



# St Mary's Music School

## EDINBURGH

### **Learning Assistant (Term-Time only)**

St Mary's Music School is seeking to appoint a highly motivated and enthusiastic Learning Assistant to undertake pupil support and supervision, in the primary school, from P5 to P7, and early secondary, from S1 to S2, and occasionally in the senior school. This is a key role within the Primary, working with the Head of Primary, Part-Time Primary Teacher and Teacher of Additional Support for Learning.

The successful candidate will be expected to assist with Support for Learning activities, supervision of pupils (P5 to S2) outside during morning break, lunchtime and afternoon break, and at music practice time. They will escort choristers (P5 to S2) from St Mary's Cathedral each morning, in addition to chaperoning pupils at other out-of-school events. The Learning Assistant will contribute to School Development, particularly as related to the Primary Class, as appropriate. Experience in Child Protection and Health and Safety matters is desirable.

St Mary's Music School aims to offer the highest possible standard of education and musical training in an inspiring, inclusive and supportive environment, and all staff are expected to support their pupils and encourage them to achieve of their best. The successful candidate will work closely with teaching, pastoral and support staff.

This is a part-time, permanent post of 28.5 hours per week during term-time only.

### **Job Description**

#### **Specific duties:**

- Pupil support, including planned Support for Learning activities, mainly in the primary class, but also for other year groups;
- Supervising pupil activities outside at morning break, lunchtime and afternoon break in all weather;
- Encouraging pupils to engage in activities outside at morning break, lunchtime and afternoon break in all weathers;
- Chaperoning choristers from St Mary's Cathedral to the school;
- Pupil support during music practice time;
- Participating in School Development, particularly with the primary curriculum;
- Escorting pupils to and from out-of-school events.

#### **General duties:**

- Undertaking appropriate and agreed training and maintaining a personal record;
- Participating in any arrangements for appraisal of performance;
- Participating in extracurricular activities as appropriate;
- Attending staff meetings as requested;
- Other duties as required by the Head of Primary or Headteacher.

**Applications:**

Application form and covering letter should be sent by email or post to:

Mrs Lyn Bryce  
HR Assistant  
St Mary's Music School  
Coates Hall  
25 Grosvenor Crescent  
Edinburgh  
EH12 5EL

Email: [vacancies@smms.uk](mailto:vacancies@smms.uk)

Application forms returned by email will be required to be signed at interview stage.

**Closing Date for Applications:**

10am Friday 3 May 2024

**Interview Date:**

Tuesday 14 May 2024

**Start Date:**

Tuesday 27 August 2024

## **The School**

St Mary's Music School is Scotland's specialist music school and the Choir School of St Mary's Cathedral. It is easy to access, situated in a leafy campus in the heart of Edinburgh, a short walk away from Haymarket Station. Co-educational, day and boarding, the School provides specialist music training and an impressive and stimulating academic education for pupils aged 9 to 19 showing special ability and potential in music. St Mary's Music School "aims to provide the highest possible standard of education and training to exceptionally gifted young musicians, in an inspiring, inclusive and supportive environment".

Around 70 pupils, including day pupils, boarders and choristers, come from many different backgrounds and from all parts of Scotland, as well as elsewhere in the UK and abroad. Entry is by audition and pupils gain a place on the basis of musical ability and potential, regardless of personal circumstances. Scottish Government and school funding, up to 100%, is available through the Aided Places Scheme to assist with the cost of tuition and boarding fees. Some Aided Places are available for choristers, and there are also Cathedral bursaries.

The Choir School was opened in 1880 to educate choristers for St Mary's Episcopal Cathedral. Since 1972 the School has also educated young instrumentalists, composers and singers. The School is non-denominational and welcomes pupils of all faiths and none. Music is at the centre of the curriculum. The School runs a chamber-size orchestra, string ensembles, chamber choir, instrumental chamber groups, jazz ensembles and promotes traditional Scottish music.

Pupils share a common love and enjoyment of music and the School aims to ensure that they are given every opportunity to flourish and emerge as excellent musicians capable of using the powerful art of music to inspire and enrich their own lives and the lives of others. We aim to prepare pupils musically, academically, socially and emotionally for the next stage in their educational development. We encourage a high level of motivation and self-esteem, giving all pupils the opportunity to achieve their potential and promoting self-discipline, as well as developing skills of responsible citizenship.

The most recent report from HM Inspectorate of Education, in December 2011, rated the School "excellent" and "very good". Pupils consistently achieve very high standards in music and also academically. The academic education is widely based in the early years and, for older pupils, it is more flexible and individually tailored than is generally possible in larger schools. Most pupils proceed to higher education and most enter the music profession, with many established alumni now pursuing international careers, many retaining contact with the School. Illustrious former pupils include pianist Steven Osborne, soprano Susan Hamilton, conductor Garry Walker, composer David Horne, guitarist Paul Galbraith, cellist Philip Higham, presenter and comedian Alexander Armstrong and jazz pianist Alan Benzie.

Outreach is an important aspect of the work of the School. Our long established Saturday Music Classes offer pre-School and early years Dalcroze and Kodaly classes, theory, singing and instrumental tuition for children from the pre-school year upwards.

