available, 60% day fee pupil discount, 60% discount at Carrdus School (pro rata for part-time staff).



