Brentwood School

Graduate Assistant - Music

For those considering a role in teaching or who wish to further develop their professional skills in their field and with students, a Graduate Assistant role at Brentwood School provides a high quality, supportive environment in which to do so.

Department:	**Music**
Hours:	Full Time, one-year contract. Term time. Plus 4 weeks in school holidays as directed by the line manager which may include residential trips. Music Graduate Assistants will also work some weekends and evenings as required for school rehearsals, concerts and performances.
Report to:	Director of Music (Senior School)
Contacts:	Headmaster (Senior School), Deputy Head Staffing, Co-Curricular, Operations (Senior School), Director of Co-Curricular (Senior School), Professional Coordinating Mentor 3-18, Headmaster (Prep School), Deputy Head Co-Curricular and Operations (Prep School), Leaders within the Department, Teachers, Heads of Year, Tutors, Heads of House, Assistant Heads of House.
Job Purpose:	Music Graduate Assistants contribute to the Music Co-Curricular programme through participating in activities such as rehearsals, instrumental lessons, helping students produce compositions and such. Dependent on the skill set of the Graduate they will be required to plan and lead others in Co-Curricular activities. Graduate Assistants support in lesson learning through mentoring/coaching students, leading group work and as their teaching skills progress they take on team teaching and then solo teaching. Graduate Assistants, whilst based in a Senior School department, will spend a portion of their time in the Prep School working with the Prep School Music Department. This enables our Graduate Assistants to develop a holistic view of education 3-18. Graduate Assistants are assigned a tutor group alongside the main tutor in order to develop their pastoral skills and a holistic view of education. As their experience and skills suit, some Graduate Assistants may take on full responsibility for a tutor group. Graduate Assistants are assigned to a House so that they can develop their Co-Curricular skills beyond their main area and contribute to the full school life. The School and the Senior Leadership Team are strongly supportive of Music and recognise the important role they play in the life of the whole School community.

Key Responsibility /Accountability	<u>Co-Curricular General</u> • To model and develop in others the School Values and motto of Virtue, Learning Manners • To help students develop the attributes set out in the Brentwood Learner Profile • To use their skills and talents to support and enhance the Co-Curricular experience in their department • To lead Co-Curricular activities in their department as directed by their line-manager or colleague with delegated responsibility • Where appropriate, train other staff in aspects of Co-Curricular learning • To track student progress and adapt Co-Curricular activities to pose appropriate levels of challenge • To support students in reaching high standards in their Co-Curricular area, proactively seeking opportunities for obtaining excellence. <u>Music Co-Curricular</u> • Assist in the preparation and delivery of a weekly musical programme comprising over 40 rehearsals • To run sectional rehearsals and full ensemble/choral rehearsals as agreed with the Director of Music • To contribute to an annual programme of over 60 concerts, services and shows • Support pupils in their instrumental practise and development • Offer individual pupil support into music theory, aural preparation and composition • Accompany students for ABRSM exams and chamber concerts (if a pianist) • Assist with the administration of trips, musical events and initiatives in the Department • Seek and develop new and exciting performance opportunities for our pupils to broaden their musical experience. <u>Classroom</u> • To be an effective assistant to the main classroom teacher • To be receptive to mentoring, collaborative planning and feedback by experienced staff • To plan and prepare interesting and engaging lesson activities • To maintain an orderly, positive and purposeful classroom atmosphere • To make a contribution to departmental schemes of work • To contribute to assessing, recording and reporting on the development, progress and attainment of students • To help develop students as independent learners. <u>Cover and Duties</u> • Graduate Assistants are typically assigned one period of cover a day • Graduate Assistants undertake at least one break duty and one lunch duty a week. <u>Others</u> • To be proactive in their own professional development • To attend induction and CPD sessions as set out by the Professional Coordinating Mentor 3-18 • To support the pastoral activities in their assigned tutor group

	• To support the Co-Curricular activities in their assigned House • To promote the general progress and well-being of individual students and of any assigned group of students • To safeguard the general health and safety of students • To communicate and consult with parents and any relevant outside bodies or agencies • To participate in all relevant meetings • To undertake supervision and cover duties as required • To respond positively to reasonable requests from the line manager and to embrace opportunities and challenges.
Person Specification	• Degree in related discipline • The successful candidate will show a commitment to the success of every student and should possess a willingness to help students outside the normal teaching day • They will be a perceptive and reflective practitioner in the classroom, committed to promoting academic excellence and embracing innovative teaching techniques • A dynamic communicator who has a demonstrable enthusiasm for their subject and an ability to inspire and motivate pupils at all stages • Able to engage with current educational thinking and of likely future developments in the subject area and to be aware of the wider relevance of their subject across the curriculum • Have an approach to work and collaborating with others that is flexible and enthusiastic • The successful candidate will be someone who understands the value of a good humoured and ethical approach to working with others, knowing that the culture we embody is the one we create. To find out more about this role please contact the HR Department at hr@brentwood.essex.sch.uk who will be able to put you in touch with the relevant Director.
	To be committed to the safeguarding and promotion of the welfare of young people. To demonstrate this commitment in every aspect of this post. To adhere to, and ensure compliance with, the School's Safeguarding Policy at all times. You are required to report any safeguarding or child protection concerns to your line manager or the School's Designated Safeguarding Lead.