



## **Durham Cathedral Schools Foundation**

### **Chorister School**

### **Resident Tutors/Activities Tutors (Choir, Music and Sport)**

**Start date:** September 2026

**Contract:** Fixed Term to July 2027 (three terms)

**Hours:** Term time plus rota weekend and Chorister periods (Christmas, Easter and Summer), 37.5 or 20 hours p/week, resident and non-resident roles.

**Responsible to:** Chorister School Deputy Head, Pastoral

#### **Purpose of post**

The role of Resident Tutor/Activities Tutor is to support Chorister School in all aspects of school life, especially music and supervision of Choristers in their rehearsals and services. In addition, there will be some teaching assistant duties during the school day which include support with sports activities.

#### **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 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 Housemaster, Designated Safeguarding Lead or Safeguarding Team.
- Undertake all tasks in the daily life of young people, as required.
- Safeguard and promote individual young people's welfare and rights, providing good quality care.
- Work with young people effectively, flexibly and creatively.
- Work as part of a team and communicate effectively with colleagues.
- Be resident during term time and Chorister periods.
- Fulfil any other duties as and when required by the Head of Chorister School or Housemaster.

#### **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.
- 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 attend song school rehearsals and services as per the supervision rota.
- To supervise children in their end of day routines.
- 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.
- To supervise Music practices.
- To supervise recreation sessions in the sports hall.
- To supervise prep sessions.

There are opportunities to be involved in the Co-Curricular programme for the School. Sport, Music, Drama and Art 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 during term time and any dietary requirements will be met.
- Resident Tutors work in 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 and Activities Tutors.
- 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 by prior agreement with their line manager.
- The full range of Policies can be accessed via the School Website.

#### **Application Process:**

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

In your covering letter, please indicate interest in Resident or Non-resident roles and 20 or 37.5 hour contracts.

**Closing date for applications:** Friday 24 April 2026, 12 noon