

JOB DESCRIPTION

Job Title	Graduate Teaching Assistant (Music)
Department	Music
Function	Co-Curricular
Reports to (Job Title)	Head of Co-Curricular Music
Location	Rugby School

JOB PURPOSE

To facilitate the successful delivery of musical activities and events at Rugby School.

KEY RESPONSIBILITIES/ACCOUNTABILITIES:

Co-curricular:

- To assist with the arrangements for all musical events and with the running of ensembles, as required by the Director of Music
- To sing in services on Monday, Tuesday, Thursday and Friday evenings as part of the Chorister Programme.
- To sing with and provide administrative support, leadership and coaching to all school choirs and vocal consorts
- To coach House choirs and monitor their progress in the House Singing Competitions, liaising with internal and external musicians
- To provide some individual aural preparation
- To play in orchestras and ensembles or accompany pupils, depending on particular skills of the candidate
- To liaise with and provide support to adjudicators during competitions
- To supervise music practice
- To help with supervision on music department trips and tours
- To support the realisation of the annual Festival on the Close in the Trinity Term
- To organise the scholar's concerts, coffee concerts and other events as required by the Director of Music

Academic:

- To assist in academic teaching, depending on the particular interests of the candidate, including the provision of occasional cover
- To support the department as it prepares candidates for practical and theory examinations
- To prepare teaching resources, as required, in support of the music curriculum

Administrative:

- To work with the Music Administrator, providing general administrative support to the Music Department as required by the Director of Music
- To be responsible for libraries (orchestral, choral and academic), including cataloguing and tidying
- To make sure that students have the correct music for rehearsals
- To source music for major concerts
- To keep all ensemble registers up to date (using SOCS), including orchestra, concert band and choirs

- To manage all the music department’s social media accounts including Instagram, Twitter and Facebook
- To help with the follow up of pupil absence from rehearsals
- To co-ordinate the schedules for masterclasses
- To organise front of house arrangements for all concerts
- To set up for all ensembles, concerts and other events
- To organise refreshments for orchestral (and other) rehearsals
- To prepare and publish timetables, schedules and repertoire lists for rehearsals
- To write programme notes
- To attend the weekly department meetings and take minutes
- To help with the music scholarships audition process

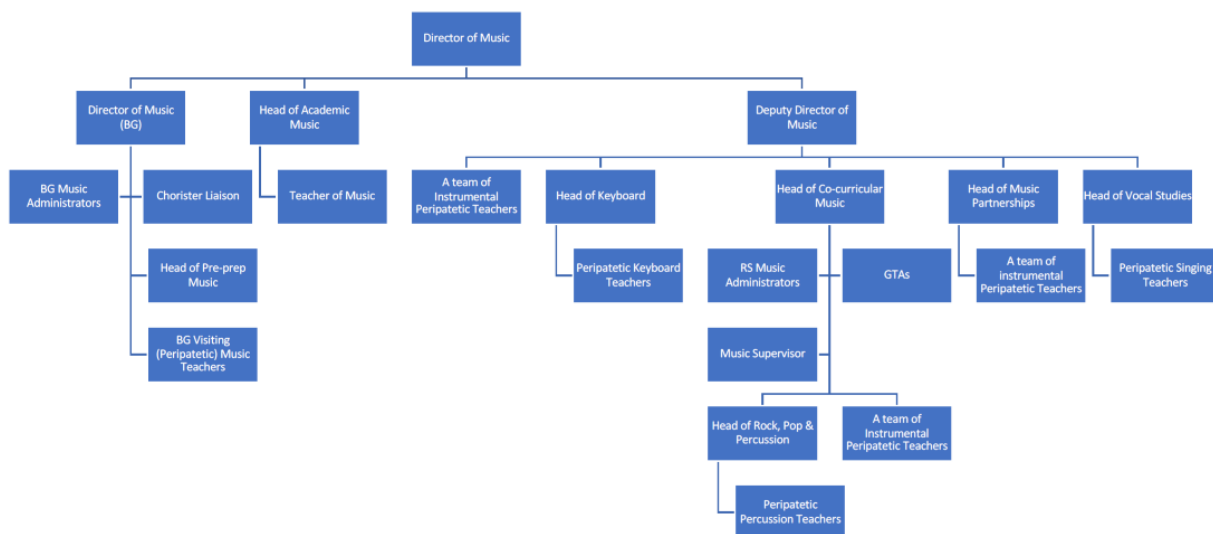
Other:

- To assist with other aspects of the School’s organisation, as required.
- To be fully involved in life and activities within the School’s calendar
- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact
- To undertake a planned and agreed programme of CPD, including attendance at internal and external meetings and courses to keep abreast of best practice
- To attend staff INSED training
- 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	Head of Co-Curricular Music
External	

ORGANISATIONAL CHART



PERSON SPECIFICATION

	Essential	Desirable	Method of assessment
Qualifications	Degree in Music or equivalent or be about to graduate.	Grade 8 Piano.	Production of the Applicant's certificates. Discussion at interview. Independent verification of qualifications.
Experience	Singing in an outstanding choir.	Close harmony singing. Orchestral playing. Chamber music. Piano accompaniment.	Contents of the application form. Interview. Professional references.
Skills	Excellent IT skills.	Programme, poster and other design work. Audio/video recording and editing.	Contents of the application form. Interview. Professional references.
Knowledge	A wide knowledge of classical music.	A wide knowledge of classical music.	Contents of the application form. Interview. Professional references.
Personal competencies and qualities	Creativity. Excellent communication skills. Resourceful. Ability to prioritise own workload, to work independently and as part of a team. Willingness to work long hours, including evenings and weekends. Self-motivated, reliable, organised and punctual.	Willingness to adapt, improvise and go off- piste.	Contents of the application form. Interview. Professional references.

	<p>Motivation to work with children and young people.</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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