Pupils have many performing opportunities in School and in external concerts, in important venues such as The Queen's Hall and playing for royalty and at the Scottish Parliament, and also providing music for smaller-scale events, often for charity. Pupils also play in youth orchestras, such as the National Youth Orchestra of Scotland and the National Youth Orchestra of Great Britain, and sing in the National Youth Choir of Scotland.

St Mary's Music School is the only Scottish member of the nine Schools of Music and Dance Excellence, which are some of the most successful and vibrant school communities in the UK.

St Mary's Music School helps deliver the Scottish Government's vision for excellence in education by nurturing Scotland's finest young musical talent, being ambitious for our pupils and aiming for excellence across all aspects of the education we provide, as reflected in the aims of the School.

The School is a member of CSA (Choir Schools Association), SCIS (Scottish Council for Independent Schools), and ISBA (Independent Schools Bursars Association).

## **Terms and Conditions of Employment**

### **Place of Work**

In the School which is situated in Coates Hall, 25 Grosvenor Crescent, Edinburgh EH12 5EL or at any other property owned or used by St Mary's Music School. Academic and music teaching and practice rooms are on lower ground, ground and first floors of Coates Hall and in two houses in the grounds. There is designated boarding accommodation for boarding pupils on first and second floors, while kitchen and dining facilities are on lower ground level. Administration is on the ground floor of Coates Hall and in the Lodge at the main gates to Grosvenor Crescent.

### **Hours of Work**

28.5 hours per week, 9am to 3.30pm, with a half-hour break for lunch, Monday, Tuesday, Thursday & Friday, Wednesday 9am to 1:45pm during term-time. Some additional days work will also be required at the beginning of each term.

In addition to these hours, staff are required for Open Day, Parents' Evenings and similar events.

### **Rate of Pay**

The starting salary ranges from £14,571 to £15,714 per annum for 28.5 hours per week, 34.8 weeks per year (full-time equivalent £22,344 to £24,099). Placing and advancement on the scale is dependent on qualifications, experience and performance. Salary is payable by credit transfer, monthly in arrears.

There will be a cost of living pay review each year.

### **Pension**

Eligible employees (those who earn more than £10,000 per annum) are automatically enrolled into a workplace pension scheme. Non-eligible employees may choose to opt-in to the pension scheme. Employee contribution is 7.0% of salary; employer contribution is 8.0% of salary. Employees may choose to opt-out at any time.

### **Holidays and Holiday Pay**

7 weeks (35 days) paid holiday per annum to include statutory holidays. The holiday year begins on 1 August.

No holidays, including statutory holidays, may be taken during the school term unless in exceptional circumstances when the written permission of the Bursar is required.

School holidays for pupils are 1 week in October, 2 weeks at Christmas, 1 week in February, 2 weeks at Easter and 8 weeks in summer. Term dates do not necessarily coincide with those of other schools. The school buildings are closed in the October half-term week, at Christmas and for 1 of the 2 Easter weeks and these weeks form part of the 7 week annual holiday entitlement.

Public or other bank holidays which occur during the School session are working days and are not part of your holiday entitlement. There will be no entitlement for days in lieu of public or bank holidays.

## **Sick Pay**

Statutory Sick Pay is payable, according to the rules of the scheme. Additionally SSP will be supplemented as shown below:

Service completed on first day of absence	To a maximum of Full Salary for a period of	To a maximum of Half Salary for a period of
26 weeks Probation Period	1 Week	1 Week
After 26 weeks to 2 years	4 Weeks	4 Weeks
More than 2 years	9 Weeks	9 Weeks

Any period or periods of absence due to sickness in the twelve months preceding the first day of a new period of absence (whether due to the same illness or not and whether or not SSP was supplemented as above) will be taken into account in calculating the appropriate supplement of SSP, if any.

## **Medical Examination**

You may be requested, either before or during your employment at the School, to submit yourself to a medical examination by a registered medical practitioner nominated by the School Directors / Headteacher for the purposes of determining whether there are any matters which might impair your ability to perform your duties. You will give such authority as is required for such practitioner to disclose to the School Directors / Headteacher the results of such examination. All reasonable expenses associated with any such examination will be borne by the School.

## **Disclosure of Criminal Convictions**

All employees are required to authorise St Mary's Music School to request a PVG Scheme Record from Disclosure Scotland.

This position is exempt from the provisions of the Rehabilitation of Offenders Act 1974 under section 4(2) of said 1974 Act. Applicants are therefore required to disclose any unspent convictions or cautions and any spent convictions for offences included in Schedule A1, 'Offences which must always be disclosed' of the Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) Amendment Order 2015 No.2.

Applicants are not required to disclose spent convictions for offences included in Schedule B1, 'Offences which are to be disclosed subject to rules' until such time as they are included in a higher level disclosure issued by Disclosure Scotland.

## **Grievance Procedure**

The grievance procedures applicable to your employment are set out in the School's Staff Handbook. The school's Grievance Policy does not apply until after the end of the probationary period.

## **Disciplinary Procedure**

The disciplinary procedures applicable to your employment are set out in the School's Staff Handbook. The school's Disciplinary Policy does not apply until after the end of the probationary period.

## **Probationary Period**

26 weeks from first day of work.

## **Notice Period**

Between 4 and 12 weeks depending on length of service, except during the probationary period when notice period will be one week from either side.