



ST RICHARD REYNOLDS CATHOLIC COLLEGE

Music Support Assistant

Salary: £8,943 - £9,769 for 2.5 days

Job specification

St Richard Reynolds Catholic College is seeking to appoint Music Specialism Support Assistant. St Richard Reynolds is proud to have a specialism in music, where music is as an integral part of school life. The music department currently comprises two music teachers and twelve instrumental teachers, with a large teaching room, a music Mac suite and four practice rooms. The department has five choirs, a College Orchestra and a Guitar Ensemble. The department puts on numerous concerts and recitals throughout the year, with output ranging from classical to jazz and contemporary music.

The department is looking to expand its many opportunities for its young musicians, and seeks an enthusiastic and highly motivated musician to assist with the academic and co-curricular provision of the department. The role offered is part time (2.5 days per week) and will include both administrative and practical work within the department.

The successful applicant will be an inspiring musician themselves, who is passionate about sharing their love of music with others. They will be an excellent performer and/or composer, and be equally confident in an administrative capacity. They will be a self-starter who can bring their own ideas for developing a top-class music education at the College.

Duties

- Research, plan and organise trips, workshops, recitals and events to benefit our pupils
- Assist with recitals and concerts as required (these may take place in evenings or at the weekend)
- Accompany pupils in exam preparation
- Manage use of the practice rooms
- Organise lunchtime/after school concerts
- Organise and lead ensembles, rehearsals and/or clubs to benefit the students
- Assist with co-curricular activities by arranging, photocopying and organising music, monitoring attendance registers, and accompanying or leading sectionals



St Richard Reynolds Catholic Primary School, High School and Sixth Form
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Principal: Richard Burke BSc MA
Diocese of Westminster

- Maintaining music department instruments and equipment, and organising repairs as required
- Contributing towards the college's music specialism – this may be through developing projects that involve individual coaching, planning and delivering workshops, working with small groups and actively seeking out external opportunities for pupils
- Working with visiting instrumental and singing tutors to develop smooth-running of lessons
- Work with pupils to build the capacity of the department
- Assist with departmental purchases and invoices

In return, we are able to offer the right candidate:

- excellent support from dedicated and enthusiastic music department staff
- freedom to form, develop and carry out ideas for developing the music specialism – we hope that the successful candidate will bring their own musical ideas and interests to the role
- potential for the position to grow as the department expands
- experience in managing resources, overseeing instrumental lessons and visiting music staff, developing music education programmes and co-ordinating events and trips
- the opportunity to develop classroom experience

Requirements for the role:

- A degree in music, or working towards a degree in music
- Grade 8+ in an instrument or singing
- Excellent organisation and administration skills
- Excellent interpersonal skills
- Piano skills (preferable)
- Prior experience of working with young people of both primary and secondary age
- An ability to inspire and motivate pupils
- Ability to work under pressure and to deadlines
- A flexible approach

Closing Date: 9am Wednesday 24th January 2018

To start as soon as possible

St Richard Reynolds Catholic College is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants will undergo appropriate child protection screening including checks with past employers and the Disclosure and Barring Service.