



Be part of our School community

Graduate Music Assistant

Vacancy Information Pack

March 2022

Introducing the Music Department

Thank you for your interest in our school



ABOUT THE DEPARTMENT

Downe House has a thriving Music Department with a strong reputation. The Department is ambitious in its expectations of its students with the aim of providing every girl with the opportunity to thrive musically and ensuring that music is accessible to all pupils. Music is a valued academic and creative subject that is fully inclusive and equips girls with lifelong musical skills.

This is a large Music Department with over 40 members of staff led by Dr Charlotte Exon, Director of Music. There are 10 members on the full-time team, including the Head of Composition, Teachers of Music, full time accompanist, two Graduate Music Assistants and our Musician in Residence, Bob Chilcott. With over 30 members on the Visiting Music Team, the Department delivers over 600 weekly individual music lessons and the day to day running of these lessons are co-ordinated by the Music School Manager.

At the heart of the Department is the Concert Room, two class teaching rooms, sixteen practice rooms, a well-equipped recording studio and Music Library. On-site large-scale concerts take place in the Performing Arts Centre and the Farr Centre with the Concert Room, Murray Centre and the Chapel being used for smaller concerts. Plans are underway for the development of a new Music School.

THE MUSIC CURRICULUM

Pupils in the first two years of the School study music for one lesson (35 minutes) each week as part of the core curriculum. In the Upper IV (Year 9), music is a popular option where girls experience a “Year of Composing”, receiving a double lesson each week (75 minutes) as a foundation for the GCSE Music course. The Department provides a Key Stage 3 course that offers an introduction to the key components of musical style and allows girls the opportunity to explore these in a range of classical, popular and world music contexts. Girls develop listening, performing and composing skills, exploring the great works of the past and understanding how to create those of the future.



Music is a popular subject at GCSE with excellent results at A* and A. Girls pursue the Edexcel GCSE course and the four areas of study within its syllabus: Instrumental Music 1700–1820, Vocal Music, Music for Stage and Screen, and Fusions.





Equally outstanding results are achieved by girls who study Music at A Level. Girls follow the AQA A Level course. Many girls go on to study Music at University as well as continue with vocal and instrumental activities through to Higher Education and beyond. There is a strong track record of girls being awarded Oxbridge choral and organ scholarships as well as girls being awarded scholarships to study at Conservatoires.

CO-CURRICULAR MUSIC

Music plays a central and much valued role in the cultural life of the School. Students of all levels and abilities are encouraged to participate in co-curricular musical activities.

Individual music lessons take place each week and, as such, a high proportion of girls take music lessons and these include all standard orchestral instruments as well as harp, piano, organ and singing. Lessons are also taught in jazz, pop and rock instruments, including saxophone, acoustic, electric and bass guitars and kit percussion. Lessons generally take place during prep periods. Girls can also study Grade 5 theory and can participate in aural workshops.

The Department runs a very busy and varied co-curricular programme of activities. Large instrumental ensembles include Symphony Orchestra, Chamber Orchestra, Sinfonia Strings, Sinfonia Wind, Big Band and a Samba Band. There are also many smaller chamber and vocal ensembles including piano ensembles, jazz, pop and rock groups.

There is a strong choral tradition at Downe House and our choirs have won the Barnardo's Senior Choir of the Year Competition at the Royal Festival Hall twice and have again reached the Finals this year at the Barbican. There are currently six choirs at Downe House, enabling every girl to belong to both a non-auditioned and auditioned choir at every stage of their choral journey at Downe House. They explore a variety of repertoire and enjoy performing at a number of different venues, including the Royal Albert Hall, Royal Festival Hall, Cadogan Hall and Winchester Cathedral.

There are numerous performing opportunities, including a formal large-scale concert each term, many smaller-scale concerts throughout the school year, weekly lunchtime concert series as well as the opportunity to be involved in masterclasses, diploma recitals, our Minority Instrument Scheme, music competitions and musical productions. Our





choirs enjoy regular visits to Cathedrals. Recent visits have included Evensongs at Winchester, Guildford, Gloucester, Worcester and Chichester Cathedrals as well as Westminster Abbey and St Paul's Cathedral.

Our Young Musician of the Year Competition is a very popular and exciting event that takes place during the Lent term over a four week period with over a third of the School taking part. In previous years we have welcomed, Judith Weir CBE, Master of the Queen's Music, Cecilia McDowall and Will Todd to adjudicate the Finals of this competition. This is such a fantastic opportunity for our girls. In addition, the Department undertakes overseas tours. Recent destinations have included Rome, Venice, Paris and Budapest and Prague.

