



# STONYHURST

## Job Description Graduate Music Assistant

### Job Purpose

- To contribute to all aspects of the musical life of the College
- To work with individual students and to encourage their development

**Reporting to:** Director of Music

### Key Responsibilities

- To contribute to the organisation and direction of extra-curricular music throughout the College, including:
  - directing, accompanying and participating in ensembles across a range of abilities
  - administrative elements such as maintaining catalogues and collating registers
  - attending and participating in concerts and events
- To co-teach some academic lessons appropriate to the GMA's interests and aptitude.
- To inspire students through musical leadership, by:
  - providing individual aural/theory tuition
  - arranging music for ensembles
- To share in the administration of the Music Department, including:
  - co-ordination of instrument maintenance
  - maintaining records of external instrumental and vocal examination results achieved by students
  - photocopying and scanning music
  - taking minutes at weekly Music Department meetings
  - monitoring practice undertaken by pupils
- To work with the Director of Music and other members of the Department in encouraging the highest levels of attendance at individual lessons and ensembles
- To cover academic lessons in Music, and to undertake supervisory duties, in line with similar duties undertaken by members of the teaching staff.
- To contribute to discussions relating to the purchase of books, stationery, equipment and software for curriculum music.
- To contribute to discussions relating to the purchase of repertoire and other equipment for extra-curricular Music.
- To take responsibility for other areas as may reasonably be requested by the Headmaster or the Director of Music.
- Support the running of a boarding house.
  - residing in the boarding house during term-time
  - work with the Pastoral Head (the Stonyhurst term for Housemaster/Housemistress) on duties associated with boarding pastoral care
  - to work up to a maximum of three evenings per week on boarding duty
  - to be mindful at all times of issues relating to Safeguarding and Health & Safety

*Stonyhurst" (Stonyhurst College, Saint Mary's Hall) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check.*