



ASHFOLD

SCHOOL



Candidate Brochure

Graduate Music & Boarding Assistant

Required for September 2023



Candidate Brochure: Graduate Music and Boarding Assistant

Ashfold is a leading independent prep school for approximately 300 boys and girls aged 3-13 years. The School is set in 30 acres of beautiful grounds on the edge of the village of Dorton in the Buckinghamshire countryside, close to Thame. The School is a charitable trust managed by a board of Governors.

We are seeking to appoint a Graduate Music & Boarding Assistant, on a one year fixed term contract starting in September 2023, to assist the Director of Music in promoting an enthusiasm for, and excellence in, music throughout the School. In addition to providing general administrative support to the Director of Music, the successful candidate will live in the boarding house, assisting the Head of Boarding with Boarding activities and practices.

Ashfold offers an excellent all-round education and a wealth of opportunities to excel both in the classroom and beyond. We encourage and celebrate participation in sport and the arts, including art and design technology, drama and music as well as a wide variety of extra-curricular activities enabling every child to develop their individual strengths, talents and interests and discover new ones.

Job Description:

This is a varied role working within the music department. There is scope to tailor part of the role to reflect the music skills of the successful candidate to ensure they can play as active a part in the daily life of the department as possible. Duties and responsibilities include, but are not limited to:

Learning

- Teaching some class music lessons in the Junior and Pre-Prep Departments.
- Assisting with tutoring of Associated Board candidates for the aural element of their exams, theory sessions and masterclasses.
- Covering and assisting with other class music lessons.
- Supervising additional music practice sessions.





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Accompaniment

- Sharing the general accompaniment requirements of the school with the Director of Music. For example: assemblies, choir and school hymn practices, choir auditions, school musical productions, evensongs, Pre-Prep, Junior, Senior and School concerts, House Music competitions and music examinations.



Administration

- Supporting the Director of Music in day-to-day planning and running of the department.
- Assisting the Director of Music with the promotion and running of music events, both internal and external.
- Providing support and assistance with scheduling the weekly peripatetic individual music lesson timetable:
 - To liaise with peripatetic staff, informing them of forthcoming school events and any actions requiring their attention.
 - To respond to requests about individual music lessons, communication with the Director of Music and other staff as necessary.
 - To maintain the instrumental tuition database and tracking pupils' progress as necessary.
- Producing concert programmes, rehearsal schedules, invitations and posters for music department events such as the House Music Competition, formal concerts and recitals, carol services etc.
- Ordering and preparing sheet music for ensembles; particularly for large concerts and carol services.



- Providing support and assistance with organising Music Examinations:
 - To compile timetables for the exam day(s), organise venue and liaise with parents, pupils and all staff.
 - To oversee the smooth running of the day(s), ensuring candidates' attendance and that the examiner's needs are met.
- Instruments:
 - To send off instruments to be repaired.
 - To coordinate with the piano tuner and maintenance and tuning.
- Promotional:
 - To work with the Director of Music in creating displays for the music department and providing promotional material for in house and external magazines and website articles.

Trips

- Accompanying and supervising children on concert/music trips, outings and tours.

Cover

- To deputise for the Director of Music in their absence.

Boarding Duties

- Providing pastoral care and guidance to boarders, working closely with the Head of Boarding and other staff with boarding duties, to create a warm, welcoming and family atmosphere within the House.
- Ensuring courteous behaviour and good manners are actively promoted in the Boarding House.
- Assisting with waking boarders and morning routines 2 mornings a week, including eating breakfast with them.
- Assisting with boarders' evening routines, including eating supper with the children, Evening Activities and boarding duties 2 nights a week.
- Attending departmental/whole school meetings where appropriate.

General Duties

- Behaviour: Be aware of School Behaviour policy and know what is expected of children and staff, appropriately reporting incidents of concern.
- Communications: Attend departmental/whole school meetings where appropriate.
- General duties as reasonably requested by the Deputy Head, Houseparent(s)/Head of Boarding and Director of Music.

