



The Purcell School  
*for young musicians*



## Resident Graduate Assistants

Full Time, Fixed Term Contract  
Start date: September 2024

INFORMATION FOR CANDIDATES



## INTRODUCTION

Celebrated throughout the world as a centre of musical excellence, The Purcell School is the most vibrant, exciting and exhilarating place to work or study. We are a close-knit community dedicated to nurturing some of the world's most talented young musicians and we recognize the unique privilege it is to work with these incredibly gifted students.

Our students are the liveliest, most committed and self-motivated young people you could hope to meet. Every day, the School's corridors echo with the sound of extraordinary music as our students prepare for one of the 150 concerts we present every year, both here at School and in the most prestigious venues in London.

It is a working environment quite unlike anywhere else! We want our students to be challenged and inspired by every aspect of their experience here, and we support and encourage staff to achieve this. Academic classes are small, behaviour is excellent and the opportunities for innovative and creative teaching practice are limitless.

If you are committed to providing an outstanding student experience and prepared to play a full part in the life of this extraordinary place, The Purcell School offers you the opportunity to join an exceptional team, serving truly exceptional students in a totally unique environment. I very much hope you will consider making an application to join us.

Kind regards,

**Paul Bambrough**  
Principal

# ROLE DESCRIPTION

## Resident Graduate Assistant (RGA)

### We are seeking Resident Graduate Assistants to join us from September 2024

This is an exceptional opportunity for a recent graduate of any discipline to gain valuable experience supporting and looking after some of the country's most gifted young musicians.

This role would be the perfect first job for a graduate considering a career in teaching, pastoral care or working with young people in any other context. Extensive training will be given in all aspects of safeguarding, as well as around boarding and mental health first aid.

We welcome applicants from any background (especially music and performance related disciplines) and will facilitate opportunities to gain experience working in a relevant curriculum area, if this is desired. For example, recent music RGAs have joined ensembles and choirs, assisted music teachers and have even led major performances and projects in their spare time; sports graduates have led a full and varied range of recreational sports activities.

We want our boarders to enjoy living here and we strive to provide outstanding pastoral care and support. Each of our three boarding houses is supervised by at least two resident staff.

The successful candidate will support Houseparents with the day-to-day care of our boarders, overnight cover, and will respond positively to the needs and interests of our students. They will play a significant part in ensuring that our young musicians are safe, happy and healthy and will be able to lead and facilitate a range of recreational activities for boarders.

If you are caring, people-focused, enjoy the company of young people and think you would enjoy a busy residential lifestyle, we would be delighted to hear from you.

# TERMS AND CONDITIONS

Full-time position. It is a fixed term, two year contract with the possibility of termination after one year.

**Start date: September 2024**

The salary will be in the region of **£14,500 per annum**.

The post holder is required to live on site. Single accommodation is provided in a boarding house every day of the contract period. Accommodation (which may be shared) is provided free of rent, council tax and all utilities. Meals are available and are free of charge in the School dining room during term time.

There is a sixth month probationary period, with notice of one term on either side, after which the post will be confirmed, with a notice period of two terms. This post is subject to regular appraisal.



# HOW TO APPLY

If you wish to apply, please complete the **School's Application Form** (available on our website) and send it with a **supporting Personal Statement**. Please do not send a separate Curriculum Vitae.

Personal statements should outline your experience, subject knowledge and evidence of your achievements. The Personal Statement is your opportunity to tell us how your skills and experience can contribute to an outstanding student experience.

Shortlisted candidates will be invited for interview early in 2024. Candidates will be required to bring evidence of identity, right to work in the UK and qualifications to the interview.

Please note that the School reserves the right to appoint a candidate or withdraw the post before the closing date for applications.

**Please submit your application by email to [recruitment@purcell-school.org](mailto:recruitment@purcell-school.org)**

## CHILD PROTECTION

The Purcell School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the School's Child Protection policy, which is available on our website, and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post, including records checked and processed through the Disclosure and Barring Service (DBS).

## EQUAL OPPORTUNITIES

The Purcell School is an equal opportunities employer and welcomes application from appropriately qualified people regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment.



# JOB SPECIFICATION

The Purcell School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## **JOB TITLE: Resident Graduate Assistant**

All members of staff are ultimately answerable to the Principal.

Your line manager will be a Houseparent.

**This job specification sets out the duties of the post at the time of drafting.**

**Specific responsibilities are as follows:**

### **FOR THE ROLE:**

- To supervise, support and care for members of a designated boarding house and provide pastoral care to all students of the School as required.
- To organise, supervise and promote a range of social and recreational activities in the evenings and at weekends.
- To follow Health Safety guidelines at all times and to undertake Risk Assessments as required.
- To assist Houseparents with the day-to-day care of boarders.
- To support the smooth-running of the house by contributing to the duty rota. Up to three nights overnight "on call" will be required per week.
- To be in residence for 48 hours prior to and after the end of each term to assist with the preparation and closing of the boarding house.
- To participate in School Inset meetings.
- To contribute to the School's extra-curricular and/or boarding provision.
- To assist occasionally at whole school events.

### **FOR ALL STAFF:**

- To promote the aims and values of the School.
- To support and protect the interests of the students.
- To support colleagues in their work.
- To ensure the smooth-running of the School and the well-being of the School community.
- To act in accordance with the current legal requirements, School policies and guidance on the safeguarding of children and young people.
- To undertake such administrative and supervisory duties as may be required.
- To follow the procedures and policies set out in the Staff Handbook.
- To promote equality by actively protecting staff and students from discrimination.
- To comply with current Health and Safety regulations and best practice.

# PERSON SPECIFICATION

## Experience and Knowledge:

A degree in any discipline

Experience of leading activities for young people

Excellent knowledge and understanding of the concepts and skills essential for student success

Knowledge of (or a good instinct for) the pastoral support of young people

Some experience of working in a residential setting (boarding school, summer school, residential trip)

## Ability and Skills:

The ability to use an imaginative range of strategies to engage and motivate gifted young musicians

The ability to engage with students and develop positive and meaningful working relationships

The ability to establish a safe and purposeful working atmosphere in which students feel secure and confident both in lessons and in their boarding houses

The ability to work as a proactive member of a team

The ability to take initiative and solve problems

Excellent communication, planning and organisation

## Personal Attributes:

An ability to inspire students of all levels and abilities

Enthusiasm, energy and imagination

Willingness to play a full part in the life of the School

Commitment to student success

Personal warmth and the ability to connect with students in a meaningful way