



The New Beacon

EX FUMO DARE LUCEM



# GRADUATE MUSIC ASSISTANT

Fixed-term contract (one year)

## ABOUT US

The New Beacon is a leading day and boarding prep school for boys aged 2-13, with a co-educational Nursery, renowned for its commitment to excellence in education, sport and the arts.

We pride ourselves on providing an engaging, inspiring, and nurturing environment for our pupils, staff, and visitors. Set in 22 acres of woodland, the School benefits from excellent facilities including, a swimming pool, sports centre, forest school, floodlit astroturf pitch, music school and theatre. Weekly boarding is available for all pupils from Year 5 – Year 8, complimenting the extended day provision and encouraging boys to develop their independence as they progress through School.

In August 2021, The New Beacon merged with Tonbridge School, marking an exciting new chapter in the School's history and providing opportunities for collaboration and innovation across both institutions.

Having celebrated 125 years of all-boys prep school education in 2025, the School is excited to continue building on its outstanding reputation, mindful of its history and traditions, and ready for innovation.



## OVERVIEW

The Music Department is a vibrant and integral part of school life, offering a rich and varied programme of academic and co-curricular music. Pupils are encouraged to develop their musical talents through classroom lessons, instrumental tuition, ensembles, choirs and regular performances, both within school and in the wider community. The department fosters high standards of musicianship while promoting enthusiasm, creativity and a lifelong appreciation of music in a supportive and inclusive environment.

The Graduate Music Assistant plays an important role in supporting the delivery of this dynamic programme. Working closely with the Director of Music, the postholder contributes to rehearsals, accompanies pupils in lessons and performances, supports concerts and examinations, and assists with academic music teaching and music technology. The role provides valuable hands-on experience across a broad range of musical activities, while helping to maintain the smooth day-to-day running of the department.

In addition to musical responsibilities, the Graduate Music Assistant contributes to the wider life of the School, including pastoral support, supervision duties and major school events. The role requires professionalism, initiative and a genuine enthusiasm for working with young people, alongside a strong commitment to safeguarding and the School's ethos. It is an excellent opportunity for a graduate musician seeking to gain meaningful experience in a thriving educational environment.

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## THE ROLE

Role	<b>Graduate Music Assistant</b>
Primary Line of Report	<b>The Director of Music</b>
Hours of work	<b>Fixed term contract (one year) Full Time, Term Time Mon to Fri from 8am to 5pm, with a 1-hour unpaid lunch break</b>

## SUMMARY

**To play a key role in supporting the musical and pastoral life of the School, assisting with teaching, accompaniment, rehearsals, performances, music technology and departmental administration, while contributing enthusiastically to the wider School community and upholding the highest standards of safeguarding and professionalism.**

## DUTIES AND RESPONSIBILITIES

### Key Responsibilities

- Participate fully in the musical life of the School, including attending and supporting both internal and external concerts, and actively fostering enthusiasm for music across the School community.
  - Accompany pupils for rehearsals, practice sessions, lessons, internal and public performances, concerts, and examinations.
  - Assist with choral and instrumental rehearsals, including leading sectionals where appropriate.
  - If an organist, play for Chapel services as directed by the Director of Music. If also a singer and/or instrumentalist, contribute to the Choir and Orchestra as required.
  - Teach a number of academic music lessons, with mentoring and guidance provided by the Director of Music.
  - Deliver aural skills and music theory preparation for practical examinations.
  - Support academic music provision, including assisting pupils with music technology (e.g. Sibelius, GarageBand).
  - Supervise and support instrumental practice sessions.
  - Assist in the mentoring and coaching of Music Scholars.
  - Support the Director of Music with departmental administration and the coordination of individual instrumental lessons.
  - Record concerts and examination coursework under supervision.
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- Organise and oversee the storage and care of pupils' instruments and the School's instrument stock.
- Assist in the planning and delivery of music experience days and outreach events.

### **Safeguarding and Child Protection**

- Demonstrate a commitment to safeguarding children.
- Be proactive in reporting safeguarding issues and concerns to the DSL.
- Demonstrate a clear understanding of child protection and safeguarding policy and procedures within School as well as Statutory documentation such as KCSIE.
- Keep up to date with safeguarding policy and developments.