This role profile is not exhaustive and it will be subject to periodic review.



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Safeguarding

The welfare, health and safety of all those who learn, work or visit Ashfold School is our prime concern. The post holder is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact. They must adhere to and ensure compliance with the school's safeguarding policies 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 the children at the school they must report any concerns to the school's Designated Safeguarding Lead or to the Headmaster.





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Person Specification

Qualifications and Training	Essential	Desirable
Good honours degree, preferably in Music.	✓	
Competent pianist (Grade 8 standard)	✓	
Organ (Proficiency)		✓
Teaching skills/experience		
A passion for Music	✓	
Evidence of having been involved in teaching in schools		✓
Have the highest expectations of and aspirations for children and to a desire to see music and performance as an integral part of children's education and development.	✓	
Accompaniment		
Experience of piano accompanying	✓	
Administration		
Accomplished IT skills		✓
Excellent administrative and organisational abilities, and an eye for detail		✓
Personal Skills		
Excellent interpersonal skills	✓	
Approachability and the ability to deal sensitively with staff, parents and children	✓	
Ability to work under pressure while maintaining a positive and professional approach	✓	
High personal standards	✓	
Team player	✓	
Must be well presented	✓	
Enthusiasm & energy	✓	
Be empathetic, patient and kind	✓	
Willingness to contribute to the extra-curricular life of the school	✓	
Communication Skills		
Good communication skills	✓	
Ability to develop good relations with staff, parents, children and the wider school community	✓	



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Terms and Conditions

- We are seeking to appoint a candidate on a One Year Fixed Term Contract for the period 1 September 2023 to 31 August 2024.
- The role attracts a competitive salary per annum (paid monthly in 12 equal instalments).
- The role is for 40 hours per week and for 40 weeks of the year. The working pattern will be variable but will ordinarily fall between 7:00 am and 9:00 pm, Monday to Friday inclusive, term time only. There will also be a need for regular evening hours to support school events and to assist in the Boarding House (as outlined above). There will be free time during the day in accordance with the timetable. Wake-up, breakfast and bedtimes duties will be rotated between the boarding staff team. Ashfold School only offers boarding on 4 nights of the week, Monday to Thursday inclusive.
- 30 days paid holiday (exclusive of bank holidays), applied pro rata for part time staff, are included in the 40 weeks and are to be taken during school holidays.
- For the proper performance of your boarding duties, accommodation is provided for the period of employment.
- The school operates a group pension scheme to which the school will contribute 5% of your salary subject to your minimum contribution of 3%. All eligible staff are enrolled automatically in the scheme and others may join on request.
- Free school meals (breakfast, lunch and dinner) and refreshments are provided during term time and INSET days.





The School

The school week runs from Monday to Friday and there is no Saturday school. We offer optional boarding (up to three nights a week from Year 5 and up to four nights a week from Year 6) which is very popular. Applicants should bear in mind that all academic staff are expected to contribute to the extra-curricular life of the School as well as teaching in the classroom.

Ashfold is broadly non-selective at the point of pupil entry and follows a wide and challenging curriculum to prepare pupils for both Common Entrance and Scholarship examinations. The majority of pupils remain at the School to the end of Year 8.

Pupils move on to a wide range of leading independent day and boarding senior schools at 13+ including: Abingdon, Bloxham, Bradfield, Cokethorpe, Eton, Harrow, Headington, Magdalen College School, Radley, Rugby, Rye St Anthony, St Edward's, Oxford, St Helen and St Katharine, and, Stowe. Many of our children win scholarships or awards to their senior schools.

The last full inspection of the School by ISI took place in June 2015. The findings are summarised as follows:

- * The quality of pupils' achievements and learning is excellent,
- * The contribution of curricular and extra-curricular provision is excellent,
- * The contribution of teaching is excellent,
- * The spiritual, moral, social and cultural development of the pupils is excellent,
- * The contribution of arrangements for pastoral care is excellent,
- * The quality of boarding is excellent,
- * The quality of governance is excellent,
- * The quality of leadership and management, including links with parents is excellent.

