

Job deSCRIPTION

**Post Title**  Graduate Assistant in Music

**Reporting to** Director of Music

**The successful candidate will:**

**Teaching and Learning**

* Plan, deliver and lead the teaching of Key Stage 3 pupils
* Take a lead in the development of innovation and inquiry based learning at KS3
* Provide support at the academic clinic on a weekly basis, focusing on music literacy
* Teach beginner and intermediate theory as two discrete sessions, weekly
* Direct or assist in the coaching of up to two ensembles per week
* Tailor arrangements (where applicable) for college ensembles
* Support the stated aims of the College as given in the Staff Handbook and College Development Plan
* Operate within the context of a boarding/day school
* To manage pupil learning and enjoyment of Music through effective teaching in accordance with the Music Department’s schemes of work and policies
* To use a variety of methods and approaches which differentiate and stimulate to match curricular objectives and the range of pupil needs, and ensure equal opportunity for all pupils
* To set and mark prep regularly (in accordance with the College’s prep policy) to consolidate and extend learning and to encourage pupils to take responsibility for their own learning
* Where appropriate liaise with the Learning Support staff
* To work effectively and collaboratively as a member of the Music Department to improve the quality of teaching, learning and ensure efficient administration
* To set high expectations for all pupils, to deepen their knowledge and understanding and to maximise their achievement
* Ability to work in an enthusiastic manner, sharing new ideas and suggestions
* To use positive management of behaviour in an environment of mutual respect that allows pupils to feel safe and secure and promotes their self-esteem
* Planning and accompanying trips
* To attend special school events as reasonably directed by the Headmaster, including whole College and House assemblies

**Administration**

* Timetable all the music lessons each week on a rotational basis, endeavouring to avoid any clashes with exams, tests, matches, trips or anything else
* Send timetables to matrons to display them in Houses, and forward to marketing for display on website
* Deal with parental queries involving music lessons and other music admin issues
* Keep a comprehensive register of all pupils’ attendance and their grades
* Manage absences from music lessons, log infractions for lessons missed and keep Housemasters and parents informed
* Keep departmental contact list updated and circulated
* Prepare the recharges to parents for music lessons and music exams
* Manage ABRSM & Trinity exam entries
* Book the piano tuner twice a year and liaise with him on his visits
* Enter all Music department events into the college calendar (via requests doc)
* Request, chase and check all peripatetic reports
* Book organist, minibuses & rehearsal times for Carol Service at St Mary’s Church.
* Take and publish minutes of weekly departmental meeting
* Complete monthly timesheets for peripatetic staff and send to Director of Music for authorisation
* Compile reports on pupil numbers and peripatetic pay
* Place orders on behalf of the Music teachers and peripatetic team
* Any other reasonable tasks as in the life of a busy Music department

**Monitoring, Assessment, Recording, Reporting, and Accountability**

* To assess pupils’ work frequently in line with departmental and school policy and use the results to inform future planning, teaching and learning
* To be familiar with school assessment and reporting procedures and to prepare and present informative, helpful and accurate reports to parents
* To monitor unexplained absences or patterns of absence; which should be reported immediately to the academic tutor or House staff

**Subject Knowledge & Understanding**

* Essential to keep up-to-date with research and developments in pedagogy and Music in particular

**Professional Standards & Development**

* To be a role model to pupils through personal presentation, dress and professional conduct
* To arrive in class, on or before the start of the lesson, and to begin and end lessons on time
* To cover for absent colleagues as required and to assist with examination invigilation as requested
* To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work
* To be familiar with the College handbooks and support all the College’s policies
* To establish effective working relationships with colleagues
* To strive for personal and professional development
* To consider the needs of all pupils within lessons (and to implement specialist advice) especially those who: have SEN; are gifted and talented; are not yet fluent in English.

**Any other duties as reasonable required by your Head of Department or member of the Senior Management Team**

**Outline Salary and Conditions**

* A competitive starting salary will be offered in accordance with experience and qualifications. Shiplake College has its’ own salary structure
* A teachers’ salary pension scheme is available
* 15 hours will be by agreement with successful candidate
* Term time working
* Free lunch and evening meal when on duty
* Free use of the gym and open air swimming pool (summer months)
* Excellent peer support and development opportunities
* Mentor and Buddy system in place for all new staff
* Inclusive and thriving community spirit
* A beautiful working environment on the bank of the River Thames
* Shiplake complies with standard employment legislation with regard to retirement

**Shiplake College is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post including checks with the Disclosure and Barring Service. Shiplake College is an equal opportunities employer.**