

ST MARGARET'S PREP



ST MARY'S CALNE

GRADUATE ASSISTANT - DANCE/PERFORMING ARTS

SEPTEMBER 2025 - FIXED TERM - 1 YEAR

FULL TIME, RESIDENTIAL WITH BOARDING DUTIES



APPLICANT PACK

CLOSING DATE: 09.00 FRIDAY 30TH MAY 2025



Head: Mrs Anne Wakefield

St Mary's is an exceptional boarding and day school for girls aged 11 to 18. It is a place where students feel appreciated, celebrated, and understood by friends and staff alike. We inspire girls to achieve academically, discover and nurture their unique talents, and create lifelong friendships.

St Mary's shares its site with St Margaret's Prep, also home to the Bluebirds Nursery, enabling us to welcome children from 2 to 11 years. St Margaret's is a vibrant co-educational day school offering inspirational learning to approximately 180 pupils.

As well as innovative teaching, learning and a wide co-curricular programme, both schools offer outstanding pastoral care and, joined by the St Mary's School Sports Club, offer a warm inclusive community.

Our site provides an exceptional working environment surrounded by landscaped and natural outdoor spaces in the heart of the Wiltshire countryside. Our staff are talented and motivated and show deep dedication to fulfilling the potential of each of our students, both in and out of the classroom.

St Mary's is committed to safeguarding and promoting the welfare of pupils. Due to the nature of the work involved, successful applicants are required to undertake an Enhanced DBS check and a number of initial online safeguarding courses.

We look forward to receiving applications from candidates who are ready to thrive as part of our Performing Arts team while making a difference as essential support to the boarding team and to the wider school community.



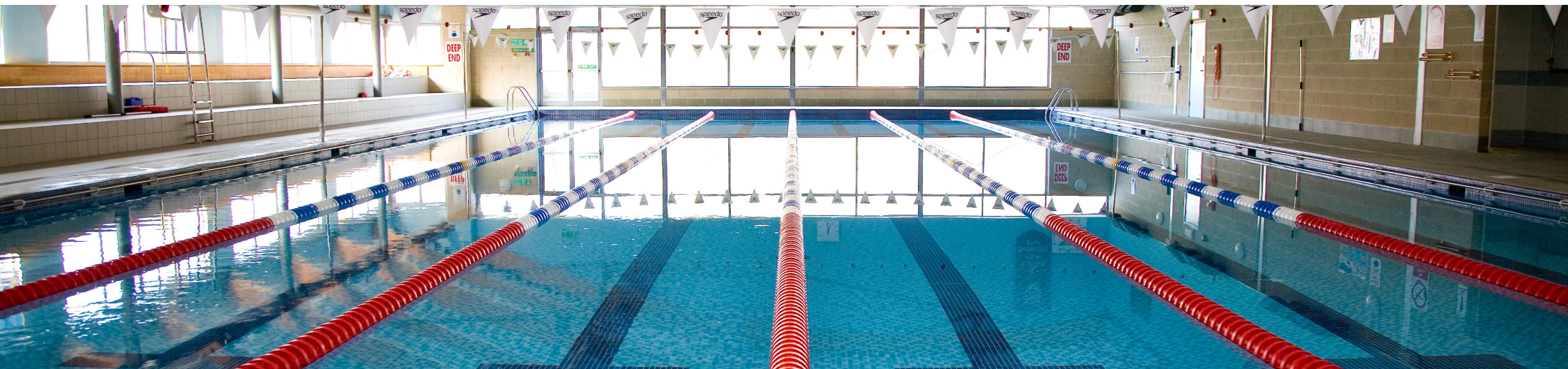
BENEFITS OF WORKING WITH US

Our schools are set in their own attractive 24 acre grounds and boast a homely atmosphere and friendly, supportive colleagues.

With a new structure introduced from September 2024, the Head, Anne Wakefield leads both schools with support from Head of Prep, Alex Hopkins, and the Senior Leaders across both sites, making this is an exciting time to join our team.

The benefits of working at St Mary's Calne & St Margaret's Prep include:

- An Employee Assistance Programme offering free services and access to experts aiding professional and personal life, such as legal and finance advice in addition to health, well-being and medical support
- A pension scheme with generous employer contributions
- Employee Life Cover (death in service benefit)
- Discounted membership of the on-site St Mary's Calne Sports Club, offering a variety of fitness classes including yoga, pilates, zumba & spinning, plus use of the gym and swimming pool, all included in the membership
- Complimentary meals in the Dining Hall during term time
- On-site accommodation for residential posts, with free on-site parking
- Access to the School Library services and the on-site School Shop
- School Fee remission for daughters educated at St Mary's Calne (day or boarding for ages 11-18), and for sons or daughters educated at St Margaret's Prep (day school and nursery for ages 2 to 11).



