

**Job Title: Graduate Music Assistant**

**Job Reference No: 17-18086**

**Responsible to: Director of Music**

**Hours per week: Full time**

**Salary: Dependent on experience**

**Start date: September 2018**

**Closing date: Applications will be considered as they are received**

**Background:**

Taunton School is over 170 years old. It is an Independent School for more than 1100 boys and girls, aged from 0 to 18 years with approximately 350 boarders.

Taunton School isan equal opportunities employer and sets out to be caring and reasonable in its approach to all staff; it values its staff and has achieved the Investors in People accreditation.

Taunton School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Main Duties and Responsibilities:**

* Participate in and coordinate musical ensembles
* Assist with music events, departmental administration and timetabling
* Assist with the delivery of the curriculum, particularly at KS3, in accordance with musical specialisms
* Assist with the recording and reporting of the development, progress and attainment of the pupils
* Attend meetings relating to the reporting of the development, progress and attainment of the pupils and musical events
* Provide administrative support as required by the Director of Music, including the organisation of entries for practical music examinations
* Deliver aural and theory classes as appropriate for music examinations
* Manage and maintain departmental music libraries and be librarian for the department’s ensembles
* Market the school positively to prospective parents and pupils
* Promote and safeguard the welfare of children and young persons with whom you come into contact
* Attend INSET as required
* Carry out reasonable duties as instructed by the Director of Music, commensurate with the role and experience

**Person Specification**

* Good music degree with high level performance skills
* Experience coaching or working with young people in a musical capacity
* Ability to work positively as part of a team
* Ability to work under pressure and be good humoured

**Desirable:**

* Knowledge and experience with using music technology; principally recording techniques, Logic and Sibelius.

JD updated: May 2018