Our musicians are also regularly represented in the National Youth Choirs of Great Britain, National Youth Choir of Scotland, the National Children's Orchestra and the Berkshire Youth Orchestra. There are also girls who attend the junior departments of the London music colleges.

MUSIC SCHOLARSHIPS

Every year many girls are awarded Music Scholarships and Exhibitions for outstanding musical potential and go on to play

leading roles in the musical life of the School. These assessments are based on practical examination and interview. Music Awards are open to candidates at 11+, 12+, 13+ entry, and at Sixth Form level. There are currently 18 Music Award Holders. Alongside their vibrant performing life, Music Scholars and Exhibitioners receive individually tailored support and musical enrichment as part of the Downe House Music Award Mentoring Programme.



For more information about our vibrant and thriving Music Department, please visit the Department's Twitter site:

www.twitter.com/DowneHouseMusic

or click on the link

[Downe House Music](#)



Job Description



JOB TITLE

Graduate Music Assistant (Residential)

Start date April / May 2022 or September 2022 to July 2024

LINE MANAGER

Director of Music

MAIN DUTIES AND RESPONSIBILITIES

MUSIC DEPARTMENT

- Teaching individual and/or small group theory lessons and aural workshops.
- Assisting with music rehearsals and concerts; taking rehearsals, sectionals or accompanying where appropriate.
- Teaching individual instrumental/vocal lessons dependent upon skills and experience.
- Advising and supporting girls with Premium Music Practice (before and after school).
- Involvement in trips, musical events and initiatives in the Department such as the Minority Instrument Scheme, Prep Schools' Orchestral Fun Day, House

Music, School's Young Musician of the Year Competition, School's Ensemble Competition, Music Tours, lunchtime concerts, helping to prepare girls for auditions for national ensembles and competitions.

- Assisting in the classroom (if interested in developing a career in education).
- Assisting in the music studio (depending on experience).
- Assisting with administrative tasks as required.
- Giving other assistance to support the work of the Music Department as required by the Director of Music.

BOARDING HOUSE

- To be a member of the team of House Staff in the House and to make a positive contribution in all areas concerning the welfare of the boarders, and to carry out those duties and responsibilities required by the Housemistress/master.
- To be resident within the House during term time, apart from times agreed with the Headmistress and to be on duty in the House on 2 evenings per week, to help supervise breakfast on 2 mornings per week and to



Job Description



provide cover on 2 weekends per term by arrangement with the Housemistress/master.

- To be responsible to the Housemistress/master for the general welfare and personal development of all the boarders in the House in accordance with the policy of the school and the detailed guidance in the Children Act.
- To build a strong personal relationship with each of the girls in the House, to sound out the needs of each and to support the Housemistress/master in working continuously towards meeting those needs.
- To work closely with the Housemistress/master, Head of Section and appropriate Tutors in ensuring continuity of care for the girls in the House and the proper running of the House.

SAFEGUARDING AND CHILD PROTECTION

Downe House is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding and Child Protection Policy and procedures at all times.

HEALTH AND SAFETY

All staff at Downe House are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety, report all accidents and incidents, raise concerns through their line managers, and address minor physical problems by reporting them as maintenance requests through the School's internal IT reporting system (SchoolBase).

EQUALITY, DIVERSITY AND INCLUSION

Staff at Downe House are expected to promote equality of opportunity for all girls and staff, both current and prospective, and to support an environment that values and promotes diversity inclusion.

PROMOTING BRITISH VALUES

Downe House recognises the importance of placing emphasis on fundamental British values in the curriculum and all other aspects of School life. These values reflect the ethos of the school and all members of the community have a role to play in delivering the values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs. All subject areas, and all non-





teaching staff, are responsible for promoting these values when opportunities arise.

DATA PROTECTION

All staff at Downe House have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the School, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role at the School, shall not be kept for longer than is necessary for that purpose or those purposes in accordance with the Data Protection Act 2018 and the Downe House Privacy Policy.

