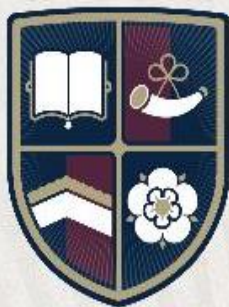


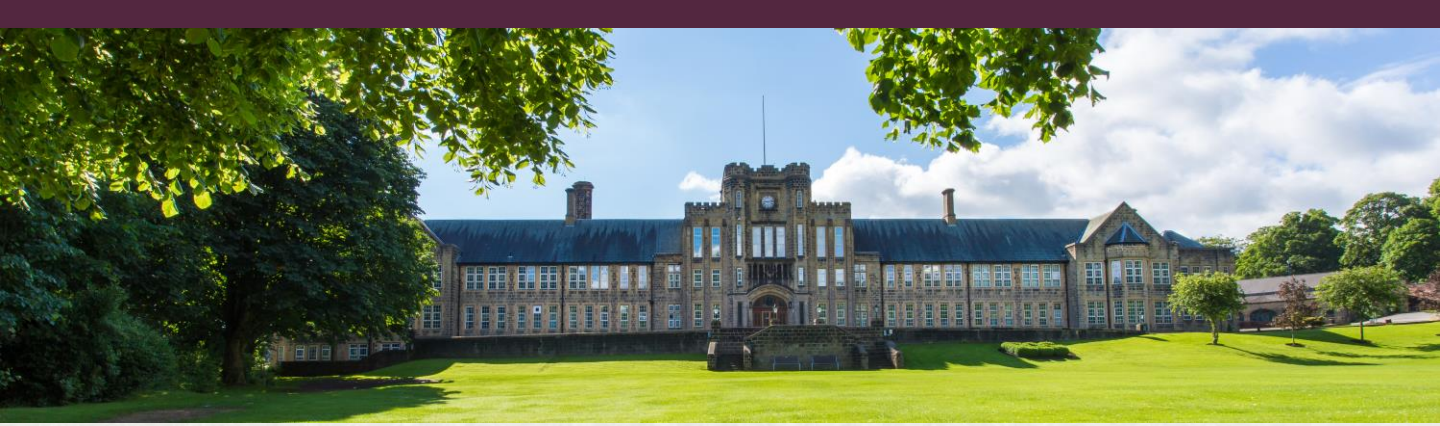
Candidate Brief

Graduate Music Assistant
(Part-time)
30 hours per week



Bradford
Grammar
School

bradfordgrammar.com



The School

Bradford Grammar School offers wonderful opportunities. It is a flagship Independent School in the North, and above all else, is a happy school and a rewarding place to work.

Opportunity

- An 'excellent' School (as rated at last inspection in 2021)
- Enthusiastic and well-behaved students
- Highly active, skilled, experienced and supportive Governing Body
- Excellent Senior Leadership Team
- State of the art facilities
- Superb technological resources
- Professional, high quality and supportive staff
- Excellent Continuing Professional Development provision





The Department

The Music Department presently comprises two full time classroom teachers (one of which is Head of Music Technology) and two part time teachers. There are two part time music teachers at the Junior School (one shared with the Senior School). There are twelve visiting music teachers and a full-time school accompanist.

Music is at the heart of Bradford Grammar School, both in and out of the classroom and the department runs an extensive range of extra-curricular activities, with 24 ensembles rehearsing weekly. There are two orchestras, 4 bands, various chamber groups, 4 choirs and a bi-yearly whole-school musical production. Access and involvement is encouraged for as wide a range of pupils as possible. Approximately 350 instrumental lessons are taught a week.

There are three large teaching classrooms within the Music Department, two of which are equipped with PCs and Sibelius Ultimate software. We also have 15 departmental ipads, used by all year groups for composition and music technology activities. There is a Music Auditorium equipped with a Yamaha grand piano, which is used during the day for rehearsals and in the evenings for smaller concerts. There are eleven practice rooms, and we are half way through a programme of buying new pianos for these rooms. All our large concerts take place in the magnificent surroundings of our school hall, the Price Hall.

Music is taught in half classes of approximately eleven students in years 7 and 8 and is chosen as an option in Year 9. There are currently 26 students studying GCSE Music and 13 students studying Music or Music Technology A level. The exam board for GCSE and A level is Eduqas and Music Technology follows the Edexcel specification. Many of our students go on to read Music or a Music Technology related degree at University. Recent leavers have taken up places at York, Newcastle and Liverpool Universities and the Royal Northern College of Music.



Key responsibilities

Graduate Music Assistants work closely with the Music Department and the Visiting Music Teachers and the teaching staff, assisting them in the day-to-day running of the Department, both academic and co-curricular. To highlight the profile of school music whilst injecting energy and enthusiasm. They should be a music graduate and demonstrate the necessary skills to contribute to the work of the Music Department and can assist the Director of Music in ensuring the smooth running of the department.

