

## RESIDENT GRADUATE ASSISTANTS

### Candidate Information Pack



There is no fixed deadline for applications.  
We will invite suitable candidates for interview as soon as they apply.  
There are up to three positions available.

## A welcome from the Headmaster

Thank you for expressing an interest in this role. I hope you find this document informative, and it explains everything you need to know about working at our very special school and whether it is the place for you.

The Yehudi Menuhin School is a world-leading specialist music school set in beautiful rural Surrey. We strive to promote a collegiate working environment with a strong sense of community. Staff and pupils are on first name terms, and all staff are encouraged to take an active part in the broader life of the school.

We are committed to the wellbeing of all our community and aspire to promote a healthy sense of balance in our pupils and staff. Ongoing professional development is very important to us, and all new staff are given an induction and the training necessary to fulfil their duties.

YMS is an exceptional place full of creative, talented people from all over the world. We would be delighted to receive your application, and we look forward to welcoming you to this unique school.

**Robin Harskin**  
Interim Head

## The Yehudi Menuhin School

Founded in 1963 by the world-renowned violinist and educator Yehudi Menuhin, the school provides a place for musically gifted children from around the world to develop their talents to the highest level within a stimulating academic environment. It was accorded the status of Centre for Excellence in the Performing Arts in 1973 and has a global reputation as one of the world's leading music schools.

Today's school provides a holistic education for around 90 exceptional pupils aged from 8 to 19, with specialist tuition on the stringed instruments, piano, classical guitar, harp and composition. Pupils split their time between their academic and musical studies and are given many opportunities to perform in front of an audience. Concerts take place regularly in The Menuhin Hall, but also in local state schools, care homes and churches, carrying on Menuhin's belief in the importance of giving back to the community.

The school also boasts a Virtual Menuhin School, which offers pupils not enrolled at the school the unique opportunity to receive specialist music education in a virtual environment, receiving musicianship, theory and instrumental training and the chance to connect with other young musicians across the globe.

Pupils are admitted based on talent, potential and passion for music, not on their ability to pay the fees. Today, around 90% of pupils require some level of financial assistance to attend YMS. The School is one of nine specialist UK schools that are supported by the Department for Education's Music and Dance Scheme.

YMS Alumni include renowned international soloists such as Nigel Kennedy, Nicola Benedetti CBE, Tasmin Little OBE, Alina Ibragimova, Valeriy Sokolov, Kathryn Stott and Melvyn Tan. Many other alumni are shaping the global cultural landscape through teaching at leading conservatoires and performing with world-class orchestras and chamber ensembles.



### About the role:

To live in the school and support the musical, academic and pastoral life of the pupils.



### Key points about the role:

**Contract type:**

Fixed-term for one year

**Start date:**

September 2024

**Working arrangement:**

One full day and one half-day free per week. Overnight boarding duties are likely.

**Probation Period:**

3 months

**Location:**

Stoke D'Abernon, Cobham, Surrey

**Salary:**

£17,500 per annum

**Holidays:**

Term time only

**Pension:**

The School offers a very generous pension, contributing 13.5% every month, with the employee contributing at least 6%.

**Reporting to:**

The Head and Director of Music

**Other Benefits:**

- Free accommodation in school
- Free school lunches during term times
- Use of the School's swimming pool when available
- Free lunchtime concerts
- Discounted tickets to other school events
- Free parking
- 24/7 access to AXA Thrive app for mental wellbeing
- AXA Health telephone line access for medical support and advice
- 24/7 access to DAS counselling services

## Key Duties & Responsibilities

The School is looking for up to three resident graduate assistants (RGAs) for a fixed term of one academic year from September 2024, which may be extended by mutual agreement. RGAs will be given accommodation on the School site and be entitled to three meals a day free of charge. RGAs will have one full day and one half-day off per week.

All members of staff are expected to commit to the wider life of this busy boarding School. RGAs will undertake boarding duties and other duties relating to the Music and Junior departments, depending on their individual skills and experience. Full training will be provided for any roles taken by RGAs.

