

Queenswood



PERSON SPECIFICATION
AND JOB DESCRIPTION



Graduate
Musician and
Co-curricular
Administrator



JOB DESCRIPTION

Graduate Musician and Administrator

This part time role will be split into two parts.

Part 1 - Graduate Musician

Reporting to: Director of Music

The Music Graduate will assist the Director of Music in promoting an enthusiasm for, and excellence in, Music throughout the School. They will assist with the teaching and administration of a busy and dynamic Music School, as well as assist with concerts, music tours, and stage productions.

The applicant will need to be flexible and able to work when required according to the Music programme of events.

Main responsibilities and duties

- To support the Director of Music in the further growth of the department
- To assist in curriculum Music lessons as technical and musical support
- To inspire students to greater musical accomplishments
- To provide musical support in rehearsals
- To provide technical/musical support for concerts and live performances
- To provide administrative assistance to the Director of Music including creating scores, photocopying and general administrative tasks
- To supervise student rehearsals after school
- To teach theory and aural skills to students taking ABRSM exams
- To provide administrative support for the VMS (visiting music staff) including:
 - communicating with parents, teacher and students about changes to lessons, including starting and ceasing of lessons
 - resolving clashes in lesson times between VMS and, where possible, with sports fixtures
 - ordering and distributing music for use in VMS lessons
 - monitor attendance at instrumental/vocal lessons
 - liaising with GO staff about missing students
 - verifying correct attendance registers, which feed into VMS staff salary
- To administer ABRSM and Trinity performance exams including
 - booking venues and examiners
 - booking in students into the exams
 - liaising with parents re: permission for entering exams
 - administering requests for repayments on the bill with finance

The ideal candidate will also be able to play the organ and piano in chapel, for which they would receive additional remuneration; however, this is not essential for this role.

Part 2 - Co-Curricular Administrator

Reporting to: Deputy Head Pastoral

The Co-Curricular administrator will play a crucial role in organising a broad, enriching and high achieving co-curriculum that expands opportunities for pupil leadership and teamwork. The role will be accountable for the communication and implementation of co-curricular, as well as overseeing and promoting the educational value and benefits of the co-curriculum across all areas.

Co-Curriculum monitoring and management:

- Monitor and continuously improve the content, breadth, quality, and popularity of the co-curricular provision.
- Monitor and evaluate pupil participation in the co-curriculum. Giving accessible feedback to Tutors, HOY and Deputy Head Pastoral as appropriate.
- Ensure appropriate staffing for all aspects of the co-curriculum.
- Coordinate a coherent programme for the performing arts (music, drama and dance), both in terms of major public events and ongoing activities.
- Monitor staff participation.
- Work closely with the Operations Manager (Transport) to ensure that the transport service can run alongside the co-curricular programme.
- Ensure staff receive appropriate training to ensure they are best-equipped and qualified to carry out their responsibilities.
- Monitor and manage any parental and pupil concerns relating to the co-curricular programme with support from the relevant senior staff.
- Ensure strong promotion and celebration of co-curricular activities.

The above duties are not exhaustive.

PERSON SPECIFICATION

Qualifications, Skills and Experience

- A good honours degree in Music or Sound production
- Grade 8 instrumental skill would be advantageous
- Ability to lead ensembles and/or choirs
- A passion for music
- Experience performing as part of an ensemble
- Strong IT skills.
- Ability to accompany students on the piano.
- Experience as a conductor or performance group leader.

- Wide repertoire knowledge.
- Composition and arrangement skills.
- Ability to use music technology such as Sibelius, Cubase, Noteflight Musescore, Logic or Dorico.
- Strong interpersonal skills and good relationships with children and other adults.
- Good organisational skills.
- Positive personality, enthusiastic, dynamic and caring.
- Love and passion for teaching children.
- Ability to work in a team.
- Ability to prioritise effectively.
- Ability to see tasks through to completion.

Additional Information

Hours: 18.75 hours per week worked flexibly over 34 weeks (term time only).

Salary: £27,000 FTE per annum (£9,891 per annum – actual).