

**Job Title:** Graduate Music Assistant

**Reports to:** Director of Music

**Direct reports:** None

### **Job Purpose**

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 Graduate Music Assistant will work mainly in the Senior School.

### **The main responsibilities of the role 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
- Collate information for concert programmes and liaise with the OB & Development Department regarding their production
- Maintain departmental databases for music scholarships, registers of pupils taking music lessons, concert performances and examination results

- Produce and issue school communication to parents informing them of school events and examination details
- Assisting in the administration of the Music Department's tours/trips.

### **Data Protection**

The School's Data Protection Policy is available on the all staff shared drive within the Bradford Grammar School policy section. All job roles within Bradford Grammar School are required to adhere to the School's Data Protection Policy at all times when handling personal data in the course of executing their role responsibilities. Failure to comply with the School's Data Protection Policy may be dealt with under the School's disciplinary procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

### **General**

Undertaking such other duties as may be requested from time to time commensurate with the level of this post.

### **Person Specification**

The successful candidate will be:

- An excellent musician, holding a music degree
- A knowledge of Music Technology would be advantageous
- Excellent administrative skills
- A willingness to be involved in every aspect of the department, flexibility, initiative, with good time management
- Energetic, a team-player, with an excellent sense of humour!
- A genuine enthusiast who wants to pass on his or her skills to young people;
- Willing to be involved in the life of a busy independent school;
- Sufficiently confident to act as a role model to young people and to keep good order;
- Prepared to familiarise himself/herself with formal procedures;
- Organised and efficient at paperwork with ICT skills;
- Understand and implement school and statutory policies;
- Committed to safeguarding and promoting the welfare of children and young people;
- Demonstrate suitability for working with children and young people, including the ability to form and maintain appropriate relationships and personal boundaries;
- Committed to the School's Equal Opportunities Policy.

**Note**

- In common with all staff and pupils, the Graduate Music Assistant should be aware of the School policies and implement them as appropriate.
- This Job Description is subject to review and amendment in the light of the needs of the School. Any changes deemed necessary will be discussed and agreement sought prior to implementation.
- Staff at BGS aspire to excellence in everything they do. They aim to inspire every pupil to do the same, both in terms of their academic progress and their personal development. Excellence, Compassion, Determination, Opportunity and Service are evident in the teaching, the support and in the wider contribution to the life of the School.
- The Graduate Music Assistant, along with all other roles within the school, carries the responsibility for safeguarding and promoting the welfare of children.

**Name of Jobholder:** \_\_\_\_\_

**Signature of Jobholder:** \_\_\_\_\_

**Date:** \_\_\_\_\_