

Closing date: **Friday 29 November 2024 (9am)**

*We reserve the right to appoint before this deadline and encourage early applications.*

Interview date(s): **W/C 2 December 2024**

Information pack for the role of  
**Graduate Music Assistant  
(term time only for two  
terms)**

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# City of London School

We understand that for pupils to thrive they must be happy. It is why we cherish individuality, shun stereotypes, and encourage every pupil to be the very best version of themselves. With a vibrant, multicultural city on our doorstep, we draw strength from difference, recognising that diverse perspectives can help answer big questions.

As a result, every member of our community is keenly aware of their responsibility and capacity to make a difference. We ensure our pupils are ready for the rapidly changing demands of the coming decades. This shows in our commitment to academic excellence and in our restless curiosity and desire to improve in everything we do.

We aim always to provide an education in the broadest sense, combining academic excellence with exceptional pastoral care, framed by an outward-looking and forward-thinking approach. We also strive to make that education available to as many talented pupils as possible, through transformational bursaries for those who may not otherwise be able to afford the fees.

We aspire to attract a staff that matches the social and cultural diversity of the CLS community. We welcome applications from anyone with the relevant skills and abilities, and particularly from those who may not previously have thought of applying to a school such as ours.



[www.cityoflondonschool.org.uk](http://www.cityoflondonschool.org.uk)



# Our Strategic Aims



**Kind** - We understand how excellent pastoral care underpins every achievement. We support and help to develop our pupils' health, happiness and well-being so that they can succeed at school and beyond. We nurture self-development and self-awareness so that every member of our community can become the best version of themselves. Every person has equal value, and we treat others as they would like to be treated. We have empathy for others – at school, in our community and in wider society. Our relationships are warm, honest and supportive.

**Aware** - There is strength in difference. Reflecting the multicultural city on our doorstep, our pupils and staff embrace and celebrate diverse voices, recognising that they improve their understanding of the world. We nurture a deep-seated sense of social responsibility. Our pupils know that there are others less fortunate than they are and strive to make a positive difference at school and beyond. We are active partners. We have a strong relationship with the City of London Corporation and the other City Schools, including the City of London School for Girls. Our wider community makes us powerful. We are enriched both by an extensive programme of transformative bursaries and by our collaborations with schools, businesses, arts organisations, and many other partners across London.

**Ready** - We are unashamedly academic. Our teaching is rigorous and exceptional, and our teachers challenge pupils appropriately and sensitively, so that they can thrive in university, work and life. We stimulate curious minds. Our boys have a restless inquisitiveness and lifelong joy of learning which equips them for a fast-changing world. Our staff strive constantly to adapt and develop their practice. We explore our passions and encourage our pupils to discover what excites and inspires them. It helps them become rounded people, well placed to forge their own path through life. We shape the future. Our boys combine kindness, respect and curiosity to become the leaders of tomorrow, creating positive change in our society. .

Our [Strategic Vision 2024-2029](#) is available to read in full on the CLS website.

# Job Description

Job title:	<b>Graduate Music Assistant</b>
Department:	<b>CLS</b>
Salary:	<b>Grade B £23,931 - £26,263 per annum + overtime. 38 hours p/w</b>
Location:	City of London School, 107 Queen Victoria Street, London, EC4V 3AL
Responsible to:	<b>Director of Music</b>

## Purpose of Post

The Graduate Music Assistant post offers an opportunity for a graduate to gain experience of the education sector and should provide a good springboard to a career in the teaching profession in either the independent or maintained sectors. The School will facilitate preparation for formal teacher training, where appropriate and desired, through class teaching and other opportunities, supported by relevant training opportunities.

The Graduate Music Assistant will work alongside the Music Department Administrator to

assist with the daily practical arrangements within the Music Department, including logistic and administrative support for rehearsals, concerts and recitals in and off-site, auditions, Music Prizes and ABRSM exams. They will also be encouraged to play a part in the broader co-curricular life of the School, especially with regard to ensembles within the Music Department. One morning a week may be spent helping to prepare music for rehearsals of the choir of HM Chapel Royal, St James's Palace.



# Main Duties & Responsibilities

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- » Provide administrative support to the Music Department: internal communications, sign-posting, instrument inventory, updating library catalogues and locker schemes...
- » Support the logistic preparation for rehearsals and events: room/ensemble set up, basic IT set-up for 1:1 VMT lessons as necessary, library work, preparing and organising resources, including specific tasks one morning a week to support HM Chapel Royal St James's Palace.
- » Provide cover for Music Department teaching staff in case of absence – supervising and/or delivering teaching material as instructed.
- » Support ensemble leaders by coaching small groups of pupils to enhance our educational provision.
- » Offer support with coordinating the Scholar mentoring programme.
- » Provide specialist and non-specialist coaching in a range of musical disciplines; the precise nature of these contributions will, where possible, be built around the post-holder's interests and expertise; experience and ability as a pianist/accompanist is welcomed.
- » Assist with the delivery of the Music Department's extensive extra-curricular programme
- » Assist with a range of co-curricular activities, including off-timetable days, evening and weekend events in the Music Department and other school activities in curriculum time. This will require some flexibility, and will be covered accordingly by Time Off In Lieu.
- » Support other school events (e.g. Open Events and Admissions Events) as required.

