



Appointment of
Music Graduate Assistant

Full time, term time only, for one academic year
Information for Applicants

Letter from the head

Dear applicant

Thank you very much for your interest in the position of Music Graduate Assistant here at Alleyn's. I am delighted that you are considering it and I hope to give you a sense of our school and why it is such a wonderful place to work! Our ROCCK values (Respect, Opportunity, Curiosity, Courage, Kindness) will also tell you what we are seeking to achieve here.

So, why Alleyn's? I started as Head here in January 2021, so I feel in a good position to help you answer that question, having asked it myself not that long ago! You'll know from the website, most of the key facts. We are an academic, co-educational through-school; (our Junior School is also on our site and we love the fact that many of our pupils learn here from 4–18). We are situated in an inspiringly leafy part of SE London, on a beautiful and well-resourced site with the City of London twinkling enticingly on the horizon, just about four miles away.

As one of the three Dulwich Foundation Schools, Alleyn's is part of a historic foundation which has been educating young people for 400 years. Our namesake and founder, Edward Alleyn, was one of the great Elizabethan players and playful academic exploration and discovery is something we very much welcome here. I won't go into the less reputable activities he was famous for, but as well as acting, Edward Alleyn was also a philanthropist and a philosopher. His "College of God's gift" was established to change the lives of children – initially, "12 poor scholars". It is rather wonderful that the original 12, has grown into our large, thriving community of more than a thousand children. Alleyn's has been honouring the founder's legacy, as one of this country's leading co-educational schools, for generations.

We are very over-subscribed and entrance to the school is intensely competitive. Our pupils are gifted and ambitious and, unsurprisingly, they do extremely well in exams. We were 16th in the national league tables for GCSE results this year, for example. I can't pretend that we are not proud of our pupils' results, we are, of course, but they are a by-product of an Alleyn's education, not the reason for it. The 'outcomes' we most care about are the incredible young men and young women who leave us. They are engaging, grounded, passionate and interesting individuals, who cross the stage at graduation, aware of who they are and what they care about and very ready to go out into the world and make it better.

The really lovely staff/pupil relationships here are critical and they underpin all we do. The strength of the relationships was one of the things people told me about before I started at the school and the other thing was how delightful Alleyn's pupils are. And they were right on both counts! Our students are grounded, engaged and enormous fun; they wear their talents lightly, they support each other, they are often impassioned and keen to fight for important causes and they are (mostly!) very engaged by the adventure of learning. They also make us laugh a great deal (You can see lots of evidence of all of this in our latest ISI report, do have a look at the highlights online).

Pretty much all our pupils are involved in the co-curricular life of the school and in our partnership and outreach programmes. This matters to us and we do ask all our teaching staff to play an active part in the co-curricular and enrichment programmes partly because so much of the fun and friendship here stems from this. Equally, of course, most staff will play a role in the pastoral care and education which is delivered through Year Groups, School Sections and Houses. The Outreach programmes at Alleyn's are a big part of who we are and a critical part of an education here.

I hope this summary has been helpful and that you feel excited by this opportunity and keen to apply. If perhaps you are thinking that a historic, academically selective independent school might be a bit daunting or might not be the right place for you, can I urge you to reconsider this? We are emphatically not a 'one-size-fits-all' community and we take great pride and delight in individual differences and the successes these bring. And of course, our pupils benefit from seeing a varied team of adults working together successfully and happily as part of a diverse and inspiring team. If you join us, we hope that you will quickly feel part of the school community and we will warmly encourage you to make the most of the many opportunities for personal and professional development on offer.

I very much hope that you will be able to get a sense of the energy and fun at the heart of our school during this recruitment process. We are, of course, delighted to answer any additional questions you might have in making your application.

Finally, I do hope you still feel inclined to apply for this position! The informality, the warmth and the unpretentious approach at Alleyn's really is infectious and I hope you will feel it, as I did, the moment you walk through the doors. There is nothing entitled, stuffy or pompous about this school. And we very much hope that you will enjoy applying for a role here and getting to know us a little bit.

May I wish you the very best of luck.

Yours Faithfully



Mrs Jane Lunnon
The Head



About The Role

Thank you for your interest in the role of Music Graduate Assistant. The role holder will offer musical, administrative, and logistical support to the Music Department, whilst gaining valuable experience working with young people in a school environment.

Aims of the Role are:

- Lead music in assemblies; playing the piano for hymns, organising pupil soloists, accompaniments, etc;
- Serve as an accompanist for informal concerts, recitals and rehearsals;
- Be a Practice and Performance mentor for music award holders;
- Support all concert and performance opportunities;
- Run Grade V Theory classes and Aural classes;
- Steward for ABRSM and TCL music exams;
- Assist or lead in the organisation of ad hoc solo opportunities, such as for Open Days and other events;
- Contribute to the music co-curricular program, running ensembles and close-harmony groups as required;
- Assist pupils with academic work, such as offering extension classes, support with Composition, etc;
- Work with class teachers to teach occasional standalone modules, gaining teaching experience;
- Assist the Department Administrator with morning registration;
- Assist with lunchtime duties: keeping practice rooms locked and monitoring access by pupils;
- In conjunction with all staff of the School, support, promote and act within the School's policies and practices about Data Protection;
- Promote the School's eco-agenda and ensure all work is carried out with a view to reducing waste and protecting our environment;
- Be aware of the School's Health & Safety Policy and its application to the Music Department;
- In conjunction with all staff of the School, support, promote and act within the School's Safeguarding Policy.

