

# ROYAL GRAMMAR SCHOOL

Amersham Road, High Wycombe, HP13 6QT

01494 524955

Website: [www.rgshw.com](http://www.rgshw.com)



## Graduate Music Assistant

1 September 2024 – 19 July 2025

Term time: 35 hours week

Applications should be made to the Headmaster's PA, Denise Chick, by 8.00am Monday 19 February by email ([dmc@rgshw.com](mailto:dmc@rgshw.com)) or post. Along with the completed application form, please include a letter of application and a current curriculum vitae, which should include the names, addresses, telephone numbers and email addresses of 2 referees.

Those being called for interview will hear within one week, when full details of the interview will be given. If you have not heard from us within two weeks of the deadline please assume that your application was unsuccessful. In which case we thank you for applying and wish you well in your future career.

**The RGS is committed to promoting the safety and welfare of all pupils.**

**Appointment is conditional upon at least two satisfactory references.**

**All staff are required, before taking up post, to undertake an enhanced criminal record check through DBS.**

**Social media checks will be carried out on shortlisted candidates prior to interview .**



## Graduate Music Assistant

**Reporting to:** Director of Music  
**Contract:** Fixed term  
**Salary Range:** £20,104 (fte) £16,364.66 (actual)

**Job Purpose:** To support and assist the Director of Music in the delivery, promotion and administration of an ambitious, inspiring and dynamic Music Department, providing a rich and varied programme of co-curricular music.

RGS Music Department prides itself in the delivery of high standards of academic teaching and learning across Key Stage 3, GCSE and A Level Music. This position will play an active role in supporting students with Performance recordings and Composition coursework.

### Knowledge, qualifications and skills:

- Graduate within a music discipline (or equivalent)
- A genuine passion and interest in music
- Ability to develop and nurture good working relationships with students
- A flexible, proactive, can do approach
- Good team working
- Enhanced DBS required

Safeguarding. Strict safeguarding rules must be adhered to and training attended as required .

### Key Responsibilities

#### Supporting Co-curricular Music

- To help facilitate, support, and further develop the busy schedule of Music Department events.
- Provide direction and accompaniment for ensemble/sectional rehearsals, concerts and musical theatre productions as required.
- Help coordinate and stage-manage the smooth running of events, logistically and/or technically.
- Support the smooth running of rehearsals, including: preparation of sheet music, registering and supervision of students, directing main ensembles when required.
- To help support new Year 7 students involved in the Instrumental Scholarship scheme.
- Support and attendance for department trips.
- To provide an additional range of specialisms, which may include, supporting/leading on: chamber music, choral music, musical theatre, playing hymns on organ, music technology, editing recordings, streaming performances, composition support, Aural and Theory Grade Exam support.
- Support in the checking of reports

#### Maintaining the Music Department

- Ensure the Department's teaching, rehearsal and performance spaces during the school day are fully fit for purpose by helping tidy, maintain equipment, musical instruments, furniture and sheet music.
- Logging any inventory repairs, general maintenance and issues as appropriate.
- Manage the organisation, storage and maintenance of department resources, including: amplification and recording equipment, the extensive sheet music library, ICT equipment, electronic SharePoint database and resource library, collections of musical instruments.
- To help showcase the evolving output of the RGS Music Department through creative use of wall displays, regularly updating the departmental social media channels and department communications

#### Other duties

- To undertake other duties of an appropriate nature as may be reasonably required by the Headmaster.



## Department Information

The Graduate Music Assistant will enjoy a role which will enable their professional development and is a real opportunity to make a difference in supporting a department that is at the heart of both RGS's curricular and co-curricular output. Indeed, the RGS Music Department has recently been recognised nationally, having been shortlisted for the 2022 "Outstanding Music Department" category at the National Music and Drama Education Awards. The job can be tailored somewhat as appropriate to the skill set of the incoming Graduate Music Assistant, but this role will involve supporting all forms of music-making, both inside and outside the classroom across the 11-18 age range. Essentially, in a very busy and successful department, they will help ensure the smooth day-to-day operations. A wide-ranging musical knowledge and familiarity with IT software would be expected for successful support of the classroom curriculum. A passion for making music at every level, with the ability to encourage beginners and modest achievers as well as deal with top musicians (many at Grade 8/Diploma standard), would be expected for any enthusiastic contributor to the co-curricular programme. An ability to inspire young students is a vital ingredient, as is unflagging energy. Strong keyboard skills would be expected, and experience at running a dynamic rehearsal would be an advantage.

