



Graduate Assistant – Music

For those considering a role in teaching or who wish to further develop their professional skills in their field and with students, a Graduate Assistant role at Brentwood School provides a high quality, supportive environment in which to do so. This role could come with shared accommodation as part of the package for successful candidates.

Brentwood School is seeking a talented and enthusiastic Graduate Music Assistant to join our dynamic and flourishing Music Department, supporting both the recently launched **Specialist Music Programme** and the wider musical life of the School.

The Graduate Music Assistant will play an important role in assisting with the development of pupils within the Specialist Music Programme through individual mentoring and the active supervision and help with their timetabled practice/rehearsals. They will work closely with instrumental teachers to implement appropriate student support. In addition to this, the Graduate Music Assistant will contribute more broadly to the department, assisting with rehearsals, performances, administrative tasks, and the general musical life of the School.

Additional musical responsibilities can be tailored to the successful candidate's individual skillset and interests. There will also be opportunities to contribute towards several exciting new educational initiatives currently in development as part of the Specialist Music Programme.

This role would ideally suit a recent graduate from a conservatoire or university who is seeking valuable experience in a thriving and ambitious musical environment. The successful candidate will have the opportunity to be involved in a wide range of activities, including chamber music coaching, orchestral rehearsals, 1:1 coaching, concert preparation, and wider departmental support. They will have the opportunity to play a vital part in inspiring the next generation of young musicians and supporting the vision of Brentwood's vibrant musical community.

Graduate Assistants, whilst based in a Senior School department, will spend a 20% of their time in the Prep School working with the Prep School Music Department. This enables our Graduate Assistants to develop a holistic view of education 3-18.

Graduate Assistants are assigned a tutor group alongside the main tutor in order to develop their pastoral skills and a holistic view of education. As their experience and skills suit, some Graduate Assistants may take on full responsibility for a tutor group.

Graduate Assistants are assigned to a House so that they can develop their Co-Curricular skills beyond their main area and contribute to the full school life.

The School and the Senior Leadership Team are strongly supportive of Music and recognise the important role they play in the life of the whole School community.

Full Time, one-year contract.

Term time only. Plus 4 weeks in school holidays as directed by the line manager, which may include residential trips.

Music Graduate Assistants will also work some weekends and evenings as required for school rehearsals, concerts and performances.

Director of Music and Performing Arts (Senior School)

Headmaster (Senior School), Deputy Head Staffing, Co-Curricular, Operations (Senior School), Director of Co-Curricular (Senior School), Professional Coordinating Mentor 3-18, Headmaster (Prep School), Deputy Head Co-Curricular and Operations (Prep School), Leaders within the Department, Teachers, Heads of Year, Tutors, Heads of House, Assistant Heads of House.

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Key Responsibilities & Accountabilities

Co-Curricular General

- To model and develop in others the School Values and motto of Virtue, Learning Manners.
- To help students develop the attributes set out in the Brentwood Learner Profile.
- To use their skills and talents to support and enhance the Co-Curricular experience in their department.
- To lead Co-Curricular activities in their department as directed by their line-manager or colleague with delegated responsibility.
- Where appropriate, train other staff in aspects of Co-Curricular learning.
- To track student progress and adapt Co-Curricular activities to pose appropriate levels of challenge.
- To support students in reaching high standards in their Co-Curricular area, proactively seeking opportunities for obtaining excellence.

Music Co-Curricular

- Assist in the preparation and delivery of a weekly musical programme comprising over 40 rehearsals.
- To support students on the Specialist Music Programme with their music development.
- To run sectional rehearsals and full ensemble/choral rehearsals as agreed with the Director of Music.
- To contribute to an annual programme of over 60 concerts, services and shows including Prep School concerts and productions.
- Support pupils in their instrumental practise and development, particularly those enrolled on the new specialist music programme.
- Offer individual pupil support into music theory, aural preparation and composition.
- Accompany students for ABRSM exams and chamber concerts (if a pianist)
- Assist with the administration of trips, musical events and initiatives in the Department
- Seek and develop new and exciting performance opportunities for our pupils to broaden their musical experience.

Classroom

- To be an effective assistant to the main classroom teacher.
- To be receptive to mentoring, collaborative planning and feedback by experienced staff.
- To plan and prepare interesting and engaging lesson activities.
- To maintain an orderly, positive and purposeful classroom atmosphere.
- To make a contribution to departmental schemes of work.
- To contribute to assessing, recording and reporting on the development, progress and attainment of students
- To help develop students as independent learners
- To follow the safeguarding code of conduct for all staff regarding physical contact, which should be the minimum required for care, instruction or restraint. Physical contact, when used for instruction, should only take place in a safe and open environment, the extent of the contact should be made clear and undertaken with the permission of the student. It should only be used if other options for demonstration to keep students safe are not possible
- To ensure that any contact with students, for example, arranging a teaching session or rehearsal, including one-to-ones, should be transparent and using school email.

Cover and Duties

- Graduate Assistants are typically assigned one period of cover a day.
- Graduate Assistants undertake at least one break duty and one lunch duty a week.

Others

- To be proactive in their own professional development
- To attend induction and CPD sessions as set out by the Professional Coordinating Mentor 3-18
- To support the pastoral activities in their assigned tutor group
- To support the Co-Curricular activities in their assigned House
- To promote the general progress and well-being of individual students and of any assigned group of students.
- To safeguard the general health and safety of students.
- To communicate and consult with parents and any relevant outside bodies or agencies.
- To participate in all relevant meetings.
- To undertake supervision and cover duties as required.
- To respond positively to reasonable requests from the line manager and to embrace opportunities and challenges



- To take accurate registers of pupils at rehearsals and performances
- To follow the protocol for the supervision of students at after school or weekend rehearsals or events
- To follow the Trips and Visits and Transport policy if taking music or drama students off site

Personal Specification

- Degree in a related discipline
- The successful candidate will show a commitment to the success of every student and should possess a willingness to help students outside the normal teaching day
- They will be a perceptive and reflective practitioner in the classroom, committed to promoting academic excellence and embracing innovative teaching techniques
- A dynamic communicator who has a demonstrable enthusiasm for their subject and an ability to inspire and motivate pupils at all stages
- Able to engage with current educational thinking and likely future developments in the subject area and to be aware of the wider relevance of their subject across the curriculum
- Have an approach to work and collaborating with others that is flexible and enthusiastic.
- The successful candidate will be someone who understands the value of a good-humoured and ethical approach to working with others, knowing that the culture we embody is the one we create

Safeguarding

To be committed to the safeguarding and promotion of the welfare of young people. To demonstrate this commitment in every aspect of this post. To adhere to, and ensure compliance with, the School's Safeguarding Policy at all times. You are required to report any safeguarding or child protection concerns to the School's Designated Safeguarding Lead.

To find out more about this role, please contact recruitment@brentwood.essex.sch.uk, who will put you in touch with the Director of Music and Performing Arts

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