The main duties are:

- Helping with co-curricular rehearsals
- Manage the Friday lunchtime recital series and a school ensemble potentially
- Help with Key Stage 3, GCSE, A level Music and A level Music Technology lessons
- Present at all Concerts, helping with the setting up and stage management on the night
- Music Department admin (e.g. assisting in the organisation of instrumental music lessons and concerts), uploading GCSE and A level coursework
- Accompanying music related school trips and expeditions;
- Helping with the Music Department Outreach programme to local primary schools, both state and independent
- Helping with the maintenance of instruments and equipment
- Assisting with the administration of Trinity Music Exams
- Collate responses from parents of new pupils joining the school each year requesting instrumental music lessons and circulate to relevant teachers
- Acknowledge receipt of requests to parents
- Assist in the production of music lesson timetables each term and update the SIMS database and shared area on the network

Please click to download the full [Job Description](#)



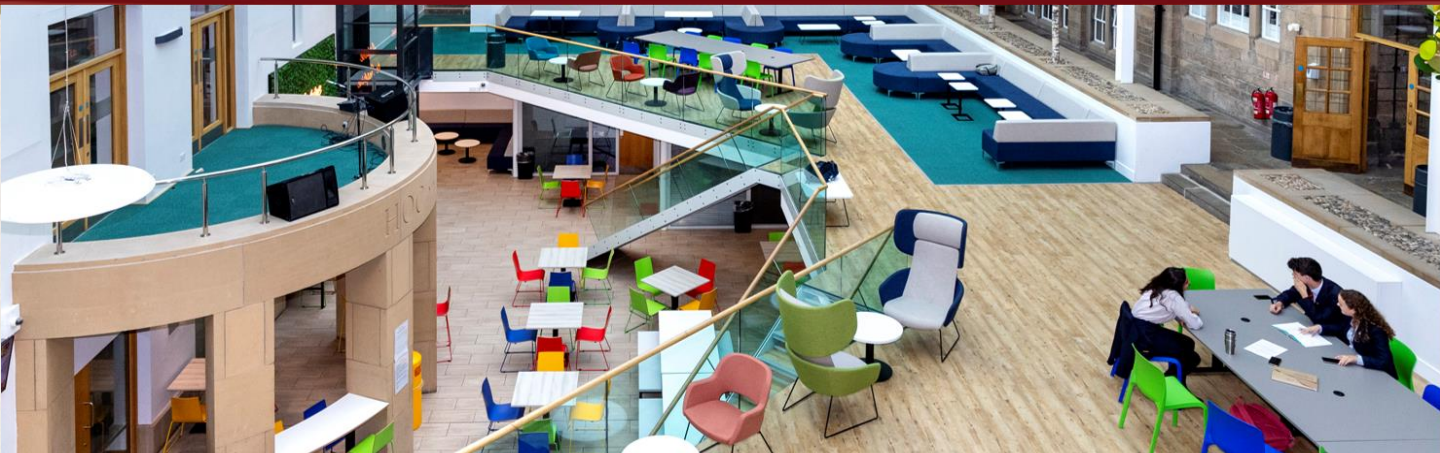


What we offer

The successful candidate will benefit from an attractive package including:

- Excellent salary
- Membership of a workplace pension scheme where eligible
- Generous remission on School fees (where applicable)
- Salary sacrifice schemes for:
 - Cycle to Work
 - Pension
 - TechScheme
- Employee Discount Platform
- Free parking
- Free school meals during term time
- Employee Assistance Programme
- Private Medical Insurance and Health Cash Plans at cost.





How to apply

All candidates should complete our application form, including a personal statement outlining how they meet the requirements for the role. The closing date for completed applications is **9 am on DATE**.

To apply online please [click here](#) which will send your completed application automatically
or

To download the application and monitoring forms please click the links below

[Application Form](#)

[Equal Opportunities in Employment](#)

[Proof of Eligibility to Work in the UK](#)

Please note both the application form and equal opportunities in employment form must be completed and sent by email to HR@bradfordgrammar.com

CVs cannot be accepted

As part of Safer Recruitment regulations please read the Recruitment and Selection Guidance and the School's Safeguarding Policy by clicking on the links below

[Recruitment and Selection Guidance](#)

[Safeguarding Policy](#)

[Privacy Notice](#)

To provide false information is an offence and may result in your application being rejected or summary dismissal, if already appointed.

Selection for interview will be undertaken by a panel. Each panel member will assess which candidates most closely meet the necessary experience and skills criteria for the role. All members of the interview panel will hold a current Safer Recruitment Certificate.



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