

About the role

Are you ready for an adventure that combines your love for music with teaching and personal growth? We are looking to appoint a passionate and energetic Music Gap Assistant for the whole of the academic year 2024-25 (September 2024 - July 2025). We offer the opportunity to work and learn from our experienced and Inspirational team of staff. The Music Gap Assistant will be a talented and enthusiastic graduate with a keen interest in music and an eagerness to learn, grow and contribute to our dynamic school community.

This position is perfect for a student considering a career in teaching, offering many opportunities to discover life as a member of staff in a busy and thriving independent school. Part of the role would be spent with the Music Department assisting with their duties as well as any other tasks from the Director of Music. A knowledge of a variety of different genres of music and instruments would be an advantage and the ability to assist in music lessons. The successful candidate will be expected to participate in the School's extensive pastoral and co-curricular programme. This will include supporting members of the Music Department with music ensembles before school, at lunchtime and after school during term time. The successful candidate would have the ability to play an instrument or sing to a high standard.

You would also be encouraged to support other areas of the School such as sport, drama and art as we aim to ensure you gain unique work experience and have an exciting and life enriching gap year.

Salary

This is a term time role and the post holder will be paid a competitive salary of £18,000, paid over 11 months.

Lines of Responsibility

The Music Gap Assistant is directly responsible to the Deputy Head Academic via the Director of Music.

Job description

- Assist (alongside the designated teacher) in music from KS3 to KS5
- Assisting with and leading musical ensembles such as orchestra, choirs and jazz band
- Assist with co-curricular clubs at lunchtime and after school
- Attend day / residential visits as required
- Prepare suitable classroom and departmental display material

- Participate in the duty rota for before, during and after school
- Attend regularly and contribute to assemblies, staff meetings and attend all major school events.
- Understand the H&S Policy and work within its guidelines
- Cover registration periods as and when required
- Ensure you deliver the very highest levels of Safeguarding and Child protection at all times

Conditions of Employment

The post-holder must uphold the School's policy in respect of all matters related to Safeguarding and Child Protection. The above responsibilities are subject to the general duties and responsibilities in the written statement of conditions of employment (The Contract of Employment). The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Headmaster and Governing Body. The post-holder would also be expected to carry out any other duties that are reasonably assigned by the Headmaster.

The Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and this must not be construed. This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification at any time after consultation with the post-holder.

Person Specification	Essential	Desirable	Primary means of assessment
Have a good Honours Degree	√		Application Form
Be able to communicate effectively with students age 11 - 18	√		Interview
Be able to communicate effectively with colleagues	√		Interview
Work well as part of a small and dedicated team	√		Interview
Good initiative, organisational skills and timekeeping.	√		Interview
A professional approach, which inspires confidence in students and parents	√		Interview
Excellent written and ICT skills (Microsoft Office)		√	Interview
Evidence of a commitment to promoting the health, welfare and safeguarding of young people at all times	√		Interview
Assist / lead a musical ensemble	√		Interview
Ability to play an instrument or sing to a high standard	√		Interview
First Aid at Work Qualification (willing to undertake)		√	Application Form
A commitment and willingness to engage in the wider co-curricular life of the school	√		Supporting Letter / Interview
A positive motivation to work with young people and inspire students to take part in music.	√		Interview
Emotional resilience and a good sense of humour	√		Interview