### **General Requirements**

- Maintain the highest professional standards in attendance, punctuality, appearance, and conduct.
- Foster positive and respectful relationships with pupils, parents, and colleagues.
- Contribute to Common Room duties and the wider supervision and pastoral care of pupils.
- Attend and actively support major School events as required.
- Demonstrate commitment to the aims and ethos of the School, contributing positively to the wider School community.
- Adhere to all School policies and procedures.
- Attend staff meetings, INSET days, and professional development sessions as required.
- Carry out any other reasonable duties as directed by the line manager.

## **PERSON SPECIFICATION**

### **Essential Qualifications**

- Qualification in Music from a conservatoire or university

### **Knowledge and Experience**

- Demonstrable practical musicianship of a high standard
- An accomplished and confident performer
- Advanced piano proficiency
- Strong sight-reading ability
- Good knowledge of, and competence in, music technology and IT (e.g. notation software, recording, and sequencing platforms)

### **Skills and Abilities**

- The ability to play the organ would be an advantage
  - Highly skilled in accompanying and supporting instrumentalists, singers, and ensembles
  - Able to engage and motivate pupils
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- Excellent communication and interpersonal skills to build positive relationships with children, parents, and colleagues
- Capable of planning and delivering against identified goals
- Able to meet the diverse needs of individual children and the School environment
- Creative and enthusiastic to engage children in stimulating and enjoyable learning experiences
- Strong written communication skills for appropriate and effective interaction
- Organisational skills to effectively plan and manage activities and resources
- Ability to manage time efficiently to meet responsibilities and deadlines effectively
- Resilience and composure under pressure, excellent problem-solving skills and sound judgement
- A strong sense of camaraderie, promoting a collaborative and supportive work environment and respectful atmosphere within the department

### **Personal Attributes**

- Genuine passion for working in music and encouraging young children and contributing to their development.
- Warm and approachable demeanour, creating a safe and supportive environment for children.
- Patience and empathy to understand and respond effectively to children's emotions and behaviours.
- Sensitive to handle delicate situations with tact and diplomacy.
- Commitment to ongoing professional development.
- Dedication to promoting diversity, equity, and inclusion in the classroom and broader community.
- Proactive, energetic and enthusiastic with a positive outlook and good sense of humour.
- A willingness to share knowledge, experience and information with other colleagues to promote good practice.
- Able to prioritise and manage a varied workload.
- Commitment to the highest standards of educational and pastoral care for all pupils.
- Enthusiasm for the ethos of The New Beacon School.

### **RENUMERATION AND BENEFITS**

**This is a fixed term contract from 1 September 2026 to 7 July 2027.**

Competitive salary dependant on qualifications, knowledge and experience.

Accommodation is available contingent on the performance of some boarding duties.

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Benefits package including:

- CPD opportunities
- Lunch provided free of cost during term time
- Staff car parking
- Use of swimming pool

## **SAFEGUARDING**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and always ensure compliance with the School's Safeguarding and Child Protection Policy Statement. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Head and relevant agencies.

The New Beacon School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening and training appropriate to the post, including checks with past employers and an Enhanced DBS check.

## **EQUAL OPPORTUNITIES**

The New Beacon School is an equal opportunity employer and we welcome the unique contributions that everyone can bring to The New Beacon in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expressions, nation of origin, age, languages spoken, colour, religion, disability, sexual orientation and beliefs.

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## HOW TO APPLY

Full details and our online application form can be found on Tonbridge School's website at: <https://www.tonbridge-school.co.uk/careers> and on The New Beacon website at: <https://www.newbeacon.org.uk/contact-the-school/school-vacancies/>

Closing Date: **Sunday 15 March at 12noon**

**Early applications are encouraged as we reserve the right to interview and appoint at any stage of the process.**

For queries about the post, please contact:

**[hrdept@tonbridge-school.org](mailto:hrdept@tonbridge-school.org)**

**01732 365555**

This job description may be reviewed from time to time in light of changing circumstances and if it is necessary to amend/alter this, those concerned will be consulted. The School does not have a licence to sponsor migrants under the worker or temporary worker routes. Individuals who wish to work at the School will therefore need to hold or establish immigration status that allows them to work in the UK. The School is legally required to check that all successful job applicants hold the right to work in the UK before work can commence.

[newbeacon.org.uk](http://newbeacon.org.uk)

**Find us**

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**Get in touch**

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