

JOB DESCRIPTION

Job Title: Principal Accompanist, Music Administrator and Class Teacher

Reports to: Director of Music

Purpose of the Job: To accompany rehearsals and all public performances, support the Director of Music in the administration of the Music Department and teach class music to Middle, Upper and Senior School pupils.

Main Duties and Responsibilities:

1) Accompanying

- Concerts and rehearsals as required
- Accompany Choir and Chamber Choir rehearsals and concerts
- Accompany Year 7 Show
- Accompany Middle School Choirs and Show
- Accompany House Music Competition/Spring Festival
- Accompany local and national music festivals (when applicable MFY)
- Accompany Teatime concerts/events
- Accompany Services and Assemblies
- Accompany on Chamber Choir Tour

2) Administration

In conjunction with the DOM, planning and organising Music Exams:

- Establishing dates for exams to be held
- Liaising with Visiting Music Teachers (VMTs) to compile candidate lists with details of exam boards / grades / instruments / accompanist requirements
- Contacting parents to request confirmation of entry and agreement to pay appropriate exam/accompanist fees
- Checking candidate lists with Learning Success and, where pupils qualify for extra time, contacting parents for permission to request this. Liaising with Learning Success to access supporting documentation to submit to the exam board.
- Making bookings for Trinity - liaising directly with the organiser at the Swindon Centre
- Making bookings online for ABRSM
- Liaising with Bursary to make payments
- Liaising with visiting examiner in advance to confirm arrangements and timetable (ABRSM)
- Liaising with administrator/parents/VMTs to fix date and times for Trinity exams (which usually take place at the Swindon Centre)
- Booking music corridor rooms and consulting VMTs about any room changes
- Organising timetables which need to take into account VMT availability, pupil

- requirements, accompanist requirements
 - Communicating timetables to parents and VMTs
- Displaying the Weekly Calendar on the whiteboard in the Music Corridor every Monday morning.
 - Downloading and printing weekly VMT timetables from Involve and displaying on music corridor boards.
 - Setting up Room Booking system at the start of each term and assisting VMTs with queries.
 - General VMTs liaison - calendar changes, printing music practice books, answering queries, displays on noticeboards in Music Corridor.
 - Dealing with Bursary/VMTs over payment of room rent.
 - Assisting in planning of Chamber Choir Tour, other music trips and events.
 - Communication regarding instrumental studies and liaison with VMTs and academic staff.
- 3) **Classroom Teaching**
- Teaching music as a classroom subject in the Middle, Upper and Senior School.
 - Understanding and adapting to the needs of all pupils, using and evaluating distinctive teaching approaches to engage, support and nurture them.
 - Setting high but appropriate expectations, instilling a love of learning that motivates and challenges all pupils to achieve their potential with increasing initiative and independence.
 - Tracking and assessing the progress of all pupils, using an appropriate range of observation, assessment, monitoring and recording strategies.
 - Being accountable for the progress and outcomes of pupils.
 - Providing pupils with regular feedback according to school and faculty policy and encouraging pupils to act on feedback and reflect on progress.
 - Attendance at staff meetings as required.
 - Record keeping and the use of records to inform planning.
 - Writing of reports in line with the reporting schedule.
 - Attendance at Parents' Evenings when required.
 - Continuing professional development through regular inset by self and other members of the department.
 - Ordering, maintaining and updating resources for subject.
 - Overseeing constructive use of ICT in teaching subject.
 - Assisting when required with concerts in the School.
 - Meeting weekly with the Director of Music.
 - Monitoring the preparation of candidates for external music examinations.
 - Providing suitable music for assemblies and other religious services.
 - Assisting with overseeing the welfare of VMTs and in making appointments as necessary (with DoM).