## General responsibilities

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- » Work towards and support the School's vision and objectives as outlined in the School's Strategic Plan
- » Support and contribute to the School's responsibility for safeguarding pupils
- » Work within the School's Health and Safety policy to ensure a safe working environment for staff, pupils, and visitors
- » Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with staff, pupils, and parents
- » Engage actively in the performance review process
- » Undertake other reasonable duties related to their job as required from time to time.

# Person Specification

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

## Technical Skills/Professional Qualifications / Relevant Education & Training

- » Degree level qualification in Music (A)
- » Active interest in pursuing a teaching/performing career and passion for educating young people. (A)
- » A thorough understanding (which can be supported by training) of the statutory framework regarding safeguarding, and its implementation at City of London School. (A)
- » Confident and competent in the use of ICT. (T)
- » Qualification, experience and/or interest in coaching a range of musical disciplines, specialist keyboard ability is desirable but passion and interest equally valuable. (A)

## Personal Attributes

- » Ability to establish rapport and respectful and trusting relationships with children, their parents / carers / families, and other adults. (A / I)

- » Collegiality in working with staff, including SMT, with the ability to work effectively and supportively with all staff. (A / I)
- » Ability to build and maintain purposeful and successful relationships. (A / I)
- » Self-reflection and an openness to constructive criticism. (A / I)
- » The ability to work towards an agreed outcome, particularly when it is not the approach that you might not have chosen. (A / I)
- » Discretion. (A / I)
- » Resilience, the ability to work under pressure and be able to meet deadlines. (A / I)
- » Proven ability to prioritise workloads with an understanding of the need to balance competing pressures. (A / I)
- » Demonstrates enthusiasm. (I)
- » A good sense of humor. (I)
- » High personal standards. (I)
- » A clear commitment to the School's Strategic Vision. (A / I)

- » A clear commitment to our pupils and their learning, wellbeing, and safety. (A / I)
- » Able to apply school policies and practices professionally. (A / I)
- » A commitment to equality. (A / I)

## Recruitment – Note to Applicants

- » The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.
- » Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.

# Other reasons to work with us

## Health and Wellbeing

- { In-house counselling services
- { Employee Assistance Programme
- { Enhanced paid time off policies (sickness, maternity, paternity, adoption, and shared parental leave)
- { Access to Occupational Health Services
- { Access to School gym (set hours)
- { Staff Activities and Clubs (Running, Yoga, Pilates, Netball, Football and more!)
- { Corporate Gym Discount with Anytime Fitness.
- { Hybrid / Flexible Working (role-dependent)

## Financial benefits

- { Annual Season Ticket Loans via Abellio
- { Interest free Bicycle Loan (up to £1,000)
- { Cycle 2 Work Scheme via Halfords
- { Childcare Affordability Scheme
- { Up to 40% discount with Hatching Dragons Nursery

- { Cheapside Privilege Card (local offers and discounts)
- { Up to 25% discount off an O2 Refresh Airtime Plan.
- { 21% LGPS Employer Contribution

## Training and development

We are committed to supporting staff development. There are three staff training days throughout the year plus our appraisal scheme helps support staff in developing their ideal role through training programmes and courses.

Staff also gain access to the City Learning online training and development system, which can be accessed from any mobile device.

## Recognised employer – Continuous service

City of London Corporation is a recognised employer as part of the Local Government Modification Order – we acknowledge continuous service to those working within Local Government. Your entitlement to certain contractual benefits with the City Corporation (e.g sick leave, maternity leave) is related to the length of time you have been employed by the City of London Corporation and/or other public bodies covered by the Redundancy Payments (Local Government) (Modification) Order 1999.

## Disability Confident Employer

The City of London Corporation is committed to creating a culture where everyone's opinion and views are heard. Where employees can bring their unique self to work and excel in an environment that encourages different perspectives and experiences to be shared.

We are Disability Confident Employers and members of Stonewall's Diversity Champions programme and have recently completed an equality and diversity self-assessment process to assess compliance with the Public Sector Equality Duty. In 2019-20 we also undertook a public consultation on gender identity and, as a result, put in place a new Gender Identity Policy. We also actively host events like our Eid Dinner, Black History Month and Pride Month, which are vital in promoting the values we all share.

## London Living Wage Employer

The City of London Corporation is an accredited Living Wage employer, which ensures all employees are paid (as a minimum) the annually calculated London Living Wage hourly rate.

# How to Apply

All applications must be completed by following the instructions on the City of London School website vacancies page:

[www.cityoflondonschool.org.uk/vacancies](http://www.cityoflondonschool.org.uk/vacancies)

*We reserve the right to appoint before this deadline and encourage early submissions.*

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City of London School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

We welcome applications from all sectors of the community as we aspire to attract staff that match the social and cultural diversity of our pupil intake.

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To view our Recruitment Policy, please [click here](#). To view our Safeguarding Policy, please [click here](#).

Further information about the School and a copy of the 2021 ISI Inspection report is available on the website. [www.cityoflondonschool.org.uk](http://www.cityoflondonschool.org.uk)





# City of London School

**City of London School**  
107 Queen Victoria Street  
London EC4V 3AL  
[cityoflondonschool.org.uk](http://cityoflondonschool.org.uk)  
020 3680 6300



Proud to be part of the  
**City of London Corporation**