



Job Description for role of

Resident Assistant (Music and/or Drama)

Bold & Loyal
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Role description: Resident Assistant (Music and/or Drama)

Reporting to: Deputy Head – Pastoral

Purpose:

Wycliffe College is seeking an enthusiastic and committed Resident Graduate to support our vibrant Music and Drama departments. This is an excellent opportunity for a recent graduate considering a career in education, the performing arts, or arts administration. The successful candidate will play a key role in the co-curricular life of the school, contributing to a wide-ranging programme of rehearsals, productions, concerts, and performances.

The resident graduate will also assist in delivering outstanding pastoral care for pupils. You will support the smooth running of the Boarding House and cocurricular programme through efficient organisation of staff and resources, ensuring the safety, good discipline and well-being of all pupils in the House.

Main Responsibilities:

- Support boarding staff, parents and pupils understand the aims and objectives of boarding in the House, and the principles on which community life in the House is based.
- Work with house staff to ensure that the individual circumstances, needs, strengths and weaknesses of each pupil are identified and known by staff as needed, so that individual opportunities, talents and potential are developed and maximised.
- Within the House, to take reasonable steps to ensure the safety and security of all pupils at all times when they are in the school's charge.
- Liaise with other house staff to ensure that pupils' medical requirements are properly catered for; to encourage pupils to adopt a healthy lifestyle.
- Support other house staff in ensuring that pupils treat the belongings of others, and the fabric and furnishings of the House, with respect.
- Help to develop, in the pupils, a collective responsibility to be aware of the difficulties or problems of others, and to offer such support and help for each other as is appropriate.
- Run an extra-curricular activity and support the varied programme available, ensuring pupils (particularly younger ones) are appropriately occupied. This includes school excursions, residential trips, weekends and evenings.
- Keep up to date with the academic strengths and weaknesses of pupils; to help ensure that the conditions and supervision in evening prep are conducive to effective academic progress.
- Maintain suitable records of pupils' progress, welfare, health, emotional problems, achievements and misconduct when on duty.
- Counsel pupils, at a time and place which is conducive to good communication, concerning any emotional, academic, social or behavioural problems that they may have; to inform senior house staff of any issues that arise; to fulfill the requirements of the School's policy on Child Protection.

- Support the School's disciplinary policy and, by encouragement and reward and by a clearly understood and fair system of sanctions, foster an acceptance of the code of conduct of the House and School; to inform senior house staff in any cases of severe bullying, substance misuse or sexual misconduct.
- Contribute to the Music and Drama programme including assisting with rehearsals, productions and concerts and supervising / assisting with recreational music and drama activities.

As a member of the Wycliffe Community:

- Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage its staff and pupils to follow this example.
- Take part in marketing and liaison activities such as open days and evenings, and events with partner schools.
- Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- Promote actively the College's corporate policies and values.
- Comply with the College's Health & Safety, Safeguarding and Data Protection policies and undertake risk assessments as appropriate.



Person Specification

	Essential	Desirable
Qualifications	Educated to degree level	<p>Relevant performing arts or music qualifications</p> <p>Full, clean driving licence</p> <p>Willing to undertake minibus driver training</p>
Experience	Experience of supporting performance in some capacity as a performer or member of backstage / technical support	<p>Experience of working in a boarding school setting.</p> <p>Experience in lighting / sound management.</p>
Knowledge, skills and abilities	<p>A strong interest in Music and/or Drama education</p> <p>Confident and self-motivated with the ability to work unsupervised environment.</p> <p>Excellent organisation and accuracy skills with good attention to detail</p> <p>Good communication skills at all levels</p> <p>Ability to liaise with stakeholders in a professional, friendly and courteous manner</p> <p>Ability to act confidentially with tact and diplomacy</p> <p>Good knowledge of MS Office applications</p> <p>Flexibility, teamworking, creativity and committed to continuing professional development</p>	<p>A specialism in the piano, particularly the ability to act as an accompanist.</p> <p>Practical skill in performance (instrumental, voice or acting).</p>

Terms of Appointment

This is a fixed-term, live-in position commencing in September 2026 and running for three academic terms, concluding on 31st August 2027. The role is term-time only, with additional contracted overtime required to cover Exeat weekends. Working hours are 48 hours per week. Accommodation costs and meals are provided.

Salary £21,615 per annum

Other benefits available include:

- contributory pension scheme
- free meals during school term-time
- free use of gym, sports facilities, and swimming pool at certain times
- training and development opportunities
- free on-site parking
- subsidised coffee-shop

How to apply

Online via Eteach or please contact HR@wycliffe.co.uk

This vacancy does not have a fixed closing date, and applications will be reviewed on a rolling basis. We reserve the right to close the vacancy early if a suitable candidate is found.

Safer Recruitment Statement

All members of staff are subject to an enhanced Disclosure & Barring Service in accordance with our child protection requirements.

In accordance with our vetting policy, the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and all convictions or cautions must be declared.