

---

# 1 YEAR FIXED TERM APPOINTMENT OF Graduate Music Assistant

---

Full-Time | From Aug 2024



**ST GEORGE'S**  
EDINBURGH



**ST GEORGE'S**  
EDINBURGH

St George's School, Garscube Terrace, Edinburgh, EH12 6BG  
HR Department Tel: 0131 311 8059 Email: [office@stge.org.uk](mailto:office@stge.org.uk)

# MESSAGE FROM THE HEAD MRS CHANDLER-THOMPSON

Dear applicant,

Thank you for considering joining our welcoming school community at St George's in the beautiful city of Edinburgh. I have the great privilege of leading a dedicated and loyal team of staff who are committed to providing an inspiring environment for our sparky, confident and kind girls to grow up, learn and develop in. We teach and learn within a beautiful campus which inspires us every day. Whether it is the panoramic views of Edinburgh from our Upper School library windows, the secret leafy hideaway of our Fantastical Forest or the creative corners of the dedicated Arts buildings, the school is buzzing with the hum of activity and debate. St George's has been dedicated to educating girls since 1888, and the same guiding principles of boldness and vision sit at the heart of the school, albeit in an entirely different and modern context.

We welcome applications from potential staff who genuinely enjoy working with young people and who are committed to providing a warm and inspiring environment designed especially with girls in mind. Our school community is one where every individual is valued and we welcome a range of perspectives and insights. We always seek to ensure the education that we provide sets our students up well for their futures and is sector-leading. If this sounds like the kind of school environment you would like to work in, please do apply and I hope to meet you in person soon.

Yours faithfully



## What makes St George's special?

Our warmth, expertise and personalised approach builds ambitious, fearless young women with personality. We amplify the voice of every girl and equip them to be robust, empathetic change-makers. Over 95% of girls achieve their first-choice destination after leaving school.

## Why work for St George's School, Edinburgh?

- We are specialists in all-girls education since the days of our pioneering founders in 1888. We remain equally ambitious for students today by confronting stereotypes and enabling each girl to find and use their voice.
- We have a supportive, aspirational culture where staff inspire girls to achieve their best through positive relationships, high expectations and expert teaching.
- We firmly believe that we are equipping our pupils with confidence, resilience and self-belief which they will carry on through into life at university and beyond.
- We are a close-knit community where strong communication within the school, and the size of each section of the school, mean that girls are truly well known by their teachers, and feel connected with those around them.

## We focus on the individual

St George's focus on the individual is paramount: each girl is encouraged in her distinctive talents and interests to achieve her true potential. Our emphasis is upon supporting each individual chosen pathway. Whatever a girl's ambitions and passions are, we help them get there. We are equally skilled at supporting applications to Oxbridge, to apprenticeships and highly competitive Art Foundation courses.

## Opportunity and empowerment

St George's genuinely offers an all-round education. The breadth of choice in our academic curriculum, range of clubs and activities on offer, and the emphasis on giving a voice to the students helps to encourage an atmosphere of open dialogue. This means that every girl grows in knowledge of herself, has confidence in her own abilities and is comfortable in her own skin.

## An all-through school

St George's is one of Scotland's largest girls' schools and the only all-through girls' school in Edinburgh for girls from 3 to 18 years. Boys are welcome in the nursery and to the end of P3.

Nearly 700 girls from ages 3 through to 18 flourish in their own sections of the school. Nursery accommodates children from the term of their 3rd birthday through to age 5; Junior School takes pupils from age 5 to 10 through P1 to P5. In our unique structure, Lower School follows for girls from ages 10 to 13 (P6, P7, S1); Upper School is the final phase from age 13 to 18.



Houldsworth House, the onsite boarding house, offers up to 50 girls from the UK and abroad, from the age of 10, a residential facility which adds an international dimension to our outward-looking community.

Houses: Pupils are attached to a particular house throughout their time at St George's and family members all belong to the same house.

### Excellent levels of academic attainment

We figure consistently highly in the independent schools' league tables for Scottish Advanced Higher results. This success is a product of the all-girls' learning environment, inspiring and dedicated teachers and the personal support that we can offer to the girls.

The curriculum is coherent across the whole school and GCSE, as a two-year programme, provides an excellent foundation for moving on to Scottish Higher and Advanced Higher. We offer exceptional qualification pathways.

