



# Prep School Graduate Assistant – Music

For those considering a role in teaching or who wish to further develop their professional skills in their field and with pupils, 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, if needed, 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 Prep Music Department. The Prep is a high-performing and superbly resourced 3–11 school. We are the largest tied house Prep School in the country and we pride ourselves on knowing and delivering an outstanding all-round education to every child. Our Music programme is thriving with regular concerts and showcases involving an impressive array of instruments. Our Endangered Instrument Scheme is highly successful at bringing children into 1-1 lessons and regular performances. Frequent collaboration with the Senior School ensures the children have inspiration and support from older pupils, our Prep Chapel Choir regularly performs alongside the Senior School Chamber Choir.

The Graduate Music Assistant will play an important role in assisting with the busy department in the Prep School, working closely with the Director of Music and the other Music staff. The Graduate Music Assistant will contribute broadly to the department, assisting with rehearsals, performances, administrative tasks, liaising with VMTs, coordinating Music Trips and the general musical life of the School.

## Job Purpose

Additional musical responsibilities can be tailored to the successful candidate’s individual skillset and interests.

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 orchestral/ensemble/choir rehearsals, 1:1 coaching, concert preparation, and wider departmental support in Key Stage 1 and Key Stage 2. 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 the Prep School department, will spend a 20% of their time in the Senior School working with the Senior School Music Department. This enables our Graduate Assistants to develop a holistic view of education 3–18.

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 up to 4 weeks in school holidays as directed by the line manager, which may include residential trips.

## Hours

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

## Report to

Director of Music (Prep School)

## Contacts

Head (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. Deputy Head Staffing, Co-Curricular, Operations (Senior School), Head of Music (Senior School), Professional Coordinating Mentor 3–18.

## Department

Music

### Key Responsibilities & Accountabilities

All roles evolve over time and some areas are dependent on the strengths and development areas of the individuals in post. Thus the areas set out here are not an exhaustive list nor inclusive of all possible areas of responsibility.

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## Co-Curricular General

- To model and develop in others the School Values and motto of Virtue, Learning Manners.
- To help pupils 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.
- To help to adapt Co-Curricular activities to pose appropriate levels of challenge.
- To support pupils in reaching high standards in their Co-Curricular area, proactively seeking opportunities for obtaining excellence.
- To help to arrange ensemble and choral repertoire via music notation software

## Music Co-Curricular

- Assist in the preparation and delivery of a weekly musical programme with multiple rehearsals per week
- To lead & support ensemble/choral rehearsals as agreed with the Director of Music at the Prep.
- To contribute to an annual programme of concerts, services and productions including some Senior School concerts and shows.
- Support pupils in their instrumental practice and development, particularly those enrolled on the Endangered Instrument Scheme.
- Accompany pupils for ABRSM exams and Music Showcases (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.
- Strong piano skills are desirable but by no means essential.

## Classroom

Dependent on experience, Graduate Assistants classroom practice develops over time

- 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 pupils
- To help develop pupils 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 pupil. It should only be used if other options for demonstration to keep pupils safe are not possible
- To ensure that any contact with pupils, 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 sometimes required to cover Music lessons
- Graduate Assistants undertake weekly duties be it before school, during break or at the end of the school day

## 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 pastoral activities as part of their development
- To support the activities in their assigned House
- To promote the general progress and well-being of individual pupils and of any assigned group of pupils.
- To safeguard the general health and safety of pupils.
- To communicate and consult with parents and any relevant outside bodies or agencies.
- To participate in all relevant meetings.
- 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 pupils at after school or weekend rehearsals or events
- To follow the Trips and Visits and Transport policy if taking pupils off site

## Personal Specification

- Degree in a related discipline

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- The successful candidate will show a commitment to the success of every pupil and should possess a willingness to help pupils 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

To find out more about this role, please contact [recruitment@brentwood.essex.sch.uk](mailto:recruitment@brentwood.essex.sch.uk), who will put you in touch with the Director of Music at the Prep School.

## **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.*

## **Safeguarding responsibilities**

- To adhere to the School's Safeguarding policy, which includes the staff safeguarding code of conduct, and KCSIE (Part 1);
- To communicate any safeguarding concerns as soon as possible to the DSL or a Deputy DSL. For any serious concerns, speak to a member of the safeguarding team and then record your notes on the online safeguarding reporting system, CPOMS. If you cannot contact a DSL or DDSL or member of SLT, contact the reception and admin. team who will be able to locate them;
- To use CPOMS in a timely manner to alert the safeguarding team of your non-urgent concern (and to record any safeguarding concerns);
- To report any concern about the safeguarding conduct of a member of staff (contractor, volunteer or adult supervising children on the school site as part of an external let) to the Head of the Prep or the Headmaster (or to the Chairman of Governors if the concern is about the Headmaster) and to self-refer as needed, following the Safeguarding Policy and Low Level Concerns Protocol;
- To ensure that you always wear your lanyard and challenge anyone who is not wearing a school lanyard or who is wearing a red lanyard while unaccompanied.
- To ensure that registers are completed using iSAMS;
- To be aware of the medical and SEND needs of the students in your care and contact the school nurses or Learning Support Department if you have questions;
- To be aware of online risks to children.

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