

MUSIC DEPARTMENT

GRADUATE MUSICIAN IN RESIDENCE

JOB DESCRIPTION

Accountable to Head and Deputy Heads via the Head of Department

Responsible to:

The Senior Deputy Head for staff Induction, Appraisal, INSET and PRR, and on matters relating to staff and pupil wellbeing

The Deputy Head Academic on matters relating to Curriculum, Teaching and Learning

Responsibilities: The following shall be deemed to be included in the professional duties that a musician in residence may be required to perform under the reasonable direction of the Head Teacher.

➤ **Performance**

- accompanying rehearsals;
- performing in concerts;
- playing the piano at other events as agreed with the Director of Music;
- rehearsing and conducting a number of ensembles;

➤ **Support of the Music Department**

- promoting music in the school at all levels;
- supporting the development of music clubs/societies;
- attending tea-time concerts and music events;
- helping with composition for GCSE and A-level students;

➤ **Concert Administration:**

- Preparing notices, order forms and arranging ticketing;
- Creating the Programme of Events;
- Liaising with outside agencies, as appropriate;
- Managing House/Stage management;

➤ **Other Activities**

- Liaising with Visiting Music Teachers over timetabling and reporting;
- Design, maintenance and updating of instrumental lesson database;
- Supporting of accounts and invoices;
- Helping with ordering music and equipment;
- Maintenance of orchestral and choral library;
- Administration for Concert Tours;
- Overseeing the Associated Board Exams including entries, timetables and application forms;

➤ General requirements

All staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan;
- Contribute to the school's programme of extra-curricular activities;
- Support and contribute to the school's responsibility for safeguarding students;
- Work within the School's Health and Safety policy to ensure a safe working environment for staff, students and visitors;
- Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective;
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues;
- Engage actively in the performance review process;
- Adhere to policies as set out in the GDST Council Regulations, Notes of Guidance and GDST circulars;
- Undertake other reasonable duties related to the job purpose required from time to time;
- To adhere to School Safeguarding and Child Protection Policies;

