



Graduate Assistant (Music) - INFORMATION PACK



The Schools

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. Outcomes for Tudor pupils are excellent. In 2022 50% of A level grades were A*/A and 80% A*-B. At GCSE, the average result was a Grade 7, with 79% of grades awarded 9 - 6 (A*-B).



Carrdus School

Carrdus School is the Tudor Hall preparatory school. It is an independent co-ed day school for pupils aged 3 to 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.

Tudor Hall is committed providing a mutually respectful, safe and happy environment, where everyone can thrive and meet their full potential and where diversity is celebrated.



For further information about the schools, please visit
www.tudorhallschool.com and www.carrdusschool.co.uk

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 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:

- Acting as a principal accompanist in the department, arranging appointments with pupils to play through their music in preparation for Associated Board/Trinity/LCM examinations
- Organising the stewarding of Associated Board and Trinity examinations
- Assisting and playing for Music Festivals, out of school functions and concerts
- Giving aural lessons in preparation for music examinations
- Offering accompaniment for Visiting Music Teachers' lessons when a pupil is preparing for an examination or a school concert. This will be limited according to the school schedule
- To be able to accompany on the Piano up to a grade 8 level for instrumental examinations
- Assisting with music rehearsals, taking rehearsals or accompanying where appropriate for concerts or for any productions or performances
- Playing for Sunday services and Prayers, as required
- Supporting pupils with their instrumental practice in evening prep sessions, and making sure that a duty rota is kept up and adhered to
- Taking a theory group each week
- Supporting the mentoring of music scholars
- Taking and being responsible for instrumental and vocal ensembles as required
- Assisting with music administration, as required
- Giving any other assistance as reasonably required, to support the work of the Music Department

Personal qualities required

The successful candidate will be:

- 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
- willing to go the extra mile
- an ambassador for Tudor Hall at all times

All staff share the responsibility for safeguarding and promoting the welfare of the children and must adhere to, and comply with, the school's Safeguarding Policy.

Terms & Conditions as per Employment Contract

Post:	Graduate Assistant (Music) One Year Fixed-Term Contract
Hours:	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.
Salary:	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.
Accommodation:	Accommodation is included with this role.
Probation period:	One year
Holidays:	The employee shall be entitled to take as holiday all 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.
Pension:	All employees are auto enrolled into a pension scheme after three months' service. Details are provided on appointment.
Retirement:	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.
Sick pay:	In the absence from duty owing to illness, salary will be paid for the following periods: In the first three months of service – 7 days In the first year of service, after three months – 4 weeks After the first complete year of service – 8 weeks
Notice:	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.
Benefits:	Free meals when available, 40% day fee pupil discount, 40% discount at Carrdus School (pro rata for part-time staff).

Application process:

Send a covering letter addressed to the Headmistress Ms Julie Lodrick summarising your suitability for the post along with a completed application form to Ms Julie Lodrick at Tudor Hall, Wykham Park, Banbury, Oxfordshire OX16 9UR, recruitment@tudorhallschool.com.

Applications will be assessed in order of receipt and interviews may occur at any stage after applications are received. Please apply as soon as possible and not later than 13:00 on 6 March 2023.