Students are highly motivated to achieve the best of their abilities. Most achieve their first choice of post-school destination. The Heads of Sixth Form and Careers are instrumental in ensuring the high quality of student welfare, the Sixth Form enrichment programme, careers guidance, work experience and UCAS applications which lead to meaningful destinations.

To offer further academic support to students, the extensive Support for Learning Department provides additional support and some teachers take on the role of academic mentors.

### Co-curriculum

We run a co-curriculum that is character building – it fosters risk taking and thus develops courage and spirit. Our emphasis on learning outside the classroom, to support learning inside the classroom, is very important to us. We genuinely believe in a creative and balanced education hence the value we place upon a rich and diverse co-curricular and enrichment programme which broadens horizons and encourages ambition.

### International perspective

We facilitate international education through global partnerships and exchanges. With overseas boarders and ESOL support, we prepare students to thrive in global opportunities.

### Campus and facilities

Located on two inter-linking sites, St George's is situated on a spacious parkland campus with plenty of lawned landscaped school grounds and green playing fields in the popular, leafy residential area of Murrayfield. Our Senior School, Junior School and Nursery are on the main campus. Our Lower School is on the Lansdowne Campus which is across the road and adjacent to the main site.



## Location

Located in the heart of Edinburgh, we have excellent transport links and access to a cosmopolitan, cultural hub.

## Pastoral and community

The welfare, well-being and personal and social education of each student are of central importance. This is a central tenet of the girls' educational experience and is founded on excellent relationships throughout the school.

Our community is one where we want every individual to feel they belong and are celebrated. Open-mindedness and sense of shared aims within the community is reflected in a mutually supportive and welcoming staffroom.

We are a school where students from a rich variety of backgrounds (ethnic, national, geographical, linguistic and socio-economic) mix readily and easily. We consider ourselves to have broad horizons and value internationalism, in light of the global opportunities that we are preparing girls for.



# VACANCY DESCRIPTION

## Graduate Music Assistant

St. George's Edinburgh, is seeking to appoint a recent Music Graduate on a one-year contract. They will be an advanced performer with superb keyboard/accompanying skills and a genuine enthusiasm for working with young musicians in their role of providing advice and coaching at a variety of levels. Our music department is a busy but friendly one, involving frequent rehearsals and concerts as well as a high number of pupils taking exams and diplomas.

The successful candidate will support pupils in both academic and cocurricular music, accompany performers in concerts, assemblies and for examinations and play a part in the preparation for these.

To a certain degree, the role can be tailored to individual skills and future aspirations and the post holder will be encouraged to pursue and develop their strengths and interests.

### Job Purpose

To support the music department throughout the whole school (3-18) in the delivery of an extensive co-curricular programme, act as an accompanist for our young musicians in concerts, rehearsals, assemblies and in preparing for examinations.

### Accountable to

The Director of Music

### Key responsibilities

The following provides an overview of the main duties and responsibilities for the post holder but is not exhaustive and can be subject to change. To a certain degree, the role can be tailored to individual skills and future aspirations and the post holder will be encouraged to pursue and develop their strengths and interests.

- Rehearsing and Accompanying pupils in preparation for solo platform concerts, exams and assemblies.
- Rehearsing and accompanying pupils for school productions or musicals throughout the school.
- Assisting with choir, orchestra and ensemble rehearsals.
- Teaching theory and aural classes (for the right candidate).
- Assist with theory and individual compositional tasks.
- Supporting with stage management in concerts.
- Assisting the Director of Music and Music Dept co-ordinator with concert organisation.



# VACANCY DESCRIPTION

## Graduate Music Assistant

- Attendance at Music Department meetings.
- Accompanying staff on music trips.
- Assisting with Academic Music lessons when appropriate.
- Assisting with the organisation and publicity for lunchtime concert series and assembly performers.
- To be familiar with and practise school policies, in particular relating to Data Protection, GDPR (or other relevant legislation), Health and Safety, Confidentiality and Child Protection.
- To help to create and promote an image of the school which is in accordance with its aims.

### The successful candidate is likely to:

- Have high personal standards and exhibit total professionalism.
- Enjoy working with young people and be able to establish rapport and respectful and trusting relationships.
- Be an enthusiastic musician who has the initiative, ambition and the energy to contribute to our extensive co-curricular programme.
- Have the ability to offer coaching skills and possess keyboard skills to accompany rehearsals and auditions.
- Be hard working, possess strong organisational skills, demonstrate the ability to build and maintain purposeful and successful relationships and be competent in the use of IT.
- The post offers an opportunity to gain extensive and worthwhile working experience in a successful independent school. The post will be particularly attractive to a graduate thinking of a career in education. The work will be varied, and that variety would, to some extent, be determined by the personality, enthusiasm and skills of the individual appointed.



