



JOB DESCRIPTION

Music Assistant
Suitable for Graduate or Gap Year Student
September 2019 – July 2020
1 year term-time only contract

Job Title: Music Assistant - September 2019 – July 2020
Reporting Line: Director of Music and in their absence, Pippa Message, Deputy Head
Location: Hampton School

Hampton School

Hampton is one of the country's leading, most successful and best-resourced independent schools and has been helping boys to fulfil their potential and realise their aspirations for nearly 460 years. We are a lively, friendly and caring School community, where innovative teaching is underpinned by strong shared values and complemented by outstanding pastoral care. We aspire to enable our boys not only to make sense of the world but also to want to go out and improve it.

The School's examination results and university entrance record consistently rank among the best achieved anywhere. Nearly all Hampton leavers go on to undergraduate courses at Russell Group or equivalent universities. Many boys are offered places at Oxford and Cambridge each year; an increasing number go on to study at US Ivy League universities, often on academic and sporting scholarships. Our alumni network is extremely strong and former pupils remain very interested in their School, in no small part due to the exceptionally warm and mutually respectful relationships enjoyed between Hampton staff and their pupils.

Situated on a green field site in a leafy suburb of South West London, we are fortunate to have over 27 acres of playing fields within our spacious grounds and a generous investment programme ensures that pupils and staff benefit from first-class facilities across all areas of School life. These include a state-of-the-art 3G sports ground, a large Sports Hall and The Hammond Theatre, along with an excellent library and specialist facilities for Art, Music, Science, Technology, IT and Languages and our recently opened Sixth Form Study and Careers Centre. The Millennium Boat House, shared with our neighbouring girls' school, Lady Eleanor Holles, enjoys a prime location on the nearby River Thames and provides the focal point for our renowned and highly successful Boat Club.

Visitors from the Independent Schools Inspectorate (ISI) concluded in March 2016 that Hampton's academic and all-round excellence merited the rarely awarded ISI assessment of pupils' achievements and learning being 'Exceptional'. The inspection team's findings in all other areas were similarly pleasing and the highest possible judgements were achieved across the board. A copy of the full ISI report can be found on the School website.

The Role

We are looking for an enthusiastic and motivated candidate for the post of Music Assistant to provide organisational and administrative support to ensure the smooth day to day operations of the Music department.

The successful candidate must have an appreciation of the demands of working in a Music department and have a genuine willingness to support the department at all events and music trips, which will involve evenings and weekends. You must enjoy the challenge of a busy working environment and be able to demonstrate excellent organisational, communication and administrative skills combined with a personable, self-motivated, 'can-do' approach. The role would suit a graduate who is looking for the opportunity to gain valuable experience in a highly successful School music department.

Music is one of Hampton's particular strengths. Hundreds of boys learn a musical instrument and many have lessons in more than one; there is a wide variety of ensembles, choirs and orchestras to join across all genres. Academic music is strong, with a very healthy number of pupils choosing to study music at IGCSE, AS Level and Pre-U. The School has an impressive tradition of boys winning Organ and Choral scholarships at Oxbridge colleges.

There are four teaching staff in our thriving, popular Music Department (three full-time, one part-time) and a Performing Arts Administrator. Twenty-four visiting music teachers, many of whom are distinguished performers themselves, provide instrumental lessons and oversee some ensembles.

This post starts on 2 September 2019 and is for 35 hours a week during term. Your normal working hours are 8:45am to 4:45pm, however, a high degree of flexibility is required to attend evening and weekend events as required only plus some holiday, weekend and after school hours.

