

# Norwich School

## Graduate Assistant – Music

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### JOB DESCRIPTION

**Job Title:** Graduate Assistant – Music  
**Reports to:** Director of Music  
**Start date:** September 2026

#### Specific Responsibilities:

- To assist staff with class teaching and preparation
- To assist staff with the coaching and preparation of ensembles
- To assist with the setting up of lessons and rehearsals;
- To assist staff with trips (home and abroad)
- To assist with the general administration of the department;
- To monitor, maintain, move (lift and carry) and set up equipment including keyboards, headphones, amplifiers, drum kits, recording equipment, leads etc.
- To set up PA equipment, and microphones, etc., for events, recording sessions, etc.
- To assist with the music library;
- To accompany pupils if appropriate to skillset;
- To be present for concerts, recitals and services (which often fall out of hours)
- Steward the ABRSM practical exams;
- To coach musical theory;
- To undertake other responsibilities which the Director of Music considers to be appropriate to the role.
- To assist in the recording and production of musical films.
- There may be opportunities to teach curriculum lessons and direct ensembles.

#### Safeguarding:

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- Understand and implement the Child Protection Policies of the school and attend related training.
- Promote and safeguard the welfare of children and young people and ensure that all staff and volunteers share this commitment.

#### Other

- Participate in training and other learning activities as required; and in the Probation / Professional Development Review process.
- Undertake other similar duties and activities that fall within the band and role; and any other duties as may be reasonably required by the Line Manager, the Bursar or the Head.

#### Personal Qualities

- Punctual, personable, reliable, enthusiastic, musically able;
- Strong leader and a sensitive team worker as required;
- Capable of working unsupervised;
- Support the aims and ethos of Norwich School;
- Enjoy using your own initiative;
- Experience of ICT (Sibelius and other sequencing programs/keyboards/midi).

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Norwich School offers successful applicants the unique opportunity to gain experience within a dynamic, successful day school and the chance to work in a vibrant music department, alongside highly successful and experienced music educators.

You will have the opportunity to experience delivery of a diverse musical curriculum, be part of an established Graduate Assistant team and friendly staff common room, practice facilities out of hours and enjoy links with many of the county's musical establishments, especially Norwich Cathedral.

Successful candidates will be expected to assist in the delivery of events during some evenings and weekends.

Musicians will be offered facilities to practice their own discipline and may be offered performance opportunities if appropriate.

Please contact Jonathan Stamp, Director of Music for further information:

Telephone: 01603 728430

E-mail : [jstamp@norwich-school.org.uk](mailto:jstamp@norwich-school.org.uk)

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### Salary and Benefits

#### Salary and Working Pattern

This is a fixed term contract from 1<sup>st</sup> September 2026 to 31<sup>st</sup> August 2027. The Graduate Assistant will be expected to work on average 37.5 hours per week during term time, which is 34 weeks. The salary for this role will be £18,135 per annum.

The Graduate Assistant will be expected to be involved in the pastoral side of the school and may become a tutor for a specific year group within one of our eight houses. If the Graduate Assistant becomes a Tutor, the salary for this role would be £2,417 per annum.

Flexibility in working hours and pattern is required to meet the changing needs of the school.

#### Pension

Subject to meeting the qualifying conditions, support staff are eligible for the Aegon pension scheme. The school will contribute 8% if the staff contributes a minimum of 4% of their salary into the scheme. Please note that this is a defined-contribution pension scheme.

#### Healthcare

Staff may benefit from a heavily subsidised private healthcare plan. To join, a full-time member of staff has to contribute £100 per annum. The spouse and dependent children may also join the scheme at the prevailing corporate rate.

#### Lunch

Staff may enjoy a complimentary lunch in the school's Refectory during term-time.

#### Salary Sacrifice Schemes

Norwich School offers the Cycle to Work scheme.

NOTE: Please note that Norwich School is located in the centre of Norwich with very limited parking. The successful candidate may apply for a parking space but success will be dependent on availability and on meeting the school's criteria for awarding parking spaces. However, the school is well served by public transport systems. Bus stops are located just outside the Cathedral gates and there are frequent services for the various Park 'n' Ride car parks as well as for other parts of the city and county. The Norwich mainline train station is only 5-10 minutes' walk from the school.