4) General Responsibilities

- Attend assemblies and take assemblies in accordance with prepared rotas.
- Attend staff meetings and liaise and co-operate with colleagues on whole school matters;
- Take a full and active part in the co-curricular programme including after school clubs;
- Attend staff training days and other functions, which may fall outside normal school hours;
- Provide cover for absent colleagues when required;
- Attend parents' consultation meetings and liaise with parents informally as appropriate;
- Ensure that you are familiar with all school policies and the contents of the staff handbook.
- Ensure the safety and well-being of children and young people at the School by adhering to and complying with the School's Safeguarding (including Child Protection) Policy and Procedures at all times.
- Display correct staff identification at all times whilst on site.
- Attend training and staff INSET sessions organised by the School to provide a consistent approach across the entire school staff population.
- Adhere at all times to Health and Safety legislation, and all departmental policies and procedures, to ensure their own safety and that of colleagues, pupils and visitors.
- Carry out any other reasonable duties as requested by the Headmaster or members of the School Leadership Team.
- Constantly appraise your professional performance, participating in training courses and keeping informed of current legislations and best practice in conjunction with the Deputy Hed Operations.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job. **In addition**, you undertake other such specific duties which may from time to time be reasonably assigned by the Headmaster. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it should be amended accordingly. This job description will, in any case, be subject to periodic amendment whenever the appraisal process helps reveal and define significant changes in your role within the school.

Person Specification

The person specification focuses on the range of criteria required to undertake the role effectively. Candidates will be assessed from their Application Form and personal statement (A), interview (I) and by an exercise (E), Task (T) or Lesson Observation (L) as appropriate.

Criteria	Essential	Desirable	Measured by /evidence
Education and Qualifications	<ul style="list-style-type: none"> Teaching qualification Strong theoretical understanding of music (ABRSM Grade 5 Theory or above, or equivalent) Competency on a primary instrument suitable for accompaniment (Piano - Grade 8+) 	<ul style="list-style-type: none"> Degree in Music, Music Education, or related discipline Additional instrumental or vocal proficiency 	A / I
Knowledge and skills	<ul style="list-style-type: none"> Sound knowledge of music pedagogy and performance practice High-level sight-reading and ensemble skills Ability to adapt accompaniment to suit varying abilities and tempos Effective teaching, communication, and demonstration skills Ability to plan engaging, structured lessons ICT literacy relevant to teaching and music 	<ul style="list-style-type: none"> Composing or arranging skills Ability to teach music theory or composition Experience in delivering group lessons or workshops 	A / I / L / T
Experience	<ul style="list-style-type: none"> Proven experience as an accompanist for individuals or groups Experience teaching children in Years 6+ Ability to accompany across a range of styles and levels Experience supporting learners in preparation for performance and assessments 	<ul style="list-style-type: none"> Experience working in an educational setting. Familiarity with examination boards (ABRSM, Trinity, Rock School) Ensemble or choral accompaniment experience 	A / I / L
Personal competencies and qualities	<ul style="list-style-type: none"> Passionate about music education and performance Friendly and approachable with a can-do mind-set Tact, sensitivity and the ability to handle confidential material with discretion as well as an ability to 		A / I / L h

	<p>remain calm and professional in all situations</p> <ul style="list-style-type: none"> • High degree of personal motivation, initiative, energy, creativity and drive • Self-motivated and versatile, showing an ability to work on own initiative, plan, prioritise, coordinate and lead, taking ownership of a task and seeing it through to completion • High degree of resilience • Ability to work collaboratively in a team • Ability to communicate succinctly and effectively both orally and in writing, using appropriate language • Ability to mediate and manage conflicting views. • Ability to build good relationships with parents and colleagues, including working well within a team and an ability to take direction 		
Other requirements	<ul style="list-style-type: none"> • Commitment to promote and safeguard the welfare of children, young persons and vulnerable adults • Flexible approach to working hours • Desire to make a positive contribution to all aspects of school life • Empathy with the ethos and aims of St Hugh's • To undertake ongoing professional development 		A / I / L

Date reviewed: April 2026