



Job Description

Job Title:	Graduate Music Assistant
Hours of Work:	Full time (Monday to Friday, with five Saturdays over the academic year), term time only
Reports to:	Director of Music
Duration of post:	1-year, but with the potential for mutually agreed extension
Remuneration:	c£19,000 (paid over 12 months), plus accommodation



Principal Role, and the Music Department at a glance

We are looking for an enthusiastic and talented musician to support the delivery of the co-curricular and academic activities of our busy Music Department. Our Graduate Music Assistant is an important person in Eltham's musical provision, and they will have the opportunity to be a key part of a Music Department with over 50 ensembles rehearsing every week, c60 concerts/events every year, and two thirds of all pupils learning at least one instrument.

Eltham College has always had a strong musical reputation, with a large number of our pupils attending junior conservatoires in London, and a number of leavers heading on to academic music or instrumental study at university/conservatoire. Our Symphony Orchestra performs in three large-scale external concerts every year, performing full symphonic repertoire; this year's programmes include Beethoven's 5th Symphony and Vaughan Williams' *The Lark Ascending*, performed alongside Lili Boulanger's *Vielle Prière Bouddhique* and Cecilia McDowall's *Stabat Mater* with the school's Choral Society at Blackheath Halls. Our choirs perform regular evensongs both in the school Chapel and at cathedrals throughout the UK, and two of our choirs will be performing in *Prom Praise* at the Royal Albert Hall in May. Our scholars attend regular trips to concerts and conservatoires in London, and all of our major internal and external concerts are professionally recorded and filmed.

In addition to the standard responsibilities of the role, our Graduate Music Assistant would be offered the chance to direct a number of ensembles if desired (for example within our extensive Chamber Music programme), and there is certainly the potential to gain classroom experience if it is of interest. We would work with the successful candidate to fashion a role/timetable that matches their experiences and interests, giving as much chance for professional development as possible.

Eltham College is 20 minutes from central London, and this role comes with on-site accommodation, as well as further benefits such as use of the school's Sports Centre and free lunch during term time. Whilst the school days are busy, and the Department puts on a number of evening concerts throughout the academic year, this easy access to London allows our Graduate Music Assistants to maintain an active freelance performing career in addition to their work at Eltham should they wish; for example, the current post-holder is moving on to become the Organ Scholar at St Albans Cathedral in September.



Main Duties

The following list is not exhaustive, but serves as an indication of what the role encompasses:

- Taking an active role in the Music Department's co-curricular programme, assisting with rehearsals and concerts;
- Providing administrative support for the department, including managing and organising the music library and preparing concert programmes;
- Assisting the Music Administrator in the planning and execution of concerts and events;
- Providing piano accompaniment for choir rehearsals, concerts and exams;
- Coaching pupils in instrumental and/or vocal ensembles as appropriate;
- Delivering theory and aural sessions to pupils preparing for grade exams;
- As appropriate, assisting with the teaching of Academic Music to pupils in the Senior School (such as composition and harmony classes at GCSE and A Level);
- Being an active and engaged member of the core Music team, attending weekly Departmental Meetings and helping with concerts/events;
- Organ playing during school chapel services (if appropriate);
- Carrying out any other reasonable requests in line with the broad responsibilities of the role.

Eltham College has both a Senior School and Junior School, and, whilst primarily based in the Senior School, the Graduate Music Assistant will be involved in both schools. The Music Department puts on a busy schedule of rehearsals and concerts throughout the academic year, and so there are several occasions where the Graduate Music Assistant would be required to contribute to the Department outside of normal timetabled hours; for example, accompanying Choral Society rehearsals and assisting with concerts.

Person Specification

Essential:

- Excellent keyboard skills and ability as an accompanist;
- Excellent organisational and administrative skills;
- Excellent communication skills with an ability to establish rapport with pupils, parents and colleagues;
- A demonstrable ability both to work with our most advanced musicians, but also to inspire younger pupils;
- An enthusiastic and flexible approach to work;
- A willingness to engage in the whole life of the school;

Desirable:

- Educated to degree level in music, or a related subject;
- Proficiency on an orchestral instrument;
- Knowledge of music technology;
- Ability to play, and experience of playing, the organ within chapel services.



The post holder will be responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and will ensure compliance with the School's Safeguarding Policy Statement 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 they must report any concerns to the School's Designated Safeguarding Lead.