

## **JOB DESCRIPTION**

**Post:** Graduate of Music

**Responsible to:** Headmaster via Head of Music

- Teaching some class music lessons in the Pre Prep/Junior departments
- Assisting with tutoring of Associated Board candidates for the aural element of their exams, theory sessions and masterclasses
- Supervising additional music practice sessions
- Sharing the general accompaniment requirements of the school. For example: assemblies, choir and school hymn practices, choir auditions, school musical productions etc.
- Supporting the day-to-day planning and running of the department
- Assisting with the promotion and running of music events, both internal and external
- Scheduling the weekly peripatetic individual music lesson timetable
- Producing concert programmes, rehearsal schedules, invitations and posters for music department events such as the House Music Competition, formal concerts and recitals, carol services etc.
- Ordering and preparing sheet music for ensembles; particularly for large concerts and carol services
- Take responsibility for exam entries for all boards
- Compile timetables for the exam days, organise venue and liaise with parents, pupils and all staff
- Create displays for the music department and provide promotional material for in house and external magazines and website articles
- Accompanying and supervising children on concert/music trips, outings and tours
- Providing pastoral care and guidance to boarders
- Assisting in the boarding house during the week and at weekends
- Being aware of School Behaviour policy and know what is expected of children and staff, appropriately reporting incidents of concern

## **CANDIDATE REQUIREMENTS**

### **Essential**

- Good honours degree (or equivalent), preferably in Music
- Competent pianist and at least one other instrument to Grade 8
- A passion for Music
- Experience of piano accompanying
- Excellent interpersonal skills
- Approachability and the ability to deal sensitively with staff, parents and children
- Ability to work under pressure while maintaining a positive and professional approach
- Team player
- Well presented
- Enthusiasm & energy
- Be empathetic, patient and kind
- Willingness to contribute to the extra-curricular life of the school
- Good communication skills

### **Desirable**

- Evidence of having been involved in teaching in schools
- Accomplished IT skills
- Excellent administrative and organisational abilities, and an eye for detail

What is set out above amounts to a statement of what may be regarded as minimum expectations, not an exclusive summary and may be amended at the reasonable discretion of the Headmaster to meet the changing needs of the school.

March 2021

**Name:** .....

**Signature:** .....

**Date:** .....