



NORTHAMPTON
HIGH SCHOOL

GDST
GIRLS' DAY SCHOOL TRUST

NORTHAMPTON HIGH SCHOOL

MUSIC ASSISTANT

JOB DESCRIPTION

J

JOB TITLE: Music Assistant

JOB PURPOSE: To support the Director of Music with practical and administrative duties

ACCOUNTABLE TO: Director of Music

KEY TASKS:

These include but are not limited to;

- Maintenance of the equipment and ensuring it is stored tidily and efficiently
- Ensuring students are excellent custodians of the departmental musical equipment
- Setting up equipment for concerts and smaller musical events
- Providing some administrative support for the music department, including photocopying and producing resources
- Running some musical groups, depending on musical and instrumental skills
- Arranging and sourcing music for events
- Piano accompaniment for concerts and recordings subject to availability

All school staff are expected to:

- a. Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- b. Contribute to the school's programme of extra-curricular activities.
- c. Support and contribute to the school's responsibility for safeguarding students.
- d. Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- e. Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.

- f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- g. Engage actively in the performance review process, and training and development opportunities available.
- h. Adhere to policies as set out in the GDST Council Regulations, Notes of Guidance and GDST circulars.
- i. Undertake other reasonable duties related to the job purpose required from time to time such as working in other age groups as required and if qualified to so, e.g. taking classes to swimming, covering other members of non-teaching staff.

This job description and allocation of particular responsibilities may be amended, by agreement, from time to time.

Person Specification

Skills Required

A good standard of musicianship	ESSENTIAL
The ability to arrange music for small ensembles	DESIRABLE
Ability to use language and other communication skills to which pupils can relate	ESSENTIAL
Ability to work effectively with other colleagues	ESSENTIAL
Ability to organise work and self efficiently	ESSENTIAL

Knowledge Base

A working knowledge of various musical genres	DESIRABLE
Knowledge of IT equipment and software	ESSENTIAL
Keyboard and accompaniment skills	DESIRABLE
Knowledge of Safeguarding issues	ESSENTIAL

Qualifications/Attainment

A working knowledge of various musical genres	DESIRABLE
A Level Music / Degree in Music	DESIRABLE
Commitment to ongoing personal and professional developmental	ESSENTIAL

Experience

Evidence of leading musical ensembles	DESIRABLE
Relevant experience in an educational establishment/setting	DESIRABLE

Attitude/approach

To be professionally discreet and maintain confidentiality on all school matters at all times	ESSENTIAL
Flexible approach to all directed tasks	ESSENTIAL
Ability to work as part of a team or on own using own initiative	ESSENTIAL