

# Gloucestershire Academy of Music

## Welfare Leader Job Description

Music Summer Courses 2018  
Residential (camping) and non-residential  
Wynstones School, Gloucester

**Gloucestershire Academy of Music Holiday Music Courses have been running for over 30 years; they provide a unique experience to all who come on them.**

Our music courses offer a unique combination of:

- high quality, inspirational tuition - from experienced music teachers/professional musicians,
- friendly atmosphere - where young people can make friends with other young musicians from across the UK and from Europe
- enthusiastic Welfare staff - who care for/entertain/create the 'fun' element for the students when not being tutored
- camping options for the summer holiday courses

### **Purpose of role**

To ensure the wellbeing and safety of all children on the summer courses

### **Duties**

Assist the music staff by providing pastoral support to children throughout the courses.

Ensure supervision of children at all times.

Ensure that the welfare team is familiar with any medical plans for children on the course.

Liaise with parents over any welfare or medical issues relating to the children on the course.

Manage the team of welfare assistants ensuring that they are carrying out their duties effectively.

Draw up a duty rota ensuring that all members of the welfare team (including yourself) get a break during the day.

Risk assess the site (with the executive director) and review risks on an ongoing basis.

Plan and deliver an initial briefing session for welfare assistants.

Lead morning briefing sessions for welfare assistants to discuss plans for that day.

Ensure that the daily routines and timetabled activities are communicated to staff and children and that the programme runs to time.

Plan and deliver a programme of afternoon activities in conjunction with management team.

Liaise with course director and GAM management team over any issues or concerns as they arise.

Provide welfare feedback from the team on an ongoing basis, reviewing and adjusting where necessary to ensure that the children have an enjoyable and safe experience.

**Course dates**  
**5-11 August 2018**  
Senior Orchestra  
Grade 5 Theory

**12-18 August 2018**  
Junior Orchestra  
Mini Orchestra  
Learn to Play

Total commitment **14 days**, including overnight (camping) plus briefing & planning meeting prior to the first course

**Location**  
Wynstones School, Church Lane, Whaddon, Gloucester, GL4 0UF

**Remuneration**  
The contract is offered on a freelance basis for a total fee of £1500

**Typical Daily Timetable**

8.00	Breakfast	13.30	Afternoon trip or activity
9.00	Sectional rehearsal	16.30	Chamber groups
10.30	Break	18.00	Supper
11.00	Full rehearsal	19.15	Rehearsal
12.30	Lunch	20.30	Cocoa Concert

**Person Specification**

ESSENTIAL  
At least 3-years experience of working with children  
Experience of line-management  
DBS check (or willing to undergo)  
First aid qualification (or willing to undergo)

DESIRABLE  
Experience of working in a welfare or pastoral role  
Qualified teacher status or a play/sports worker qualification  
Experience of organising events

**How to apply**

Please complete a GAM application form and return it along with a covering letter to Sophie George, Programme Manager, at [admin@gamusic.co.uk](mailto:admin@gamusic.co.uk) or to Gloucestershire Academy of Music Barbican House Gloucester GL1 2JF

Closing date for applications is **midday** on **Friday 8 June 2018**

Interviews will be hold on **Saturday 16 June 2018** at Barbican House