TERMS OF THE ROLE

- Full time, permanent, residential contract starting September 2025. One year fixed term to August 2026, with potential to extend.
- Supporting duties with the Drama Department, reporting to the Director of Drama.
- Boarding duties including evening supervision and weekend activities as part of the wider pastoral team rota, reporting to the senior member of house staff on duty.
- Salary starting at £21,560 (inclusive of rent-free accommodation and meals supplied during term time).
- Average weekly hours to include boarding duties are in the region of 50 hours per week during term time weeks (excluding overnight on-call where relevant). *
- A minimum of one full day off per week.
- Accommodation is provided with all bills paid. Meals are provided in the Dining Hall or in House (sixth form only) during term time. Residential benefits are subject to P11D reporting.

* A residential member of staff with boarding duties is not restricted to a rigid definition of hours. A degree of flexibility is required depending on the needs of the school and the students in any given week. However, Graduate Assistants are paid all year round, with all periods of school holidays seen as paid annual leave (subject to any exceptional circumstances that would be discussed and agreed in advance).

The Graduate Assistant is attached to one of six boarding houses. They are responsible for supporting the House team in all aspects of the girls' welfare and pastoral life. This may include administrative, supervisory and pastoral duties. Weekend duties may involve assistance either during the day or in the evening or both. Helping to organise, supervise and accompany trips and activities is a key part of the role. The Graduate Assistant's role is multi-faceted and this requires the individual to be a confident, well-rounded personality who enjoys life in a community and is flexible, sensible, energetic, and a good communicator.



MAIN DUTIES & RESPONSIBILITIES

The Dance/Performing Arts Graduate Assistant is an ideal role for a dance and performing arts professional seeking to deepen their academic and teaching experience within a vibrant boarding and day school setting. The role will work across our prep and senior school. You will be leading dance across the schools and have the opportunity to observe and support team-teaching in curriculum lessons, oversee and organise dance productions and showcases as well as run a weekly co-curricular programme.

Primary Responsibilities:

- Run an enigmatic co-curricular programme for dance and performing arts at both schools.
- Assist with school productions at both schools, including attending rehearsals.
- Run dance sessions with pupils in both schools as per the timetable.
- Run a Drama Club at St Margaret's Prep.
- Support drama lessons and curricular productions, particularly with movement work.
- Be cognisant of lighting and sound needs, or willing to train up in these technical elements.
- To support the extra-curricular needs of the department, including running rehearsals and attending trips.
- Organise and run the annual dance show.
- Ensure every pupil has the opportunity to perform throughout the year.
- Actively support Prep school taster days.
- Actively support pupil recruitment days.
- Participate in departmental meetings, auditions and Open Days.

In addition, there is an expectation that other duties may be required from time to time, as reasonably requested by the Head.

Boarding Duties

- To complete registration in House and supervise morning and evening activities.
- To help to ensure the safety and wellbeing of girls at all times.
- To assist in the organisation of co-curricular activities in the evenings and weekends and to accompany co-curricular trips as requested.
- Various duties associated with travel including the duty travel mobile phone and escorting coaches at exeat.
- To supervise the girls' supper one evening per week.
- To escort and help supervise girls in other Houses, as directed by the Deputy Head Pastoral.
- To assist in collating information about the girls' Weekend, Exeat, Half Term or Beginning/End of Term travel plans, liaising with parents as necessary.
- To maintain House daily logs, diary and records of concern.
- To attend House Staff Meetings and any additional House Meetings as required.
- While on duty, must at all times be immediately accessible, whether in the House or elsewhere in the school.

No outline of responsibilities can encompass all that may be asked of a residential member of staff; at the heart of the role is an active enthusiasm to interact with young people and an ability and willingness to become involved in, and contribute to, the wider life of the school.

Person Specification

Qualifications, knowledge, skills and experience

- Degree or equivalent in a performing arts related subject
- Strong technical and performance background in at least one major dance discipline
- Demonstrated interest in dance pedagogy, choreography, or research
- Excellent communication, organisation, and time management skills
- Affinity of working in a boarding school and the flexibility required
- A great sense of humour

Desirable requirements

- Experience of working with children and young people.

All members of staff are expected to have proper regard for the school's safeguarding policy and procedures which includes undertaking necessary training. An enhanced DBS check is required for every member of school staff, this will be carried out by the school on appointment of a new staff member. For information, extracts from the school's Child Protection policy are appended on the final page of this document.