Music at the RGS has, since the 1940s, been very much at the heart of our rich and varied co-curricular programme. In the Autumn term, we run an Autumn Soirée, a large November Showcase and Carol Service in our local All Saints' Church in High Wycombe. In the Spring and Summer terms, we run an annual House Music Competition involving all six RGS Houses and a Senior Musical/Drama production, a large Spring Showcase concert featuring many departing Year 13s, an outdoor Jazz event in our Music quad, and a Choral Evensong trip to sing at one of the Oxford University colleges. Additionally, we have an established bi-annual music tour/exchange to Salzburg, musical collaborations with other schools (both regionally and nationally), termly recitals, trips to festivals, and visiting guest artists. The department has a reputation for large-scale musical productions on a bi-annual basis (such as *In The Heights*, *West Side Story* & *Les Mis* in recent years), for which the school resources a professional director working with the school's wider Stage, Lighting and Sound Team. Larger-scale performances, such as Verdi's *Requiem*, have been possible in collaboration with local girls' schools and local groups. We are proud of our strong choral tradition at the RGS, with over 150 boys in our main choir, an auditioned Chamber Choir and a Sixth Form-only 'Close Harmony' group. Both Junior and Senior Orchestras, Wind Bands, Jazz Bands and chamber groups rehearse weekly in a very busy schedule – there is very rarely an empty room at breaktime and lunchtime!

Both GCSE and A Level Music uptake is very strong and growing further with a track record of excellent results in the subject, where a number of students each year progress to study Music academically at top universities or Music conservatoire (some on choral or organ scholarships). Many others may not choose to study academically but keep up a huge amount of musical activity at University, maintaining their passion for a lifetime.

The Department consists of a full-time Director of Music, Assistant Director of Music and part-time Music Administrator. A talented, committed body of more than twenty instrumental teachers (known as 'peris'), many of whom are professional performers, ensures that the boys' talents are nurtured and developed. The RGS Friends of Music organisation (including a full committee of parent volunteers) support the wider work of the department and help to regularly fundraise. There is a Year 7 Music Scholarship scheme, funded by the RGS Foundation, to encourage students to learn a shortage orchestral instrument. The school has recently been recognised by the Royal College of Organists as an accredited school. The [Chiltern Music Academy](#), of which the Headmaster is a Trustee, has its Head Office at the RGS and uses our facilities and those of Wycombe High School for their activities.

The Music Centre was opened in 2003 by the singer/songwriter Howard Jones (an 'old boy') and comprises two main teaching rooms, a 'tech room' used by Sixth Formers, seven practice rooms, a dedicated percussion room, a music office and music staff facilities. There is ample storage for instruments though this is, on some days, at capacity! The Queen's Hall is used for concerts and can hold a capacity of around 500 people. There is an electronic organ which is regularly used to accompany hymns in assembly (donated by the musicologist, Dennis Stevens, an Old Boy, and recently refurbished with new organ speakers). There is a Kawai grand piano as well as a similar instrument in the main teaching room downstairs, alongside a harpsichord. In the upstairs teaching room, there is a Nord Grand keyboard, along with large sets of samba, guitar, and orchestral instruments. In each of the seven practice rooms, there are upright pianos (mainly Kawai), and the department is one of few state schools to contain a full range of orchestral percussion.

	Essential	Desirable
<b>Qualifications</b>	Good honours degree	Music diploma in Performance  First Aid qualification  Able to drive a school minibus (Training provided)
<b>Experience</b>	Strong subject knowledge in Music  Ability to support KS3, GCSE and A Level (11-18) students in music-making	Experience of taking part in co-curricular activities and running a dynamic rehearsal  Experience of supervising groups of students  Strengths in some of the following: conducting, accompanying, choral music, chamber music, instrumental repair, IT, musical theatre, composition (including software), pianist/organist, technical equipment.  Specialist skills on an orchestral instrument
<b>Personal Qualities</b>	Ability to relate to students of all abilities  Outstanding personal relations and team working skills  Willingness to contribute to the school's extensive co-curricular programme  Energy, charisma and dynamism with the vision to support the development of Music at the RGS in line with the school's ambitions  Excellent organisational skills  Excellent ICT Literacy  Ability to think creatively  Availability for regular trips out of school hours  A good sense of humour  A real passion for music-making	Ability to lead by example  Ability to work independently  A good sense of initiative



## General Information

This is general information for all who apply for a post at RGS. Some of it will not be relevant to this post, but I trust that you will find it useful in forming a picture of the School.

### Support staff at RGS

Support staff at RGS provide a vital role in ensuring that the School not only runs smoothly but continues to develop. Whether joining one of the administration teams, being a technician, a support assistant, gap student, and working on the finances or around the extensive school estate, RGS welcomes colleagues from all backgrounds to bring an added dimension to our staff body. A range of roles exists from part time, term time only to full time and support staff have excellent opportunities to contribute towards school life. Although we do not ask our support staff to undertake teaching roles, we warmly encourage participation in school trips and co-curricular activities.

### Facilities at RGS

- All-weather sports facilities.
- Rolling programme of classroom and laboratory refurbishment into 'state of the art' learning spaces
- Purpose-built language and music suites.
- The Rennie Mathematics Building with extensive, modern facilities
- Purpose-built Fraser Youens Boarding House for 70 boarders [Boarding video](#)

### Salary, benefits and wellbeing at RGS

Support staff are paid on the RGS scales, which are closely related to the locally negotiated Buckinghamshire Council pay range. For the benefit of support staff, the School participates in the Local Government Pension Scheme. We are a mutually supportive team and endeavour to ensure that all staff have a healthy work / life balance.