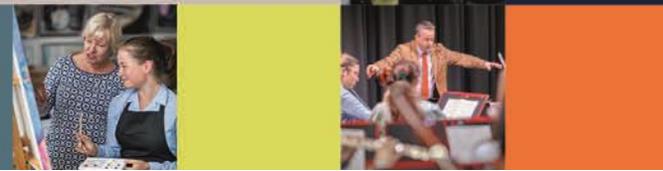
CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD)

Downe House is committed to providing Continuous Professional Development opportunities to all our staff. We have a healthy training budget for both external and internal study and regularly organise engaging and topical training events, which staff are invited to attend. We set aside specific times for training and offer a wide range of development opportunities to staff, whatever their role. All new staff also participate in a detailed induction programme to ensure that they are supported during the important first few weeks in post.

TECHNOLOGY

As a Microsoft Showcase School, Downe House is committed to preparing our girls for their future. We use market-leading, Microsoft technologies to facilitate and develop those 21st Century learning skills that they will require to succeed. Skills such as collaboration, problem solving and the ability to use ICT to truly enhance teaching and learning, are now encouraged across all subjects and benefit the entire Downe House community. As a member of staff, ongoing training and support will be made available to you and you will also be provided with a Microsoft Surface.

***Note:** This job description is not a comprehensive definition of the post. It will be reviewed as part of the cycle of appraisal, and it may be subject to modification or amendment at any time after consultation with the holder of the post. Further guidance on the duties and responsibilities of members of staff is found in the Staff Handbook and on SchoolBase.*



Person Specification

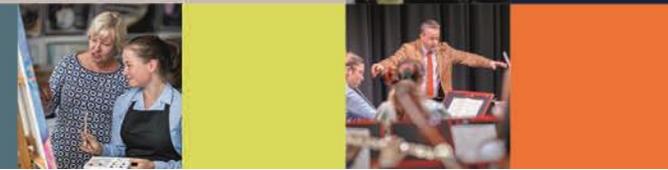


It is anticipated that in order to be successful in this role, you will be able to demonstrate the following:

- Be a graduate with a passion for music.
- Keyboard skills (piano and/or organ) would be an advantage.
- Have an enthusiasm for supporting young people with their musical education. An interest in developing a teaching career would also be useful.
- Enjoy the company of young people and be prepared to fully immerse yourself in the life of the School.
- Be efficient, with good organisational, IT and administrative skills.
- Have the ability to communicate effectively with pupils, parents and staff in an appropriate way.
- Have the ability to work as a member of a team and accept direction.
- Be flexible and reliable.
- Have a flexible approach to working hours and be prepared to live in the residential accommodation provided during term time.
- Have a willingness to participate in the full boarding life of the School.
- Have the ability to work on own initiative.

- Have a commitment to ongoing training and learning.
- Have plenty of energy and a good sense of humour.
- Have a commitment to safeguarding and promoting the welfare of children and young people, and adhere to and comply with the School's Child Protection Policy statement at all times.

There is scope for this role to be shaped according to the skills and abilities of the successful candidate.



Terms, Conditions & Benefits



Thank you for your interest in joining Downe House. We offer a range of benefits and competitive terms and conditions and these are outlined below. The information in this document is non-contractual but is designed to give you an overview of the post.

Salary

Your salary will be agreed on appointment by the Headmistress but will be in the region of £16,000 per annum dependent on qualifications and experience.

Salaries are paid by direct transfer into your bank account by the Bursary on the last Friday of the month.

Fixed Term Contract

This position is initially offered on a fixed term contract from April / May 2022 – 31 July 2024 or 1 September 2022 – 31 July 2024.

There might be a possibility to extend for a further year, which can be discussed at interview.

Residential Accommodation

The Graduate Music Assistant is a residential post and you will be required to live in the accommodation provided. You will have access to this property throughout the year, including school holidays.

The property will be either on or off site, a one bedroom self-contained flat suitable for a single person. It is provided with basic furnishings and white goods. All services (apart from private telephone calls) are provided free of charge. A basic cleaning service is normally provided by the Housekeeping Team for on site accommodation.

Working Hours

Downe House is a full Boarding School and the Graduate Music Assistant will be a Resident Tutor and will be required to live and sleep in the accommodation provided.

This is a full-time position in the Music Department and you will be allocated two days off per week. In addition as a Resident Tutor you will be on duty two evening per week, and on breakfast supervision on two mornings per week. You will also be on duty to provide house cover two weekends per term.

Due to the nature of the work, it is difficult to be precise about working hours, as a very flexible approach is needed to meet the needs of the girls and the Department.

