



## **Durham Cathedral Schools Foundation**

### **Resident Tutors (Chorister School)**

**Start date:** September 2025

**Contract:** Fixed Term to July 2026 (additional academic year)

**Hours:** Term time and Chorister periods (20-hour and 40-hour per week posts available)

**Salary:** Meets NMW for the duration of the contract, plus accommodation and meals.

**Responsible to:** Headmistress.

#### **Purpose of post**

The duties are to support Choristers and boarders on an evening, weekend and during Chorister periods (Christmas, Easter and Summer as per the School calendar) in all aspects of their school life, especially sport, some teaching assistant duties and supervision of the Cathedral Choristers in their rehearsals and services. The successful candidates will be expected to be resident during term time and contribute to the whole life of the school.

#### **Skills**

- Evidence positive interaction and understanding of the needs of young people.
- Demonstrate ability to communicate effectively both verbally and in writing.
- Show use of initiative and be committed to the organisation and functioning of the school.
- Be able to work as part of a team and develop effective and supportive relationships with colleagues.
- Plan and organise time effectively.
- Show ability to adapt to changing routines and demands.
- Remain calm and motivated when faced with challenging behaviours or situations.

#### **General principles**

- Ensure that the safety and welfare of young people is paramount.
- Report any pastoral or other concerns about a pupil to the appropriate person, either the Housemistress or Designated Safeguarding Lead.
- Undertake all tasks in the daily life of young people, as required of 'the good parent'.
- Safeguard and promote individual young people's welfare and rights, providing good quality care, which is free from oppressive features.
- Work with young people effectively, flexibly and creatively.
- Work as part of a team and communicate effectively with colleagues.
- Be resident on-site during term time and Chorister period.

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

### **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.
- Help with ensuring that boarders are happily occupied. This may mean assisting in the planning of and organisation of activities such as playing board games, watching TV, leading discussions, playing out, sports etc.
- Attending meals 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 changing rooms where necessary.
- To supervise children in their getting ready for bed routines, including showers.
- To accompany children in their movement to games and swimming lessons and support the delivery of these sessions.
- To carry out yard duty according to school rotas.
- To be on call should a Chorister be taken ill in the Cathedral and need accompanying back from the Cathedral.
- To attend assemblies and school productions.

### **Specific Teaching Assistant duties**

- To assist in practically based lessons in the Prep school, Games lessons, with photocopying, preparation and by taking groups and or individuals.
- To supervise Music practices.
- To supervise recreation sessions in the sports hall with Boarders.
- To supervise prep sessions.

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.

### **Further information about this 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 are a member of the weekend duty team.
- Safeguarding training and 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 with the foundation.

- Tutors will be expected to vacate their accommodation by the date confirmed in their offer of employment at the end of their contract. 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 and one female 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.

### **Application Process:**

Please complete the Durham Cathedral Schools Foundation application form, available on the School website [www.dcsf.org.uk/about-dcsf/work-at-dcsf](http://www.dcsf.org.uk/about-dcsf/work-at-dcsf) and submit this together with a covering letter by email to: [HR@dcsf.org.uk](mailto:HR@dcsf.org.uk)

If you require any further information, please contact Chorister School [chorister@dcsf.org.uk](mailto:chorister@dcsf.org.uk)

**Closing date for applications:** Friday 30 May 2025

**Interviews:** Wednesday 11 June 2025

The offer of this post is subject to statutory clearance by the Disclosure and Barring Service and Teachers' Prohibition list check.

The appointment will be subject to two satisfactory references, one of which must be from the candidate's most recent employer. Although the post may be offered, the appointment cannot be confirmed until satisfactory references and all safeguarding checks are received

Durham Cathedral Schools Foundation 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