

## **Music Graduate Assistant**

CLS was named by the Sunday Times as London Independent Secondary School of the Year 2020, and occupies fine, modern buildings near St. Paul's Cathedral overlooking the Thames, opposite the Tate Modern. There are impressive teaching and performance spaces, including the Great Hall which is equipped with a Steinway piano and three-manual Walker organ.

City of London School is seeking to appoint a recent Music Graduate on a one-year contract, to fulfil a range of responsibilities, including a significant contribution to supporting the logistical and practical organisation of the Music Department. This will involve assisting the Music Department Administrator on a daily basis, and one morning per week to prepare resources for HM Chapel Royal, St James' Palace.

The successful candidate is likely to:

- Have high personal standards and exhibit total professionalism
- Enjoy working with young people and be able to establish rapport and respectful and trusting relationships
- Be an enthusiastic musician who has the initiative, ambition and the energy to contribute to our extensive co-curricular and scholarship programme
- Have the ability to offer coaching skills and possess keyboard skills to accompany rehearsals and auditions
- Be hard working, possess strong organisational skills, demonstrate the ability to build and maintain purposeful and successful relationships and be competent in the use of IT

The post offers an opportunity to gain extensive and worthwhile working experience in a large independent school. The post will be particularly attractive to a graduate thinking of a career in education. The work will be varied, and that variety would, to some extent, be determined by the personality, enthusiasm and skills of the individual appointed.

Salary: Grade B, Point 1017 - £21, 537 inclusive of London weighting.

Contract: 35 hours per week, 36 weeks per year.

Application Deadline: Friday 12 August 2022

*We reserve the right to appoint before this deadline and encourage early submission.*



<b>JOB DESCRIPTION</b>	
<b>Job Title</b>	Graduate Music Assistant
<b>Department</b>	City of London School
<b>Grade</b>	B
<b>Location</b>	London
<b>Responsible to</b>	Director of Music – City of London School
<b>Responsible for</b>	N/A

### **Introduction**

The Graduate Music Assistant will work alongside the Music Department Administrator to assist with the daily practical arrangements within the Music Department, including logistic and administrative support for rehearsals, concerts and recitals in and off-site, auditions, Music Prizes and ABRSM exams. They will also be encouraged to play a part in the broader co-curricular life of the School, especially with regard to ensembles within the Music Department. One morning a week will be spent helping to prepare music for rehearsals of the choir of HM Chapel Royal, St James’s Palace.

The Graduate Music Assistant post offers an opportunity for a graduate to gain experience of the education sector and should provide a good springboard to a career in the teaching profession in either the independent or maintained sectors. The School will facilitate preparation for formal teacher training, where appropriate and desired, through class teaching and other opportunities, supported by relevant training opportunities.

The Graduate Music Assistant reports directly to the Director of Music of City of London School.

### **Specific responsibilities**

The Graduate Music Assistant will be expected to:

- Provide administrative support to the Music Department: internal communications, sign-posting, instrument inventory, updating library catalogues and locker schemes...
- Support the logistic preparation for rehearsals and events: room/ensemble set up, basic IT set-up for 1:1 VMT lessons as necessary, library work, preparing and organising resources, including specific tasks one morning a week to support HM Chapel Royal St James’s Palace.
- Provide cover for Music Department teaching staff in case of absence – supervising and/or delivering teaching material as instructed.

- Support ensemble leaders by coaching small groups of pupils to enhance our educational provision
- Offer support with coordinating the Scholar mentoring programme
- Provide specialist and non-specialist coaching in a range of musical disciplines; the precise nature of these contributions will, where possible, be built around the post-holder's interests and expertise; experience and ability as a pianist/accompanist is welcomed.
- Assist with the delivery of the Music Department's extensive extra-curricular programme
- Assist with a range of co-curricular activities, including off-timetable days, evening and weekend events in the Music Department and other school activities in curriculum time. This will require some flexibility, and will be covered accordingly by Time Off In Lieu.
- Support other school events (e.g. Open Events and Admissions Events) as required.

### **General responsibilities**

All School staff are expected to:

- Work towards and support the School's vision and objectives as outlined in the School's Strategic Plan
- Support and contribute to the School's responsibility for safeguarding pupils
- Work within the School's Health and Safety policy to ensure a safe working environment for staff, pupils, and visitors
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with staff, pupils, and parents
- Engage actively in the performance review process
- Undertake other reasonable duties related to their job as required from time to time.

<b>PERSON SPECIFICATION</b>	
<b>Job Title</b>	Graduate Music Assistant
<b>Department</b>	City of London School
<b>Grade</b>	B
<b>Responsible to</b>	Senior Deputy Head at City of London School

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

### **Knowledge and skills**

1. Degree level qualification in Music
2. Active interest in pursuing a teaching/performing career and passion for educating young people.
3. A thorough understanding (which can be supported by training) of the statutory framework regarding safeguarding, and its implementation at City of London School. (A)
4. Confident and competent in the use of ICT. (T)
5. Qualification, experience and/or interest in coaching a range of musical disciplines, specialist keyboard ability is desirable but passion and interest equally valuable.

### **Personal attributes**

1. Ability to establish rapport and respectful and trusting relationships with children, their parents / carers / families, and other adults. (A / I)
2. Collegiality in working with staff, including SMT, with the ability to work effectively and supportively with all staff. (A / I)
3. Ability to build and maintain purposeful and successful relationships. (A / I)
4. Self-reflection and an openness to constructive criticism. (A / I)
5. The ability to work towards an agreed outcome, particularly when it is not the approach that you might not have chosen. (A / I)
6. Discretion. (A / I)
7. Resilience, the ability to work under pressure and be able to meet deadlines. (A / I)

8. Proven ability to prioritise workloads with an understanding of the need to balance competing pressures. (A / I)
9. Demonstrates enthusiasm. (I)
10. A good sense of humor. (I)
11. High personal standards. (I)
12. A clear commitment to the School's Strategic Vision. (A / I)
13. A clear commitment to our pupils and their learning, wellbeing, and safety. (A / I)
14. Able to apply school policies and practices professionally. (A / I)
15. A commitment to equality. (A / I)