In November 2018, a Compliance Inspection of the School was carried out by ISI. The School was found to meet all of the standards in the schedule of the Education (Independent School Standards) Regulations, the National Minimum Standards for Boarding Schools, and relevant requirements of the statutory framework for the Early Years Foundation Stage, and associated requirements.

The full reports may be viewed at www.ashfoldschool.co.uk/inspectionreport





Applications

Applications are welcome from candidates with a passion and flair for music. It is important for the successful candidate to be committed to the whole school ethos and to support the Headmaster and wider staff in delivering a vibrant education to our students.



Those wishing to be considered for the post should download the Ashfold School Application Form from the “vacancies” page of the school website www.ashfoldschool.co.uk . This application should be emailed to: HR@ashfoldschool.co.uk or posted to:

HR
Ashfold School
Dorton
Buckinghamshire
HP18 9NG

Applications not submitted on the Ashfold Application Form, or applications not completed in full, will not be considered.

The closing date for applications is 9 am on Friday 24 February 2023.

Interviews

Telephone/virtual interviews will take place the week commencing Monday 27 February 2023.

Interviews for shortlisted candidates will take place week commencing Monday 6 March 2022.

We encourage early applications and reserve the right to close this vacancy prior to the closing date if we receive a sufficient number of suitable applicants.

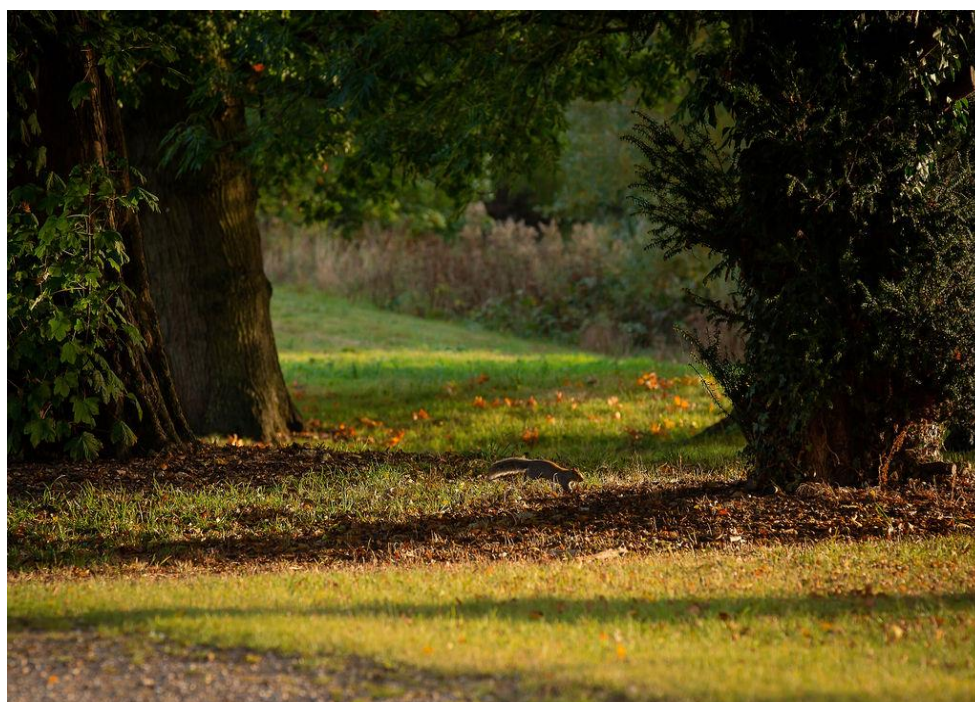
Ashfold is committed to the protections and safety of its children and the successful candidates will be subject to an enhanced DBS check. We welcome applications regardless of age, gender, ethnicity or religion. Charity Number 272663.

If you would like to discuss any aspect of the post in greater detail, please contact the Director of Music, Anna Leon on 01844 238 237 or email: anna.leon@ashfoldschool.co.uk



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