



King Edward's

WITLEY

Job Description – Graduate Assistant & Resident Tutor – Music

Overall Purpose

We are offering a music placement, for a graduate with a music related degree or equivalent, who may want to gain experience of working in a school environment prior to training as a teacher. We are also happy to consider those applicants who are due to graduate in the near future. Ideally the candidate will have experience of contemporary music with a good understanding of sound production. In addition to the coaching opportunities, there is an administrative role associated with the position.

Reporting to: Director of Music

Location: King Edward's Witley

Direct reports: Nil.

Hours of work: Full time, these will vary depending on the needs of the School and are to be negotiated with the successful candidate.

Annual leave: As per school holidays unless otherwise agreed.

Duration of Employment: September 2026 – July 2027

Accommodation: Single accommodation is provided within a boarding house, in addition to all meals during term time. The accommodation, which has cooking facilities, is available throughout the year.

Terms: Due to the nature of resident tutor roles, as part of this position, accommodation will be provided, including board, and a competitive salary (dependent on age) in return for variable hours and days worked to support musical events and functions within the school calendar. More hours are likely to be required prior to an event but less at other times. Paid additional residential duties may also be available for the right candidate.

Main duties and Key Responsibilities

- Assist with Music Department administration (libraries, practice rotas).
- Leading individual sessions, small groups and coaching bands.
- You will have the responsibility of assisting in the wide range of music activities after school and in the evening, and be available to give pastoral support to the pupils
- Be able to work effectively with the extended team of staff in each department, assisting as required and giving and taking advice as necessary.
- Help with technical set up for a variety of concerts.
- Join in the life of a busy boarding school in areas as directed by the Head.
- Accompanying Music trips and expeditions on occasion.
- To take part in further training courses where the opportunity permits.

Person Specification

Essential

- Have experience of music performance at a very high level e.g., music degree or equivalent.
- Have experience of performing contemporary music and knowledge of band set up.
- Be equally comfortable teaching male, female or mixed classes.
- Be an excellent enthusiastic role model who wants to pass on their skills to young people.
- Be able to use ICT in an effective and organised manner.
- Be able to use music programs such as Logic Pro X
- Be prepared to offer extra coaching hours where necessary.
- Ability to prioritise effectively and work as a team.
- Have excellent communication skills; both written and spoken.
- Must be flexible, organised and possess a 'can do' attitude.
- Attention to detail, meeting deadlines and the ability to work under pressure are essential.
- Interest of working in the education sector.
- Be able to work as part of a team.

Desirable

- Have some pianistic skills
- Sympathy with the ethos and aims of the department, School and of the Foundation.
- Demonstrate creative and innovative thinking for developing volunteering ideas within a school setting.

The Department:-

Music is an integral part of the life at King Edward's School Witley and the School is proud of its tradition of Music. The department is entering an exciting new phase with the expansion of staff to develop the provision of music.

FURTHER INFORMATION:

The Area: King Edward's Witley occupies 100 woodland acres on the edge of Witley, a village on the borders of Surrey, Sussex and Hampshire. It is about twelve miles from Guildford and four miles from Godalming. Witley station is on the Portsmouth to Waterloo railway line and the journey from London takes just under an hour by train. The School is 45 minutes by car from both Heathrow and Gatwick airports. The area is a noted beauty spot and the School is surrounded by woodland, heathland and commons. Local amenities include the Yvonne Arnaud Theatre in Guildford and the School is within close proximity of London and the south coast. There are good shopping facilities in Haslemere, Godalming and Guildford.

Child Protection: King Edward's School Witley is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants are required to complete an Enhanced disclosure through the DBS. Please refer to our websites or ask HR for our child protection and rehabilitation of offenders policy. Shortlisted candidates will also be reviewed on social media/on-line platforms. We particularly welcome applications from under-represented groups.

Signature of Postholder: _____

Date: _____