

JOB DESCRIPTION

Job Title	Graduate Music Teacher & Chorister Tutor
Department	Music
Function	Teaching & Co-curricular
Reports to (Job Title)	Director of Music (BG)
Location	Bilton Grange, Rugby, Warwickshire, UK

JOB PURPOSE

Bilton Grange has an outstanding reputation for the quality of our Music provision, with exceptional success at Senior School Scholarship level and in examinations, an inclusive approach to music-making, and a sector-leading Chorister Programme. We are looking to appoint a Graduate Music Teacher & Chorister Tutor for September 2026 or as soon as possible thereafter. The successful candidate is likely to have experience of choral conducting, organ and/or keyboard accompaniment, and working with children.

KEY RESPONSIBILITIES/ACCOUNTABILITIES:

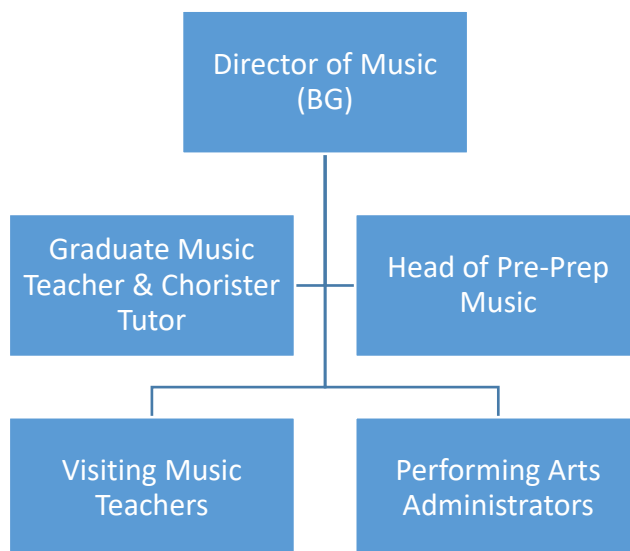
- Assisting the Director of Music and Head of Pre-Prep Music in the efficient running of the BG Music Department, ensuring provision of the highest level.
- Overseeing the welfare and organisation of the Choristers, including attendance and assistance at morning rehearsals, acting as chaperone for Evensong services, organising Chorister commitments and schedules, and communicating regularly with Chorister parents and colleagues.
- Teaching 8 Piano and/or Theory lessons per week, maintaining accurate records of pupil progress; other instruments may be offered, depending on the successful candidate's skillset.
- Covering classroom and instrumental lessons for absent colleagues.
- Teaching Choristers Music Theory and Practical Musicianship, including preparing them for examinations as appropriate.
- Assisting with, or organising, rehearsing, and directing music for some annual Drama productions, which may include playing for the Pre-Prep productions, the 3rd/4th Form productions, or the Upper School musical.
- Assisting with, or organising concerts throughout the school, alongside the Director of Music and Head of Pre-Prep Music. Concerts currently include Soloist Evenings, Musical Soirées, Pre-Prep Performance Platforms, Ensemble Concerts, Section Music, Musician of the Year, Blue Note popular concerts, and *ad hoc* special events, as requested by the Head.
- Rehearsing with and accompanying pupils during recitals and ABRSM examinations.
- Assisting with the musical provision in Chapel during the week, alongside the Director of Music and Chaplain, including chapel services and hymn practices.

- Preparing pupils for public performances and examinations, encouraging the highest standards of professionalism and musicianship.
- Assisting with public performances, including ensemble coaching, ensemble accompaniment, supervising pupils and/or performing as part of an ensemble.
- Communicating with parents as part of a partnership to support the musical development of pupils.
- Contributing to professional conversations with colleagues, casually and in formal department meetings.
- All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School’s Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

RELATIONSHIPS

Internal	Director of Music (BG) Director of Music (Rugby School) Head of Pre-Prep Music (BG) Performing Arts Administrators (BG) Visiting Music Teachers Academic Teachers
External	Parents of pupils

ORGANISATIONAL CHART



PERSON SPECIFICATION

	Essential	Desirable	Method of assessment
Qualifications	<p>Relevant academic or performance qualifications in Music.</p> <p>Proficient keyboard skills and experience of accompanying performers.</p>		<p>Production of the Applicant's certificates.</p> <p>Discussion at interview.</p> <p>Independent verification of qualifications.</p>
Experience	<p>Experience of working with young pupils.</p> <p>Experience and/or training in choral conducting.</p>	<p>Professional performance experience.</p> <p>Understanding of the busy nature of life in a Prep school.</p>	<p>Contents of the application form.</p> <p>Interview.</p> <p>Professional references.</p>
Skills	<p>A high standard of musicianship.</p> <p>Conducting/music direction skills.</p> <p>Clear communication skills, both orally and in writing.</p> <p>Comfortable using ICT, including the Microsoft Office suite and <i>Sibelius</i>.</p>	<p>Able to arrange music for ensembles.</p>	<p>Contents of the application form.</p> <p>Interview.</p> <p>Professional references.</p>
Knowledge	<p>A high level of theoretical knowledge.</p> <p>Awareness of a range of teaching techniques and approaches.</p> <p>Knowledge of sacred and secular choral repertoire.</p>	<p>Up-to-date knowledge of the latest Music Education research.</p> <p>Understanding of Child Protection procedures (training will be given).</p>	<p>Contents of the application form.</p> <p>Interview.</p> <p>Professional references.</p>
Personal competencies and qualities	<p>A high-calibre person, who can inspire children.</p> <p>Strong interpersonal skills.</p> <p>Energetic, enthusiastic and hard-working.</p>	<p>Able to win the confidence of a range of stakeholders.</p>	<p>Contents of the application form.</p> <p>Interview.</p> <p>Professional references.</p>

	<p>Highly motivated, ambitious, and upbeat.</p> <p>Calm under pressure with a good sense of humour.</p> <p>Flexible and collaborative, with an eye for detail.</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</p> <p>Emotional resilience in working with challenging behaviours.</p> <p>Positive attitude to use of authority and maintaining discipline.</p>		
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