

**ST MARGARET'S**  
SCHOOL

## **Graduate Music Assistant**

**One year fixed-term contract from September 2022**

**Salary £16,000 per annum**

We are seeking to appoint a Graduate Music Assistant who has recently completed their University studies. The Music Assistant will play an important part in supporting the academic life of the school, as well as taking on specific duties in some co-curricular activities and supporting offsite trips and musical activities.

Applications are particularly welcomed from applicants with strong keyboard skills; the ability to play an orchestral instrument would be an advantage.

**Closing date for applications: Thursday 21 April @ 12pm**

**Interviews to be held: week commencing Monday 9 May**

For further information and to apply for this vacancy, please visit our website: <https://www.stmargarets-school.org.uk/work-with-us>

Suitable candidates may be interviewed before the closing date and St Margaret's School reserves the right to withdraw the position if an early appointment is made.

St Margaret's school is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. St Margaret's School is an equal opportunities employer.

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## **JOB DESCRIPTION** **GRADUATE MUSIC ASSISTANT**

**Reporting to: Director of Music**

### **Main Duties and Responsibilities**

- Assist in the day to day running of the music department
- Accompany rehearsals and performances
- Participate in and/ or lead ensembles
- Undertake general duties around the School and provide administrative support where necessary
- To assist in the supervision of pupils before, during and after school as part of the School's duties roster, including after school study supervision and supervision of pupils at meal times
- To assist in the delivery of after-hours activities
- To support residential and non-residential educational visits and trips, including weekend concerts
- To ensure high standards of behaviour from pupils at all times, making use of the school's systems of rewards and sanctions
- Opportunities to observe and support lessons within the Music Department
- To model good standards of behaviour, dress and attitude to pupils at all times
- To attend relevant INSET days and some staff meetings
- To assist in the School's co-curricular programme and relevant academic enrichment activities
- To undertake specific duties in accordance with the interests and skills of each successful applicant
- To assist with any other reasonable tasks deemed necessary by the Head or members of the SMT in the daily running of the School

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## Graduate Music Assistant - Person Specification

The successful candidate will have the following qualifications, skills and attributes:

	<b>Essential</b>	<b>Desirable</b>
A high level of musical understanding	√	
An energetic and enthusiastic approach	√	
Excellent interpersonal skills with the ability to relate to the whole school community	√	
Good time management with the ability to work under pressure and prioritise as necessary	√	
Excellent speaking and listening skills	√	
Clear and accurate written communication skills	√	
ICT literate	√	
Excellent interpersonal skills to deal with a range of people fairly and with respect	√	
The ability to work effectively in a team	√	
Good planning and organisational skills with the proven ability to use own initiative	√	
A flexible attitude and an adaptable, self-motivated approach	√	
An understanding of the importance of developing appropriate working relationships with young people, with the ability to define boundaries	√	
Hard working and reliable	√	