



Royal Grammar School

Amersham Road, High Wycombe, HP13 6QT

Website: www.rgshw.com

A selective day and boarding school for 1420 students

Graduate Music Assistant

1 September 2025 – 17 July 2026

Term time: 35 hours week

Closing date: 8.00am, Monday 19 May

Applications should be made to the Headmaster, Philip Wayne (dmc@rgshw.com) or via an online application.

Earlier applications would be welcome and shortlisted candidates may be interviewed before the closing date.

The selection process is outlined within this pack.

The Royal Grammar School 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

Information for Candidates





From the Headmaster

RGS is an exceptional place with a proud tradition, dating back 1562, of educating young minds.

We have high academic standards, excellent examination results and consistently feature amongst the top state schools in England. Almost all students progress to good universities including approximately 14 – 18 to Oxford and Cambridge, other stellar institutions and to the USA.

Our broad, balanced and very ambitious curriculum is not the full story and we look far beyond its confines with a vast array of co-curricular opportunities unparalleled, I believe, in the state sector.

Our innovative teachers deliver a high-quality classroom experience combined with exceptional pastoral care. We ensure that, in this large school, every student is known as an individual.

We encourage all Wycombiensians to be self-confident, positive, healthy and enquiring, living and breathing our values of Respect, Integrity and Aspiration embodied through a modesty of manner. The result is a happy, close-knit community where we enjoy each other's company, and friendships for life are formed.

Most of our students are day students. Boarding, however, has a unique capacity to shape the lives of young people and RGS offers this provision to 70 boys. Full and weekly boarding is on offer and plays a substantial role within the life of the school.

You will very much enjoy working with the students here who are courteous, committed, caring and entertaining. The commitment and dedication of staff who all work towards achieving our vision are the vital component in ensuring the success of RGS. We are looking for well-qualified, enthusiastic and caring colleagues to join us who are passionate about their subject and responsibility, and are willing to go the extra mile to be a part of our exciting journey.

I hope that you find the information of use and look forward to receiving your application if you feel that this opportunity would suit what you have to offer. Thank you for your interest in RGS.

I am delighted that you are considering joining us.

Philip Wayne [Media Video](#)



Departmental 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 an annual basis (such as Bonnie and Clyde, Shrek, 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.



Job Description

Reporting to: Director of Music
Contract: Fixed term
Salary Range: SP05, (19,370.76 (a pro-rata of £23,797)
Hours: 35 hours per week term time only

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, accompanying, music technology, editing recordings, streaming performances, composition support, Aural and Theory Grade Exam support.

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, IT equipment, electronic resource library and 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.



Person Specification

	Essential	Desirable
Qualifications	Good honours degree	Music diploma in Performance First aid qualification Able to drive a school minibus (Training provided)
Experience	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
Personal Qualities	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 IT 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 learning 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 as identified above, and will always welcome a discussion with those who may wish to train.

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](#)
- Swimming pool
- New Sixth Form Centre

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

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 Chair, 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. 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;
- receipt of two satisfactory references; and
- social media checks.

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.

Results

Our results speak for themselves. We do not, however, rest on our laurels and set ourselves ambitious targets

- 90% of our students accepted higher tariff universities
- 14 students were offered unconditional places at Oxbridge

Values

Respect - Integrity - Aspiration

Vision

- Our vision is to offer our students an exceptional all-rounded education

Mission

At RGS we nurture the individual potential and character of every student to help them become confident, socially responsible young people, prepared for happiness and success in their adult lives.

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 and will find a wealth of opportunities available here with regard to their professional development. We ask that all staff choose and sign up to something that genuinely interests and excites them and that they work on this throughout the course of the academic year. We currently have staff undertaking NPQs, staff involved in our Challenge Senior and Middle Leaders courses and approximately 45 staff involved in our Strategy Groups which are designed to feed into our school priorities. Additionally, we offer First Aid courses, Mountain Leaders courses and Health and Safety qualifications but to name a few. See [here](#) for more details.

High Wycombe

The Royal Grammar School is about one mile from the centre of High Wycombe, which has a large shopping precinct, 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 considerable apartment accommodation 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

Please complete the application form. Further information should be added to the 'supporting statement' section in the form. If you wish to include your cv, please email it directly to the Headmaster's PA at dmc@rgshw.com.