Music Intern

Halliford School
SHEPPERTON

About the role

Halliford School seeking an enthusiastic, talented and committed Music Intern to support our vibrant and ambitious Music Department. This is an excellent opportunity for a recent graduate or gap year student looking to gain valuable experience in a busy school environment while contributing to a rich and varied musical programme.

The successful candidate will play an active role in supporting curriculum music lessons, instrumental ensembles, choirs, concerts, school musical productions and co-curricular activities. They will work closely with students, Director of Music, music teachers and peripatetic teachers helping foster a love of music throughout the school community.

Salary & Hours of Work

The post holder will be paid a competitive salary and will work on a part time basis during term time (22hours). Tuesday and Wednesday 8am till 5pm and Thursday 8:30am till 1:45pm with a 30 minute break for lunch. Flexibility is required for evening and weekend school events, Marketing Days, Sports Events and INSETs.

Lines of Responsibility

The Music Intern is responsible to the Director of Music.

Specific Responsibilities

- Support with music lessons in particular GCSE & A Level Composition Groups and music theory lessons.
- Assist the Director of Music with ensembles at lunchtime and after school.
- Support peripatetic staff with production rehearsals, Barbershop, Orchestra, Chamber Choir and Rock Band.
- Assist the Music Tech teacher with set up for concerts and recordings.
- Aural test preparation with students for ABRSM exams.
- Regular checking of equipment, ordering and auditing all music equipment.
- Assist the Director of Music with peripatetic admin, rooming, ABSRM exam booking, ordering music scores.

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 Head and Governing Body. The post-holder would also be expected to carry out any other duties that are reasonably assigned by the Head.

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.

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Person Specification	Essential	Desirable	Primary means of assessment
Holds, or currently pursuing, a Degree in Music or a related discipline.	√		Application Form
Have a strong musical background and excellent performance skills	√		Application Form
Possess excellent communication and organisational skills.	√		Application Form
Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)	√		Application Form
Ability to work accurately with attention to detail	√		Interview
Ability to work independently and manage multiple tasks	√		Interview
Be proficient on at least one instrument or voice	√		Interview
Demonstrate enthusiasm for working with young people	√		Interview
Have the energy, flexibility and commitment required to work in a busy school environment.	√		Interview