This Job Description is not intended to be comprehensive but rather to give a flavour of the activities in which RGAs will be involved.

### Boarding Duties:

- To ensure the Safeguarding of boarders at all times.
- To attend to the pastoral, emotional, mental, and physical wellbeing of the boarders.
- To perform boarding duties during the day and two nights a week, including overnight on-call and breakfast/wake-up duties.
- To create a warm family atmosphere in the boarding house and build a strong rapport with boarders and colleagues.
- To help boarders organise their daily routines and fulfil their musical and academic commitments.
- To administer boarding routines such as changes of bedding and administration of medication.
- To liaise with other areas of the School (such as facilities and catering) to ensure the smooth running of the boarding house.

### Musical Duties:

- To provide regular supervision of the pupils' daily practice and to provide mentoring and guidance to the pupils in their practice routines, as directed and advised by the Director of Music and other relevant members of the Music Department.
- To provide regular updates on student practice and progress, as requested by the Director of Music.
- To support external concert trips as reasonably required by the School.
- To attend student concerts, including occasional evenings and weekends.
- To contribute to the delivery of morning warm-up sessions for the pupils.
- To provide backstage support to pupils before and after performances.
- To devise a sustainable workplan in consultation with the Director of Music and the Director of Pastoral Care, according to the School's needs and the individual's interests and skills. Such duties may include, but are not limited to, stage management, orchestra management, music library work, programme note writing, performing with staff and students, and general music administration.
- To actively support the School's Outreach Officer in the delivery of a successful outreach programme.
- To provide administrative support to the Music department.



### Junior Department Duties:

- To serve as a classroom assistant in the Junior class.

### Other Duties:

- To drive the school minibus (full training will be given).
- To participate in professional development as required by the School, and to engage with probation and appraisal processes as appropriate.
- To attend all meetings and statutory training sessions at which attendance is required by the Head.
- To undertake other such duties as the Head or the Director of Music may reasonably require.

## Person Specification

The successful candidate(s) will be:

- fully supportive of the school's safeguarding and child protection policies
- committed to the aims and ethos of the school
- kind, patient and compassionate
- diligent and punctual
- professional in all their activities in and out of school
- committed to the education and healthy development of young people
- collaborative with colleagues
- devoted to the school community



Requirements:	Essential	Desirable
Maths & English GCSE or equivalent	√	
First Aid at Work		√
Clean driving licence	√	
Enhanced DBS check	√	
UK right to work check	√	
UK and EEA prohibited list checks	√	
Satisfactory references	√	
Medical declaration	√	
Verification of qualifications	√	
Specific qualifications relevant to the role	√	

**Shortlisted candidates will be assessed using:**

- Completed application form
- Covering letter
- Interview
- References
- Documentary evidence
- Scenario-based activity



## How to apply

If you would like any more information about the post, or would like to discuss the job before applying, please contact HR by email [recruitment@menuhinschool.co.uk](mailto:recruitment@menuhinschool.co.uk) or call 01932 584790.

Click [here](#) to fill out our [application form](#).

There is no fixed deadline for applications. We will invite suitable candidates for interview as soon as they apply. There are up to three positions available.

Please complete the application form as soon as possible. Candidates will be interviewed upon receipt of applications.

Your application form should be completed in full and submitted along with a covering letter addressed to the Interim Head, Robin Harskin. Early applications are encouraged, and the School reserves the right to close the application process early should a suitable candidate be found.

The Yehudi Menuhin School is committed to safeguarding the welfare of children. The School is registered with the DBS and successful applicants will be required to complete successfully the Disclosure Procedure at Enhanced level. It is an offence for a person barred from working with children to apply for this post.

The Yehudi Menuhin School is an Equal Opportunities employer and welcomes applications from all sectors of the community.



@menuhinschool



@yehudimenuhinschool



The Yehudi Menuhin School

The Yehudi Menuhin School  
Stoke d'Abernon  
Cobham, Surrey  
KT11 3QQ

Switchboard: 01932 864739  
[www.menuhinschool.co.uk](http://www.menuhinschool.co.uk)