# ABOUT THE DEPARTMENT

## Department of Music

The department is housed in the purpose built Robertson Music Centre, which has class teaching rooms (including a computer suite and recording studio), smaller rooms for individual teaching and an auditorium seating 200. There are also dedicated music teaching rooms in Lower and Junior Schools.

The music department throughout the school is focused on equipping all students with the skills and knowledge needed to enjoy hands-on experience of music making at the highest possible level and across all styles and genres. All areas of the curriculum include activities involving listening, performing and composing.

### Junior School

The Junior School has its own fantastic music facilities, including many instruments, access to Music Play software as well as access to the Robertson Music Centre, and each class has two weekly music lessons with a dedicated Junior School music teacher.

All pupils from Primary 3 learn to play the recorder and girls can take individual music lessons where they have the opportunity to learn one or more musical instruments. Performance Platforms take place each term and are a great opportunity for students to showcase what they have been learning in their individual music lessons, whether learning inside or outside of school.

### Lower School

Work in the Lower School focuses successively on musical notation, scales and chords, taking in use of music notation software, a study of Jazz and Blues, musical form and analysis, and initial tuition in guitar.

### Upper School

In U4 (S2) girls are introduced to playing bass guitar and drums and study different musical forms and styles. GCSE Music includes the study of a vast array of music ranging across many centuries as well as popular styles and world music with coursework composing related to these topics and performance.

### Sixth Form

Music and Music Tech Courses at Higher and Advanced Higher (SQA) encourage students to widen their knowledge and develop their creative skills and musical insight.

### Teaching Staff

The Music faculty has three full time staff teaching in Primary, Lower and Upper Schools:

- Jasmine Nicholson BMus, BEd
- Elizabeth Morrison MEd(RCS), PGCE, BMus, DRSAMD
- Jonathan Raynor MMus, Dip ABRSM

All of our teachers are registered with the GTCS (General Teaching Council for Scotland) and they all hold a post-graduate teaching qualification (usually PGCE or PGDE) if their degree is not in education.

The Music Department also includes a staff of 28 visiting music teachers and a Music Faculty administrator.



## Cocurricular Music

Music plays an important role in the cocurricular life of staff and students at St George's. A great variety of ensembles are offered across the Junior School, Lower School and Upper School, including string ensembles, guitar ensembles, flute group, chamber music opportunities, orchestras, wind bands, choirs, jazz band, musical clubs, rock band, and a traditional Scottish ensemble (Off the Scale), to name a few. The visiting music teachers work with the teaching staff to direct and rehearse with the ensembles. There are many performing opportunities, such as Christmas, Spring and Summer Concerts, the Senior Carol Service at St Giles Cathedral, Performance Platforms, Choral Concerts and Lunchtime Recitals. St George's is also an accredited Trinity and ABRSM exams centre with exams taking place each term.

## Addendum

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. Further details of duties, responsibilities and procedures can be obtained from the Staff Handbook.
- The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out, unless defined within the details, and no part of it may be so construed.
- The job description is not necessarily a comprehensive definition of the post. It will be reviewed from time to time and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- The post holder may also be required to perform any other duties as may be reasonably required as far as is relevant to the requirements of this post.

## Benefits package

- Reduced school fees and wraparound care at St George's School
- Pension contribution
- Staff lunches
- Access to school buses on school bus routes (small charge payable)
- Professional learning and development opportunities
- Employee Assistance Programme
- Generous annual leave entitlement
- Cycle to work scheme
- Opportunity to benefit from the use of school facilities; libraries; sports facilities etc
- Death in service benefit
- Opportunities for teaching staff to apply annually to undertake a collaborative professional development exchange / visit with partner school (s)
- Opportunity to join our community and contribute to social, music, drama and other events and activities

## Salary Details

- £19,923.46 per annum

## Hours of Work

- This is a one-year fixed-term position, offered on a full-time basis, term time only plus 1 week. The working hours will be 8am-5pm, with one-hour unpaid lunch break. In addition there will be some weekend, after school and one-off events as part of the Music Dept calendar, which includes concerts, trips and masterclasses.
- From August 2024 for 1 year.

## Closing Date

- Sunday 10th March 2024