Job Responsibilities

Music

- Preparing rehearsal rooms
- Preparing music/folders
- Putting out music stands
- Moving instruments (percussion)
- Restoring rehearsal rooms for teaching after rehearsals
- Clearing away stands, instruments, music and folders

Assist setting up ensembles

- Symphony Orchestra
- Chamber Orchestra
- School Choir
- Chamber Choir
- Voices of Lions
- Percussion ensembles
- Jazz Band
- Swing Band

Performing/rehearsing

- Joining ensembles
- Taking sectional rehearsals

Maintaining Music Library

- Sorting and storing music
- Preparing music for rehearsals and concerts
- Sorting and returning hire library music
- Maintaining folders for choirs and ensembles
- Archiving concert programmes

Curating Department Recordings

- Setting up recording equipment to record concerts
- Recordings of concerts
- Editing recordings
- Archiving recordings
- Cataloguing recordings

School Instruments

- Auditing and cataloguing School Instruments
- Maintaining register of School Instruments
- Management of amplifiers, leads and instruments for rehearsals

Concert Management

- Team leader for stage managing music concert events.
- Allocate dressing rooms and prepare dressing room signage

- Create concert and event promotional material (for print and social media)

Ensemble & group management

- Manage Groups and ensemble membership in MSM
- Maintain matching ensemble registers
- Communicate with ensembles, groups and event participants (and parents)
- Collate, maintain and answer responses

Trip Support

- Manage lists of trip attendees
- Communicate with trip attendees (and parents)
- Collate, maintain and answer responses and queries
- To accompany School trips as required and agreed

General tasks

- Maintaining teaching resources
- Headphones and splitters
- Keyboard Lab
- TA support with iMacs in classes
- Photocopying musical scores
- Maintain the display boards
- Ensure the safe working of pupils and staff by ensuring all rooms and corridors in the Garrick building are kept clutter free.

Other

- To undertake any other duties as reasonably required by the Director of Music, Headmaster, Deputy Head or Bursar in association with the above role.
- To undertake the role of Fire Marshal and First Aider as required. Training would be provided.

Please note that there may be some changes and additions to the above, which will be discussed before implementation and changes may occur as the post develops. This document is designed to provide applicants with a “flavour” of the position and responsibilities.

Personal Specification

The successful candidate is likely to be able to demonstrate the following skills, qualifications and experience.

- A commitment to the Safeguarding and wellbeing of pupils
- Personable, self-motivated and able to demonstrate excellent written and verbal communication skills
- Confident and able to present themselves well and have strong social skills
- Able to deal politely and effectively with staff, pupils, parents and the general public
- Understand fully what is required to promote the aims and ethos of the School
- Keen to learn on the job and be a creative team player.
- Have a smart appearance, friendly/polite demeanour and good communication skills
- Good attention to detail: an excellent, accurate and careful command of written English
- A high level of proficiency in the use of ICT, including Microsoft Office
- Energy, commitment and enthusiasm directed towards the smooth running of the Website and Media office
- The ability to identify and complete work independently
- Excellent organisational skills and be flexible and adaptable in order to meet ever-changing needs and priorities
- The ability and willingness to learn new skills

- A willingness to assist and deal confidently with staff

Training

Where necessary, to undergo on the job training and/or to attend INSET training outside the School where appropriate to increase competence, proficiency and safety awareness.

Salary

This is a paid position and based on the current Support Staff pay scales. The full-time equivalent salary for the position is up to £18,160 per full calendar year worked (approx. £13,550 for the period of employment). You will be paid in 11 equal monthly payments, in arrears (Sept 2019 – July 2020). The duration of the contract is 2 September 2019 to Friday 3 July 2020 inclusive.

Payment will be made on the 25th of the month or the next working day thereafter by credit transfer into a bank, building society or other account of your choice.

Hours

This is a part-time position and working hours will be 8.45am - 4.45pm, Monday - Friday, term-time only and may include weekend and after school hours over the term of the contract. Additional holiday work, if required, is to be discussed and agreed with the Director of Music and the Bursar in advance.

The remuneration package includes pay for holidays which are to be taken during School holiday periods. Staff are required to be at School on Open Days.

SAFEGUARDING

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Safeguarding Designated Persons or to the Headmaster.

Hampton School Trust is an Equal Opportunities Employer.

The School reserves the right to offer the post at any stage in the appointment process. Further details of the School are available on the website.

Please note all appointments are subject to the Hampton School Trust Recruitment, Selection and Disclosure Policy and Procedure

May 2019