



GORDONSTOUN

Broader experiences, broader minds.

GRADUATE ASSISTANT PERFORMING ARTS 1 September 2021 – 31 July 2022 Fixed term

Reports to: Head of Dance and Drama

Job Purpose: Gordonstoun has been leading the way in character education for more than 80 years. Our uniquely broad curriculum provides challenge in the classroom, at sea and in the mountains, on the stage and on the sports fields and enables students to discover the truth in our motto – Plus Est En Vous – there is more in you. The Graduate Assistant in Performing Arts will be fully involved in the Dance and Drama department, providing specialist support for students so they can flourish in our broad curriculum.

Gordonstoun has a vibrant theatre culture and outstanding facilities. The school mounts a number of productions each year and strive for exceptionally high standards of work.

Responsibilities of all members of staff:

- Comply with Gordonstoun's policies and procedures on Child Protection and Health and Safety.
- Contribute in a positive way to the ethos of the school in line with Gordonstoun's values: Safe; Positive; Improving.
- Carry out any other task as required from time to time in order to support the School.

Major responsibilities of the role:

- To assist with dance and drama productions across both junior and senior schools, including open days and other showcase events.
- To support the dance and drama department with curricular performances and lesson delivery as required.
- To assist with GCSE and A level students who may require extra support.
- To assist or lead (depending on experience) dance/ drama activities and clubs throughout the week.
- To help manage the fabric of Ogstoun Theatre.
- To open Ogstoun Theatre on some evenings to facilitate student led rehearsals.
- To support other performing arts events that are held at Gordonstoun such as NYT auditions.

- To assist with the day to day running of the school by completing duties, being a tutor, attending chapel and attending school functions.
- Be attached to one of the Boarding Houses with the expectation of regular evening and occasional weekend House duties
- To promote cross curricular co-operation in the context of a school which places emphasis on the whole range of educational activities

Safeguarding children

- The post holder has a responsibility for promoting and safeguarding the welfare of children and young people
- This includes children that they are responsible for and come in contact with. The post holder must adhere to and ensure compliance with the school's Child Protection Policy and Procedures at all times.

Accommodation

- A room or flat suitable for single accommodation can be provided at a nominal charge. This would usually have to be vacated within three days of the end of the Summer Term, to allow Summer school to use the building. Such accommodation may be within one of the boarding houses, where some boarding supervision may be required
- All meals are provided free of charge in the School refectory during term time when students are in residence.

Terms and Conditions

The post is initially an eleven-month appointment with the potential to extend beyond depending on the skills and experience of the correct candidate. The annual salary is paid monthly from September to July inclusive at the rate fixed for the year. Approximately 12 weeks of holidays are fully paid and there is no expectation to work in them, apart from the time spent at the start of each term in preparation for the term and at the end of the term bringing matters to a close.

Person Specification

Attributes	Essential	Desirable	Assessment Method
Education and qualifications	<ul style="list-style-type: none"> Relevant qualification (or equivalent professional experience) in Dance, Drama, Technical Theatre, Stage Management or Theatre Design. 	<ul style="list-style-type: none"> A good honours degree in a relevant subject (or equivalent professional training) First Aid qualification 	Application form Interview Sight of qualifications at interview
Experience	<ul style="list-style-type: none"> Experience of working with children and young people and engaging them in all aspects of technical theatre 	<ul style="list-style-type: none"> Experience of directing plays and/ or coordinating dance and/ or drama productions 	Application form Interview
Skills/abilities (general)	<ul style="list-style-type: none"> Excellent communication skills Calm under pressure Flexible/adaptable Efficient 		Interview
Skills/abilities specific to the post	<ul style="list-style-type: none"> Strong planning and organisational skills High level of attention to detail 		Interview
Interpersonal skills & social skills	<ul style="list-style-type: none"> Able to work as part of a team 		Interview
Safeguarding	<ul style="list-style-type: none"> Suitable to work with children A full PVG check will be completed on the successful candidate 		References

Equality Act 2010 - Occupational Requirements with regard to age:

As our students are aged up to 18 years, the School has set an age requirement of 21 or over for all applicants for this post. Applying these requirements is a proportionate means of achieving a legitimate aim in line with the Equality Act 2010.