



KINGSWOOD
BATH

GRADUATE MUSIC ASSISTANT
INFORMATION FOR CANDIDATES





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KINGSWOOD FOUNDATION ETHOS

'Do all the good you can, by all the means you can, in all the ways you can, in all the places you can, at all the times you can, to all the people you can, as long as ever you can.' John Wesley

Kingswood's distinctive spirit is based on the Christian beliefs of its founder, John Wesley, who stressed the importance of each individual and the transforming power of education. Kingswood is a friendly, inclusive community where individuals are helped to develop their own talents while encouraging others to do the same. Kingswood encourages confidence, open-mindedness and respect along with creativity and a spirit of inquiry. Academic achievement takes place in a context of all round personal development where high standards are combined with a sense of responsibility and service. Kingswood pupils excel in themselves whilst making a real difference to the lives of others.

BACKGROUND

Kingswood School is situated on a magnificent 120+ acre site in Lansdown, Bath, and offers an inclusive boarding and day community that balances academic rigour, strength in the arts and sport, traditional values and outstanding pastoral care with a forward-thinking, can-do approach.

Both the Prep School (nine months to 11 years) and the Senior School (11 to 18 years) offer a broad, holistic education, in which pupils are encouraged to develop self-assurance and high levels of personal motivation. In this environment, pupils achieve exceptional successes as they strive to find and fully develop their talents.

Kingswood was founded by John Wesley, the founder of the Methodist Movement. When the School opened in 1748 in Kingswood in Bristol, it provided education for a small number of the sons and daughters of local mining families. Kingswood developed to provide a boarding education for the sons of Wesley's itinerant Methodist colleagues, eventually outgrowing its original site and moving to its stunning present location in Lansdown, Bath, in 1852. Kingswood started accepting boys from families outside the Methodist minister sphere, and, by the mid-1920s, the School was educating approximately 300 boarders. In 1972, the School took the decision to move to co-education and accepted its first girls.

Kingswood is a fully co-educational school at all levels and has experienced significant growth over the last ten years. The School is now made up of predominantly day students, but with a significant boarding community (between 20 and 25%) with students from a wide variety of countries. Today there are around 900 pupils in the Senior School and over 400 in the Prep School. In addition, a new state-of-the-art development at the Prep School, which includes a new Nursery known as The Garden at Kingswood, opened in September 2018.

Academic results at Kingswood are consistently excellent. In recent years, Kingswood has achieved very high numbers of top grades at both GCSE and A Level. The School is also proud of its rich and varied co-curricular programme which encourages students to excel across a range of activities. Kingswood is widely recognised as one of the top schools for sport in the South-West, with students competing at both national and international levels. The Arts are also extremely strong, with excellent art, music, drama, and design technology departments inspiring true creativity and opportunities to both challenge existing principles and explore new concepts.



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JOB DESCRIPTION: GRADUATE MUSIC ASSISTANT (FULL TIME, FIXED TERM)

LOCATION:

Kingswood Senior School

RESPONSIBLE TO:

Director of Music

JOB PURPOSE:

- To assist the Music Department in all aspects of its work including academic lessons, individual student support, and general day-to-day running;
- Show commitment and contribute to all aspects of life in a busy boarding and day school, including the co-curricular music programme.

DEPARTMENT INFORMATION

An education in Music at Kingswood prepares students for a cultural understanding and appreciation of the place of music in the modern world. Within the curriculum, we offer a broad range of activities that enables all students to fully develop their musical potential and interests. We also believe passionately that, through lessons, students will develop wider life skills such as creativity, self-confidence, thinking on-the-go, discipline and imagination.

With three academic staff (Director of Music – Mr Andy Barton; Teachers of Music – Mrs Elaine Francis & Mr Jamie Knights), a part-time Music Administrator and a team of 22 visiting instrumental and vocal teachers, the department is well-placed to be able to support and challenge our musicians at all levels.

Music Curriculum

All Kingswood students study Music in Years 7 and 8, and it is also a very popular option in Year 9. Music is an option subject at both GCSE and A-Level, and students regularly go on to courses at leading universities and conservatoires, often following this with top careers in the music business.

The broad curriculum in Years 7-9 instils the three aspects of performing, composing and listening & appraising. Students have the opportunity to play instruments and sing in lessons, as well as explore music technology, all whilst studying a wide array of topics and genres.





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The Music School provides a flexible space for teaching, with the opportunity to undertake regular whole-class and group performance work. Students are also highly encouraged to take up individual instrumental/vocal lessons.

