



DURHAM CATHEDRAL SCHOOLS FOUNDATION

Chorister Resident Tutor

Location: Durham School

Line Management: Responsible to the Housemistress of Barrington House

Hours: 37.5 hours a week, Term Time + 3 weeks

Salary: The salary for the post will be point X8 – x20 £14,319 - £18,731 FTE on the support staff scale. Incremental rises on the scale will be available annually, subject to satisfactory performance appraisal.

Pension The School provides a workplace pension, this is a money purchase scheme, where members contribute a minimum of 3% of eligible salary and the School 5%.

Annual leave 25 days paid holiday (increasing annually to 30 days after 5 years' service) + 8 public holidays + 3 days efficiency closure at Christmas. Annual leave will be expected to be used during school holidays, unless exceptional circumstances.

Purpose of post: The duties are primarily a Boarding House role with some Teaching Assistant duties.

General principles

- To ensure that the safety and welfare of young people is paramount.
- To undertake all tasks in the daily life of young people, as required of 'the good parent'.
- To safeguard and promote individual young people's welfare and rights, providing good quality care, which is free from oppressive features.
- To work with young people effectively, flexibly and creatively.
- To work as part of a team and communicate effectively with colleagues.

Specific pastoral duties

- Talking to, taking an interest in, responding to, caring for the young people; and, where necessary, meeting and talking to their parents.
- To help with ensuring that boarders (boys and girls) are happily occupied. This may mean assisting in the planning of and organisation of activities such as playing board games, watching TV, leading discussions etc.
- Attending all meals (unless you are off) with the young people.
- Sustaining good relationships with parents.
- Promoting good manners and a spirit of caring for and sharing with others.
- To welcome after each half term, returning boarders.
- To attend morning song school as the second adult.
- To supervise children in the changing rooms.
- To supervise children in their getting ready for bed routines including showers.
- To accompany children in their movement to games and swimming lessons.
- To carry out yard duty when the rotas dictate.
- To be on call should a chorister be taken ill in the cathedral and need accompanying back from the Cathedral.
- To attend assembly.

Specific Teaching Assistant duties

- To assist in practically based lessons in the prep school, games lessons, with photocopying, preparation, washing up, taking groups and or individuals.
- To supervise music practices.
- To supervise recreation sessions in the sports hall with Boarders.
- To supervise prep sessions.

To report any pastoral or other concerns about a pupil to the appropriate person, either the Senior Housemistress of Designated Safeguarding Lead.

There are opportunities to be involved in the Co-Curricular programme for the School. Sport, Music, Drama, Arts, Academic Societies all thrive and we welcome interest and input from all staff.

Any other duties as and when required by the Headmistress, Head of Boarding or Housemistress.

FURTHER INFORMATION ABOUT THE ROLE

- The accommodation will consist of a fully furnished single room with en-suite shower and toilet. Residents will be expected to maintain good standards of cleanliness and tidiness. At the end of the stay, Residents will be expected to leave the room and shared areas in a clean and good state. No pets are allowed. No smoking is allowed on the School premises.
- Breakfast, Lunch and Dinner are provided in full during term time and any dietary requirements will be met. During School holidays lunch is usually provided on the Durham School site, unless the School is fully closed.
- The Resident Tutors work in the School during the day, they also work in the Boarding House during some evenings and on alternative weekends.
- Safeguarding training will be provided and other School CPD will be open for Resident Tutors to access including 'Working with Boarders'. Appropriate training opportunities will be shared and Tutors will be encouraged to further develop their skills during their time at Durham Cathedral Schools Foundation.
- Tutors will be expected to vacate their accommodation by July 20th if they have finished their contract with Durham Cathedral Schools Foundation. Tutors can stay in the accommodation at all times during term time and the school holidays.
- The full range of Policies can be accessed via the School Website.

It is a genuine occupational requirement in accordance with Schedule 9, Paragraph 1 of the Equality Act 2010 that we appoint one male for reasons of privacy and decency. The post-holder will be required to supervise the changing in the Boarding House whilst on duty and also to supervise the changing areas for games, swimming and PE lessons.

DCSF is committed to promoting the safeguarding of children and expects all employees to share this commitment. any job will be made subject to satisfactory checks, including an enhanced DBS disclosure. DCSF is an equal opportunities employer and welcomes applications regardless of age, gender, race, religion, disability, or sexual orientation

Completed applications should be returned to Laura Turnbull, HR Manager by email to l.turnbull@dcsf.org.uk

Closing Date: 12 noon on Thursday 23 September 2021

Interviews will take place week beginning 27 September 2021


CHORISTER RESIDENT TUTOR: - PERSON SPECIFICATION

Category	Essential Job Requirements	Desirable Job Requirements	Method of Testing
Job Related Skills and Knowledge:	<ul style="list-style-type: none"> Ability to learn and implement producers in school Good communication and interpersonal skills Building and sustaining good relationships Able to multi-task whilst remaining calm and professional Make a positive contribution to the team. Ability to make decisions in line with current policies and information High standard of accuracy and presentation To use own initiative 	<ul style="list-style-type: none"> Knowledge of Durham School 	Application form / Interview
Experience	<ul style="list-style-type: none"> Experience of working within a team and independently Understating of Safeguarding 	<ul style="list-style-type: none"> Experience of working in a similar field 	Application form / Interview
Education / Qualifications:	<ul style="list-style-type: none"> Minimum of Maths and English at grade C or above or equivalent 	<ul style="list-style-type: none"> First aid Training Basic use of IT 	Application form
Other Requirements:	<ul style="list-style-type: none"> Friendly and approachable. Reliable and consistent. Helpful and enthusiastic attitude. Physical appearance is respectable and professional Able to meet the needs of a diverse community. Positive about change Flexible attitude to working practices and demands Responsible and trustworthy even when working unsupervised Proactive approach to continuous personal development 		Past Work History / Interview