

Job Description – Graduate Assistant Music

Overall Purpose

We are offering a music placement, for a graduate with a music related degree or equivalent, who may want to gain experience of working in a school environment prior to training as a teacher. We are also happy to consider those applicants who are due to graduate in the near future. In addition to the coaching opportunities, there is an administrative role associated with the position.

Reporting to: Director of Music

Location: King Edward's Witley

Direct reports: Nil.

Hours of work: These will vary depending on the needs of the School and are to be negotiated with the successful candidate.

Annual leave: As per school holidays unless otherwise agreed.

Duration of Employment: September 2025 – July 2026

Accommodation: Single accommodation is provided within a boarding house, in addition to all meals during term time. The accommodation, which has cooking facilities, is available throughout the year.

Terms: Due to the nature of resident tutor roles, as part of this position, accommodation will be provided, including board, and a competitive salary (dependent on age) in return for variable hours and days worked to support musical events and functions within the school calendar. More hours are likely to be required prior to an event but less at other times. Paid additional residential duties may also be available for the right candidate.

Main duties and Key Responsibilities

- Assist with Music Department administration (libraries, practice rotas).
- Leading individual sessions and small groups.
- Work alongside the class teachers to design, develop, and deliver exceptional lessons.
- You will have the responsibility of assisting in the wide range of music activities after school and in the evening, and be available to give pastoral support to the pupils
- Music graduates must be able should have some pianistic skills and coach pupils during music lessons and in public concerts.
- Be able to work effectively with the extended team of staff in each department, assisting as required and giving and taking advice as necessary.
- Join in the life of a busy of a busy boarding school in areas as directed by the Head.
- Accompanying Music trips and expeditions on occasion.
- To take part in further training courses where the opportunity permits.

Person Specification

Essential

- Have experience of music performance at a very high level e.g., music degree or equivalent
- Have the ability to assist in the teaching of GCSE pupils and preferably A Level pupils too.
- Be equally comfortable teaching male, female or mixed classes.
- Be an excellent enthusiastic role model who wants to pass on their skills to young people.
- Be able to use ICT in an effective and organised manner.
- Be able to use music programs such as Logic Pro X
- Be prepared to offer extra coaching hours where necessary.
- Ability to prioritise effectively and work as a team.
- Have excellent communication skills; both written and spoken.
- Must be flexible, organised and possess a 'can do' attitude.
- Attention to detail, meeting deadlines and the ability to work under pressure are essential.
- Interest of working in the education sector essential.
- Be able to work as part of a team.

Desirable

- Have some pianistic skills
- Demonstrate the ability to teach or coach music carried out at KESW to a very high standard.
- Experience of volunteering within university, school, college or a club.
- Sympathy with the ethos and aims of the department, School and of the Foundation.
- Demonstrate creative and innovative thinking for developing volunteering ideas within a school setting.

The Department:-

Music is an integral part of the life at King Edward's School Witley and the School is proud of its tradition of Music. The department is entering an exciting new phase with the expansion of staff to develop the provision of music.

FURTHER INFORMATION:

The Area: King Edward's Witley occupies 100 woodland acres on the edge of Witley, a village on the borders of Surrey, Sussex and Hampshire. It is about twelve miles from Guildford and four miles from Godalming. Witley station is on the Portsmouth to Waterloo railway line and the journey from London takes just under an hour by train. The School is 45 minutes by car from both Heathrow and Gatwick airports. The area is a noted beauty spot and the School is surrounded by woodland, heathland and commons. Local amenities include the Yvonne Arnaud Theatre in Guildford and the School is within close proximity of London and the south coast. There are good shopping facilities in Haslemere, Godalming and Guildford.

Child Protection: King Edward's Witley is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Please refer to our websites or ask HR for our child protection and rehabilitation of offenders' policy. All successful applicants are required to complete an Enhanced disclosure through the DBS.

Applicants from underrepresented groups are particularly welcome.

Signature of Postholder: _____

Date: _____