The department has a strong record at GCSE and A-Level, and alongside this, past and current students have been awarded places in the West of England Youth Orchestra and at the Junior Royal Welsh College of Music & Drama. Recent students have gone on to study Music at the Guildhall School of Music & Drama and the Royal Northern College of Music.

Instrumental/Vocal Lessons

The Music School provides space for individual musical tuition to take place within school working hours and there are currently 250 lessons taking place each week. We are supported by an excellent team of 22 Visiting Music Teachers, delivering lessons on all main orchestral instruments, as well as piano, guitar, bass, drum kit and harp. Lessons take place on a rotation system, with fixed slots reserved for A-Level students. ABRSM examination sessions are held termly, and students also undertake Trinity, Rock School and LCM exams at local centres.

Co-Curricular Music



The co-curricular music provision at Kingswood is broad and inclusive, with ensembles to suit all ages and abilities. The Westwood students (Years 7 and 8) benefit from their own choir and orchestra, which feed into the school's main Chamber Choir and Senior Orchestra. Alongside these foundation ensembles are Kingswood Strings, Kingswood Jazz Orchestra, Senior Girls' Choir, Boys' Barbershop, Brass, Clarinet and Flute Ensembles, as well as ad-hoc chamber groups. Each rehearse weekly and have regular concert opportunities each term. In addition to the annual Christmas and Spring Concerts, the department has a termly recital series, regularly undertakes concert engagements in and around Bath, and hosts specialist concerts throughout the year. A major highlight of the year is our annual showcase for Bath Festivals' *Party In The City*. The choirs sing extensively and are a prime focus in the annual Carol and Commemoration Services. The musicians of Kingswood tour regularly, with the most recent tour to Barcelona taking place in July 2024, and plans to tour again in the summer of 2026. The foundation choirs recently recorded a Christmas album, *Carols from Kingswood*, raising significant funds for the charity *Action for Children*.



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The Music and Drama departments collaborate regularly and stage joint productions each year. Recent shows include *Legally Blonde The Musical* (upcoming Feb 2025), *Matilda The Musical* (2024), and *Little Shop of Horrors* (2023).



Accommodation and Resources

The department is housed in Kingswood's Music School which features a large, flexible and open classroom space, as well as a separate Music Technology suite equipped with 15 Macs each running Logic Pro X. The Music School also features a dedicated studio for multitrack and live recordings, with an iMac, Focusrite Claret 8 PreX and an Icon QCon Pro. There is also a suite of practice and rehearsal rooms, staff room and offices for staff. The curriculum is enhanced by a wealth of resources, including a full Samba kit, djembe set and classroom tuned percussion. In addition, the school holds a full stock of orchestra instruments and all of Year 7 are taught an orchestral instrument as part of their curriculum. The department also houses a Yamaha C1 in the Lower Classroom for recitals and examinations.



The musicians are also able to benefit from the 366-seat Kingswood Theatre which is used for weekly rehearsals and termly concerts, and is home to a Yamaha C7.

Beyond this, Kingswood's Chapel is a space in much use for music and worship, and is home to a two manual Copley pipe organ which has recently

been restored by Clevedon Organs and a Kawai RX3 grand piano.

Music Scholarships

Music Scholars are awarded upon entry to the school in Years 7, 9 and 12 to students who show exceptional potential as young musicians. The scholars are offered a wide programme of development throughout their time at Kingswood and there are significant opportunities throughout the year for them to develop as performers.



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KEY DUTIES & RESPONSIBILITIES:

Assisting the Director of Music to support the day-to-day running of the department, including the following:

Academic / Student Support

- Classroom assistance for all year groups as required, including GCSE and A Level
- Individual GCSE/A Level support sessions for composition/performance
- Individual performance technique and examination preparation
- Aural lessons for students
- Music Scholars individual coaching sessions as required
- Study Support work as required
- Support individual music lessons as appropriate
- Accompany students in informal concerts (if appropriate)

Co-Curricular support

- Assisting with ensembles rehearsals – leading full or sectional rehearsals, playing/singing as required
- Activities, including running theory sessions up to G5
- Accompanying ensembles (if appropriate)

Concert performance and assistance

- Assist with the departmental organisation and preparation of all concerts
- Assist at all school concerts and productions as directed by Director of Music
- Support and assist with trips and visits, and international music tours if applicable

Music Librarian

- Organisation and maintenance of sheet music, recorded music, archives etc. for the department

Studio Responsibilities

- Assistance with recordings (both Academic and Co-Curricular) and basic studio management

Additional Duties

- 1 evening per week 6.30 – 8.30pm in the Music School
- Attend weekly departmental meetings
- This post may include single accommodation onsite which is offered on the basis of further duties undertaken in one of the school's boarding houses

The successful candidate will be expected to show commitment in contribution to the wider life of the school. Kingswood has a high reputation for its extensive extra-curricular programme and all staff are expected to contribute to the programme as part of their regular school routine.