BOARDING AT ST MARY'S CALNE

From September 2025, the Lower School (Years 7 and 8, and a small number of Year 6 pupils) will board together in one House offering places for approximately 60 girls. The senior Houses (Years 9 – 13) have approximately 60 girls per year group in a horizontal boarding structure. From Year 10 upwards all boarders have single study bedrooms.

Each House is managed by a Housemistress or Housemaster (HsM) who is responsible to the Head via the Deputy Head Pastoral. The HsM is generally a teaching member of staff. They are supported by a residential Deputy HsM who will hold an additional teaching or non-teaching role within the school, and by a residential Assistant Houseparent dedicated to the administration of the House alongside the pastoral care of its students.

Boarding staff are expected to be flexible, energetic, possess a good sense of humour, have the ability to be calm, firm and cheerful in dealing with adolescents and will be confident in their ability not only to be an adaptable and supportive member of a team but also to work independently.



DRAMA IN OUR SCHOOL COMMUNITY

Drama provision for senior students includes A Level Drama and Theatre to the Sixth Form, and GCSE Drama to the Fifth Form.

At both schools, extra-curricular activities in Drama and Theatre are both very popular and wide ranging. The annual programme of events includes:

- A large-scale Senior Autumn Production (biannually a musical).
- Company Drama.
- Year 9 Performance Showcase
- A Level and GCSE scripted and devised plays.
- Dance Show and Drama Club Showcase.
- A large-scale Summer Junior Production by all of Years 7 and 8 (biannually a musical).
- Year 12 Edinburgh Fringe performance.
- LAMDA performance evenings.
- Years 3 and 4 annual Pantomime.
- Years 5 and 6 annual Summer Production.
- Workshops and visiting theatre companies are arranged for pupils of all ages across both schools, while older students attend theatre trips to London and a host of regional theatres.



FURTHER DETAILS AND HOW TO APPLY

Research tells us that applicants (especially those from under-represented groups) can be put off from applying for a role if they do not meet all the criteria. If you think you would be a good match for this role and can demonstrate some transferable experience please apply, regardless of whether you tick every box.

Further information about our school community can be viewed at:
www.stmargaretsprep.org.uk www.stmaryscalne.org www.smcsports.co.uk

In order to ensure that all applicants are assessed equally and fairly, and to ensure compliance with our safer recruitment procedures, applications will only be accepted on a school application form which can be downloaded from the Vacancies page of the school website or can be sent on request from:

Clare Oatley, HR Administrator (Recruitment)

Email: recruitment@stmaryscalne.org

St Mary's School, Calne, SN11 0DF Tel: 01249 857 264

A fully completed application form, together with a covering letter explaining your suitability and/or vision for the role, should be sent to the above email address.

Receipt of an application will be acknowledged as soon as possible.

Closing date for applications: 0900 Friday 30th May 2025

Interview date: Friday 6th June 2025 (TBC)

The start date for this role is September 2025.

One year fixed term to August 2026, with potential to extend.

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APPENDIX 1:

EXTRACT FROM OUR CHILD PROTECTION POLICY

St Mary's Calne & St Margaret's Prep fully recognises its responsibilities for Child Protection.

We are dedicated to safeguarding and promoting the welfare of our pupils, regardless of sex, race, disability, religion or belief, gender reassignment, pregnancy and maternity, or sexual orientation. We follow the child protection procedures set out by Wiltshire's "Safeguarding Vulnerable People Partnership". We understand the need to engage with the Safeguarding Vulnerable People Partnership and the statutory duty to cooperate if the school is named as a relevant agency. We have regard to statutory guidance issued by the Department for Education "Keeping Children Safe in Education 2024" and are aware of our obligations under the Human Rights Act 1998 and Equality Act 2010. Our policy takes full regard to "Working Together to Safeguard Children 2023" (WT), "What to do if you are Worried a Child is Being Abused (2015)" and the National Minimum Boarding Standards (2022).

At St Mary's we have a 'Nominated Governor' to take leadership responsibility for the school's safeguarding arrangements.

What is safeguarding?

Safeguarding can be defined as promoting the physical and mental health, safety and welfare of all pupils.

Safeguarding is the responsibility of all adults, especially those working or volunteering with children. The school aims to help protect the children in its care by working consistently and appropriately with all relevant agencies to reduce risk and promote the welfare of children.

Staff:

- » are advised to maintain an attitude of 'it could happen here' as far as safeguarding is concerned;
- » should always act in the best interest of the child.

What is child protection?

Child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm.