Time off

During term time, the Graduate Music Assistant must expect to be on site the majority of the time. However, the Graduate





Music Assistant will be entitled to two days off in the week to be agreed.

Additional Weekend Duties

Unlike full academic staff, as a Graduate Music Assistant you will not be expected to participate in the School rota for extra weekend duty sessions. However due to the nature of the role, weekend working will often be required in order to support music events.

Probation Period

Your probation period will normally be for a period of three terms. During this time you will receive support and training to help you with your role. There will be regular probation review meetings with your line manager. During these meetings you will be given feedback on your progress, will discuss any further development needs and will also have the opportunity to raise any issues of concern.

Meals and Refreshments

During term time we provide freshly prepared, nutritious meals in the Main Dining Hall and the Sixth Form Dining Hall in Willis. Refreshments are also available throughout the day. Meals and refreshments are free of charge.

Holidays

The school holiday year runs from 1 September to 31 August and you are entitled to 5.6 weeks statutory leave, inclusive of public holidays. You are required to take your statutory holiday entitlement during the first arising non-term time periods (aggregated until the statutory entitlement is exhausted) in each holiday year, provided that, during those periods, you are not unavailable for work due to sickness or the exercise of a statutory right (for example paternity leave or maternity leave). Public holidays will be counted as non-term time periods, but days on which you are required to work for the school (such as INSET days, where a public holiday falls during term time, or school trips) will not

Prior to the start of a new term and at the end of term you will be required to attend staff meetings, to help with new term preparations in the Music Department and to attend training. All these dates are published on the School Information System (SchoolBase) and your line manager will also advise you of what will be required. It is important not to make any holiday arrangements (booking flights etc) before checking with your line manager.

Normally, you will not be required to work on public holidays, unless the public holiday falls during the School term (for example May bank holiday).





Notice

Your notice period within your probation and after successful completion of your probation will be six weeks on either side.

Pension

After successful completion of 3 months employment, you will be automatically enrolled into the School's Group Stakeholder Pension Plan with Aegon Scottish Equitable to which the School will contribute the equivalent of 9% of your salary if you contribute a minimum of 3% of your salary. Lower contributions are also available in line with statutory guidance.

Disclosure and Barring Service Checks

Due to the nature of your role working in a boarding environment with young people, you will be required to undergo an Enhanced Level DBS check. During your employment it will also be important for you to keep us fully informed of any changes that take place that could affect your DBS status. Partners and family members over the age of sixteen who live with you on site or who visit you regularly will also be required to undertake a DBS (enhanced) check.

Sick Pay

After an initial period of service, you will be eligible for Downe House sick pay and this consists of a number of months of full pay and half pay during sickness absence for varying periods

depending on your length of service. Further details of the scheme that applies to you, will be sent when you are offered the position.

Smoking

Smoking is not allowed in any of the School buildings including staff residential accommodation. A designated smoking area is situated on site next to the Estates Department and this is the only area in the School grounds where staff are allowed to smoke.

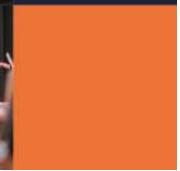
Facilities for use by Staff

There are some excellent facilities on site that staff can use at set regular times. For example our tennis courts, swimming pool, and fitness room. Further details are available from the PE department.

We have weekly staff swim and yoga sessions and have negotiated discounted memberships at a number of local gyms and health clubs.

Social Events

At Downe House we enjoy a number of special social occasions through the year when staff can mix with colleagues and family members. This normally includes a Christmas Dinner with dancing and a Summer Staff Party in the marquee. No charge is made for these events.





Induction and Staff Training & Development

You will receive initial induction training when you first join us, and you will also receive on-going support.

Following induction, you will be encouraged to demonstrate continuous professional development by attending appropriate internal and external training courses, seminars and conferences.

Staff Wellbeing and Support

You will be offered free membership of our Employee Assistance Programme and we also promote a range of other wellbeing initiatives to support our staff. These have included free on-site flu vaccinations, eye care vouchers, yoga and on-site head and shoulder massages. This is an area that we are keen to develop and we are working with our staff to find other ways to support them.

We are committed to safeguarding and promoting the welfare of children and young people and any offer of employment is subject to an Enhanced Disclosure Check (DBS) and satisfactory references. Downe House is an equal opportunities employer.

We look forward to receiving your application. If you require any further information then please do not hesitate to contact the HR Department on 01635 204712 or email recruitment@downehouse.net