Any additional duties, as directed by the Director of Music, which are within the reasonable capability and responsibility of the Music Graduate Assistant.

Our Values (the Alleyn's ROCCK!)

Respect

Opportunity

Curiosity

Courage

Kindness

Person Specification

It is felt that the position would particularly suit a university graduate who is considering a career in music or teaching music. The successful applicant will be an excellent performing musician, likely with strong piano/ keyboard skills.

We are looking for:

Education	Additional relevant qualifications, beyond GCSE e.g. A'level Music or instrumental qualifications. Applicants will have a proven aptitude and understanding of music.
ICT	Good knowledge of administrative ICT - can use e-mail and internet browser, able to use Word, Excel, Powerpoint to an intermediate level.
Physical Attributes	A basic level of fitness allowing the person to move around freely throughout much of their work.
CPD	Willingness to learn new skills and develop.
Managing Relationships	Ability to assist and work well with colleagues.
Ability to work with Children	Ability to regularly assist children with basic day-to-day issues.
1:1 Oral Communication Skills	Ability to communicate professionally in spoken English.
Written Communication Skills	Ability to draft basic e-mails, letters etc.
Organisational Skills	Ability to follow detailed instructions (working closely with a manager/ supervisor).
Time keeping & Flexibility	Ability to be punctual and reliable.
Attention to detail	Ability to identify problems with your own immediate work and to correct or report these issues to others.
Enthusiasm/Motivation	Enthusiastic about music and the teaching of music.
Awareness of whole-School Activity	Awareness of activities taking place within the Department and an awareness of the School culture.
Confidentiality & Discretion	An awareness that the role holder's position may from time-to-time give them access to information which cannot be shared externally.
Problem Solving Skills	Ability to solve immediate day-to-day issues.



Working at Alleyn's

Terms and Conditions

The post is available on a fixed term contract from 29 August 2024 for one academic year, term time only. Normal working hours are 8am to 5pm Monday to Friday. The successful applicant will also be expected to work on Founder's Day, Open Days and as necessary to support occasional weekend rehearsals, evening concerts and performances (time off in lieu will normally be given for this).

The salary will be £18,167 for three school terms (pro-rata of £24,509 per annum).

The School offers additional benefits to its staff, including the use of the School swimming pool and gym, subsidised yoga and Pilates classes, a holiday purchase scheme, access to the library, free tickets to School performances, and the opportunity to join one of two private healthcare plans. Staff also enjoy discounts with local businesses and may use holiday sports camps for the children of staff at a preferential rate.

The role holder will have access to, and may be automatically enrolled into, the School's Group Personal Pension Plan. This plan may involve contributions being made via salary sacrifice based on matching 5% contributions from the employer and employee and is currently run through Legal and General.

On completion of the required recruitment checks, the post would be available to the successful candidate from 29 August 2024 until 3 July 2025.

Commitment to Safeguarding

We are fully committed to providing a safe environment for children, staff and visitors.

We promote a climate where anyone in the community can freely share their concerns about themselves, or others, in terms of individual safety and well-being.

We protect the interests of the children at Alleyn's through awareness among all members of staff of the kinds of issues of abuse, maltreatment and neglect that would impair a pupil's health or development.

In this way, Alleyn's supports its pupils' development by fostering security, confidence and independence.

We provide an environment in which children and young people feel safe, secure, valued and respected, and know how to approach adults if they or those whom they know are in difficulties, with the assurance that they will be listened to.

Everyone in the staff community at Alleyn's takes responsibility for safeguarding, and we always aim to act in the best interests of the child.



Arrangements for the Appointment

Applications

The application form can be downloaded from our website, www.alleyns.org.uk/jobs.

Candidates should complete all sections of the form and submit it together with a completed Equal Opportunities Monitoring Form, full CV and covering letter.

Please address your covering letter to the Director of Music, Polly May, **explaining in your letter why you are interested in this particular position at Alleyn's and why you think it would suit you at this time in your career.**

All documents should be emailed to jobs@alleyns.org.uk.

Alternatively, they can be posted to:

HR Department, Alleyn's School, Townley Road, London SE22 8SU.

The deadline for applications is midday on Thursday 8 August 2024.

If you have any questions you are very welcome to contact the Recruitment Manager, Karolina Walicka, by email at jobs@alleyns.org.uk or by phone on 020 8613 5016.

Interviews and Appointment

Interviews will be conducted at the School on **Thursday 15 August**. This will consist of interviews with relevant colleagues including the Director of Music. There will also be an opportunity to meet with other relevant staff. Please note that references may be taken up before the interviews. If you would prefer to be contacted first please state this.

Safeguarding Checks

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS check.

Equal Opportunities

As an Equal Opportunities employer we welcome applications from all applicants who meet the requirements for the position. However we are especially keen to receive applications from those in minority groups for which the School is currently underrepresented. We celebrate diversity and thrive on the benefits it brings.



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