We offer	Wellbeing
<ul style="list-style-type: none"> <li>• Excellent pension scheme</li> <li>• Cycle to work scheme</li> <li>• Free membership of the School's Fitness Suite</li> <li>• Free use of the swimming pool</li> <li>• Tax efficient purchases of gadgets through the tech scheme</li> <li>• Staff common room with free tea &amp; coffee</li> <li>• On site hot and cold food</li> <li>• Social functions/concerts/plays etc</li> <li>• Car parking onsite</li> <li>• Accommodation (limited)</li> <li>• Long service awards</li> </ul>	<ul style="list-style-type: none"> <li>• Staff football</li> <li>• Staff Yoga</li> <li>• Staff badminton</li> <li>• Staff tennis</li> <li>• Staff touch rugby</li> <li>• Christmas party</li> <li>• Secret Santa</li> <li>• Secret buddy</li> <li>• Wellbeing group meetings</li> <li>• Common Room cake day</li> <li>• Wellbeing week</li> <li>• End of term get-togethers</li> <li>• Staff birthday cake days</li> </ul>

### Common Room at RGS

The Common Room exists as a formally constituted body of the teaching and support staff within the School. The committee consists of a Chairman, Treasurer and Secretary. The Common Room provides a cohesive, stimulating and enjoyable environment and a variety of social functions are organised throughout the year.

The Common Room is well equipped and includes tea and coffee making facilities, provided free of charge to all staff, a lounge, kitchen area and staff shower rooms. The Common Room subscribes to a range of national and local newspapers and journals. On a day-to-day basis, the Common Room acts as an important facility for staff to meet socially, collect mail and circulars, share information with others and relax!

### Appointment

The Royal Grammar School is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to:

- the obtaining of an enhanced DBS clearance;
- confirmation of your eligibility to work in the UK; and
- receipt of two satisfactory references.

### Equal Opportunities

The Royal Grammar School is committed to equal opportunities for all its students and staff, irrespective of race, colour or nationality, gender, marital status, family circumstances, religion, sexual orientation, age or disability. There will be no discrimination on these grounds, or for any other reasons which cannot be shown to be justified. Students applying for admission to the school and candidates for posts at the school will be treated according to school policies on admission and recruitment and with regard to British and European legislation. Attention will be paid to the importance of equal opportunities education in both the formal and informal curriculum and our curriculum will be reviewed at frequent intervals to ensure that this policy is reflected in practice. The Headmaster is responsible to the Governors for monitoring this policy. The school operates an Equality Cohesion Policy. The School is a non-smoking establishment.

### Our vision for RGS

- For RGS to become a world-class school in all respects
- To be the boys' school of choice in south Buckinghamshire where young men are nurtured to become the inspirational leaders of tomorrow.

### Our commitment to your development

Staff at RGS are dynamic, talented and innovative. We have an excellent reputation in preparing colleagues for the next stages of their career whether as teachers or support staff. We pride ourselves in attracting and retaining staff of the highest quality, supported by outstanding provision of professional development. It is difficult to encapsulate the spirit of RGS in words, but suffice it to say that all who work here regard it as a very special school indeed. Alongside a commitment to excellence is the sense of belonging to an exceptionally friendly community, where there is always genuine support for colleagues. To see the full range of activities undertaken at the school, we would encourage you to visit our website ([www.rgshw.com](http://www.rgshw.com)).

### High Wycombe

The Royal Grammar School is about one mile from the centre of High Wycombe, which has a large shopping centre, several out-of-town shopping areas, a theatre, two multiplex cinemas, new sports centre with a 50m competition pool and a large Waitrose. High Wycombe is 25 minutes from London Marylebone on a fast train, the station being 10 minutes' walk from the school. The town is well-served by cultural and sporting activities. There is little housing in the town itself though within a short distance the suburbs, with a range of housing stock, commence in all directions. High Wycombe is surrounded by attractive villages, which offer a range of housing from idyllic cottages to large detached properties in the countryside. The town of Marlow, an attractive riverside market town, is a few minutes' drive and Oxford is easily reached via the M40 or by train. Buckinghamshire is renowned for its schools with a range of excellent state primary schools, prep schools, grammar schools and non-selective secondary schools.

### How to apply

Along with a completed application form, further information should include a letter of application and a current curriculum vitae. Your application can either be completed online or emailed to the Headmaster's PA ([dmc@rgshw.com](mailto:dmc@rgshw.com))

### Interviews

Those being called for an interview will hear within two days of the deadline when full details of the interview process will be given. All candidates invited for an interview will be required to prove their identity and their entitlement to work in the UK.

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