It should be noted that this is not a definitive list; your duties will be at least those listed above.



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You will be expected to:

- Conduct yourself with professionalism, tact and diplomacy at all times as a representative of Kingswood School.
- Observe health and safety procedures and work safely at all times
- To comply with all school policies and procedures including reporting any concerns to the appropriate person in relation to those covering child protection, health, safety, welfare, security, confidentiality and data protection.

THE IDEAL CANDIDATE

ESSENTIAL QUALIFICATIONS, EXPERIENCE AND SKILLS

You will have:

- A good degree in Music
- Specialism in one or more musical instruments (including voice)
- Experience in performing as a soloist and in ensembles
- A desire to be part of busy and successful department
- The ability to work independently and proactively, and as part of a team
- Strong organisational skills
- Effective communication and interpersonal skills and an ability to interact appropriately with others within the school community
- Good level of competence in ICT to support general administration

DESIRABLE QUALIFICATIONS, EXPERIENCE AND SKILLS

- Competent keyboard skills (Piano and/or Organ)
- Knowledge of Music ICT, such as GarageBand/Logic and Sibelius or similar
- Working knowledge of studio equipment

KEY COMPETENCIES

- Clear empathy for, and understanding of, children's development needs
- Emotional resilience and ability to work calmly under pressure
- Commitment to equal opportunities and anti-discriminatory practice
- Flexible and with a 'can do' attitude
- Evidence of appropriate professional development
- Supportive of the Christian ethos of the school
- Open to new ideas and practices



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CHILD PROTECTION

It is your responsibility to help promote and safeguard the welfare of children and young persons for whom you are responsible, or with whom you come into contact, and to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, you become aware of any actual or potential risks to the safety or welfare of children in the school, you must report any concerns to the School's Designated Safeguarding Lead. Protecting children from the risk of radicalisation is part of the School's safeguarding duties (under the Prevent Duty).

TERMS AND CONDITIONS

NORMAL HOURS OF WORK

Your normal hours of work will be 40 hours per week, term time only. Working hours may also include evenings and some weekends. This is a fixed term appointment from 1 September 2025 to 31 August 2026.

HOLIDAY

Paid holiday entitlement is 4.92 weeks per annum, pro rata to 6.6 weeks per annum, inclusive of bank holidays. No holiday may be taken during term time.

STAFF DEVELOPMENT REVIEW

Your staff development review will be undertaken by the Director of Music.

PAY & BENEFITS OF SERVICE

SALARY

The actual salary is £19,525.88 per annum, inclusive of holiday pay (term time only – 34 weeks per year)

Furnished, single accommodation onsite may be available with this post. Free meals are also provided in the Dining Room during working hours and when on duty, including breakfast, lunch and supper.

OTHER

Kingswood School has high expectations of staff and looks to reward them with beneficial conditions of service.

- Professional development and training.
- All staff enjoy free meals provided in the Dining Room with refreshments available throughout the day.
- Part remission of fees at Kingswood Nursery, Prep and Senior Schools for children of employees (subject to the normal competitive entry requirements being met). Please note that remission of school fees is not a contractual entitlement; the Governors reserve the right to vary the rate of remission or to withdraw it altogether.



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- Staff are welcome to make use of the leisure and sports facilities (which includes a swimming pool, gym and tennis courts) set within the beautiful School grounds.
- Parking available around the School site.
- Stakeholder Pension Scheme.
- Death in Service benefit.
- Cycle Scheme in line with the Government's Cycle to Work initiative.
- Employee Assistance Programme; an independent, free and confidential advice service that can offer both practical advice and emotional support.
- Kingswood has a strong sense of community and there are many ways to be involved whether through sport, music or social events.

APPLICATION PROCESS

Please visit our website <https://www.kingswood.bath.sch.uk/about-us/employment-opportunities> to read our policies for **Recruitment, Selection and Disclosure Procedure**, and **Child Protection and Safeguarding Policy including EYFS**.

Please email recruitment@kingswood.bath.sch.uk to request an Application Form. Mrs Nicola Carr, Recruitment Co-ordinator, can answer any questions you may have about the role.

Completed Application Forms should be returned by Email (or by post: Recruitment Co-ordinator, Kingswood School, Lansdown, Bath, BA1 5RG)

The closing date for applications is Friday 28th February, midday. Early applications are encouraged.

Kingswood School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children."

As an equal opportunities employer, Kingswood School is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We offer a welcoming and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply.