



# The New Beacon

## EX FUMO DARE LUCEM

### JOB DESCRIPTION

#### Graduate Music Assistant

<b>Responsible to</b>	The Director of Music
<b>Job Overview</b>	<p>The school is seeking to appoint a Graduate Music Assistant to enhance and support the musical life of the school.</p> <p>Music at The New Beacon is an important part of school life for all pupils, from the youngest 3-year-old in Nursery, right through to those pupils in Year 8 preparing for Scholarship.</p> <p>The Graduate Music Assistant will support the Director of Music to maintain the highest standards of performance, learning and achievement.</p>

This job description is not intended to be an exhaustive list. You may also be required to undertake other comparable duties as required over time by mutual agreement with the Head.

<p><b>Duties and Responsibilities:</b></p>	<p><b>Teaching and Learning</b></p> <ul style="list-style-type: none"> <li>• Enter fully into the musical life of the school including attending concerts, both internal and external; helping nurture and broaden musical interest and participation in the school.</li> <li>• Accompany pupils for rehearsals, practice sessions, lessons, internal and public performance and concerts, and examinations.</li> <li>• Assist with choral and instrumental rehearsals.</li> <li>• If the candidate is an organist, play the organ at some services in Chapel as directed by the Director of Music. If the candidate is also a singer and/or instrumentalist, sing in the Choir and play in the orchestra.</li> <li>• Teach some academic music lessons. Mentoring and guidance will be provided by the Director of Music</li> <li>• Teach aural and theory for practical exams.</li> <li>• Support academic music including with pupils' use of music technology (e.g. Sibelius, GarageBand)</li> <li>• Supervise instrumental practice.</li> <li>• Assist in the supervision and coaching of music scholars.</li> <li>• Assist the Director of Music with administration of the department and students' individual lessons.</li> <li>• Record concerts and examination coursework (under supervision).</li> <li>• Organise the storage of pupils' instruments and the school's stock of instruments.</li> <li>• Assist with music experience days.</li> </ul>
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<p><b>General Requirements:</b></p>	<ul style="list-style-type: none"> <li>• Promote and safeguarding the welfare of all pupils at all times.</li> <li>• Maintain high professional standards of attendance, punctuality, appearance and conduct.</li> <li>• Maintain positive, respectful relations with pupils, parents and colleagues.</li> <li>• Assist with Common Room duties and the wider supervision of pupils</li> <li>• Attend and contribute to major school events such as Open Days, Parent Consultation Evenings, Sports Days etc. as required.</li> <li>• Commit to the aims and ethos of the school, contributing positively to the wider school community.</li> <li>• Adhere to School policies and procedures.</li> <li>• Undertake supervision duties as required.</li> <li>• Attend staff INSET days as required.</li> </ul>
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<p><b>Knowledge, Skills and Ability:</b></p>	<ul style="list-style-type: none"> <li>• A music graduate from either university or music college</li> <li>• The ability to offer practical music skills.</li> <li>• An accomplished performer.</li> <li>• An accomplished pianist.</li> <li>• Good sight reading skills.</li> <li>• Knowledge and capability with music IT and technology</li> </ul>
<p><b>Desirable qualifications or previous training.</b> (we will provide training for the successful applicant if necessary.)</p>	<ul style="list-style-type: none"> <li>• The ability to play the organ would be an advantage</li> <li>• Experience of accompanying and coaching instrumentalists, singers and ensembles</li> </ul>

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**Personal Attributes:**

- Genuine passion for working in music and encouraging young children and contributing to their development.
- Able to engage and motivate pupils
- Warm and approachable demeanour, creating a safe and supportive environment for children.
- Excellent communication and interpersonal skills to build positive relationships with children, parents, and colleagues.
- Capable of planning and delivering against identified goals
- Able to meet the diverse needs of individual children and the school environment.
- Patience and empathy to understand and respond effectively to children's emotions and behaviours.
- Creative and enthusiastic to engage children in stimulating and enjoyable learning experiences.
- Sensitive to handle delicate situations with tact and diplomacy.
- Excellent written communication skills for appropriate and effective interaction with children, parents, and staff.
- Organisational skills to effectively plan and manage classroom activities and resources.
- Commitment to ongoing professional development and growth as an educator.
- Dedication to promoting diversity, equity, and inclusion in the classroom and broader community.
- Ability to manage time efficiently to meet responsibilities and deadlines effectively.
- Resilience and composure under pressure, excellent problem-solving skills and sound judgement.
- A strong sense of camaraderie, promoting a collaborative and supportive work environment and respectful atmosphere within the music department.
- Proactive, energetic and enthusiastic with a positive outlook and good sense of humour.
- A willingness to share knowledge, experience and information with other colleagues to promote good practice.
- Able to prioritise and manage a varied workload and delegate appropriately.
- Commitment to the highest standards of educational and pastoral care for all pupils.

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<b>Terms and Conditions</b>	<p><b>Hours of Work</b></p> <ul style="list-style-type: none"><li>• This position is a fixed-term 1 year role, ideal for a recent music graduate from a university or music college.</li><li>• The Graduate Music Assistant will work core school hours from 8am to 5pm when all teaching staff are expected to be in but is expected to work the hours required to fulfil the aims and objectives of the Music Department.</li><li>• All INSET days, Open Mornings, including occasional Saturday Open events, and other relevant events listed in the School calendar.</li><li>• Depending on the requirements of the School at any time, these hours are subject to the terms and conditions of a Contract of Employment, and to amendment by the Head from time to time.</li><li>• Salary range to be confirmed.</li></ul> <p><b>Safeguarding Children</b></p> <ul style="list-style-type: none"><li>• <b>The New Beacon is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening and training appropriate to the post, including checks with past employers and an Enhanced DBS check.</b></li></ul>
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