



September 2025

# Graduate Music Assistant

UPPINGHAM





## From the Headmaster, Dr Richard Maloney



With university finished, a world of opportunity lies ahead. For those graduates with a background in music a year working at one of the United Kingdom's premier boarding schools might just be the right next step forward.

As a full boarding school, we have 850 boys and girls, each of whom has very different interests. We encourage Uppinghamians to develop their passions and talents as far as they possibly can. This may be in the arts, music, sport, creativity, leadership or, as so many of our pupils do, in a combination of different forms of life.

Uppingham School has a tangible commitment to music. We have wonderful facilities, a drive for excellence, and a pupil body ready and willing to participate and develop their skills and abilities.

To serve our pupils' needs, we are looking for talented post-graduates who want to challenge themselves as accompanists, conductors, organisers, leaders, tutors and budding educationalists.

We hope you find this a challenge you want to take on. You will find the facilities wonderful, the people fantastic, and our ambition unparalleled. We aspire for Uppingham to be the very best school and want only the very best people to work with us.

I look forward to meeting you.

**Dr Richard Maloney**  
*Headmaster*



## About the role: Graduate Music Assistant

This post is an exciting opportunity, ideal for a recent music graduate. The successful candidate will have the opportunity to work with young musicians at all levels, in one of the country's leading music departments. The Graduate Music assistant will contribute to a wide range of musical activities, within both the co-curricular and academic life of the school. Whilst the role will be tailored to the particular interests and strengths of the successful applicant, they would ideally be a performing musician with creative social media skills; a flexible musician capable of turning their hands to a number of different musical tasks throughout the department. Additionally, practical experience of music technology and production would be highly desirable. More widely the successful candidate will be expected to assist in the musical development of students of all ages and abilities and take on some administrative roles within the department including helping with the organisation and management of our numerous concerts and performance platforms throughout the year.

The appointment will last for one academic year, starting in September 2025. The appointee will be committed and flexible in approach, with the ability to relate to and engage with students of all abilities and ages. In addition, he/she will be expected to participate fully in the wider life of this busy and vibrant boarding school. Accommodation will be provided.

## Music at Uppingham

For pupils who strive to excel in music as part of a rounded education, Uppingham offers the best music provision of any non-specialist music school in the country. Music is quite simply a way of life at Uppingham. For any pupil with a passion for music, in any form – whether jazz or classical, polyphony or hip-hop – we offer boundless inspiration, opportunity and encouragement. We celebrate and support individual excellence and mass participation – catering to the musical ambitions and abilities of all pupils.

Throughout its history, Uppingham has been associated with music-making pioneers – and that spirit of adventure and vitality is sustained today by our internationally renowned director of music and our inspirational teaching team of professional musicians. Their work is enriched and extended by visiting world-class performers who support our wide-ranging programme of masterclasses and workshops.

Our pupils have access to no fewer than three music schools, equipped with state-of-the-art music technology and professional-quality performance spaces. Music-making runs through the whole community at Uppingham. Everyone who plays an instrument is encouraged to take a full part in group music-making, whether as part of major ensembles or orchestras, or in specialist groups such as the bagpipe band, percussion ensemble, guitar ensemble or wind quintet. Pupils have a vast range of performance opportunities at all levels, from concerto concerts, lunchtime concerts and recital competitions in school, to performances further afield at prestigious venues such as Trinity College, Cambridge, the Royal Albert Hall and The Cathedral of St John The Divine, New York.

In every musical endeavour, we challenge pupils to develop independence and self-discipline; to explore their own artistic identities. Our pupil-led orchestras, bands, ensembles and choirs stage regular professional-calibre performances, which never fail to leave audiences stunned by their quality and virtuosity.

## The next steps

**Closing date:**  
Friday 21 February 2025, 9.00am

**Interviews:**  
Tuesday 4 March 2025

Informal enquiries about the post may be made to the Director of Music, Andrew Kennedy (01572 820695 or [ajk@uppingham.co.uk](mailto:ajk@uppingham.co.uk)).

Applications must be made on the School's application form, which can be obtained via the School website or from [hr@uppingham.co.uk](mailto:hr@uppingham.co.uk).

Completed applications should be returned to [hr@uppingham.co.uk](mailto:hr@uppingham.co.uk) or by post to:

HR Department, Uppingham School,  
High Street West, Uppingham, Rutland LE15 9QE

*Uppingham School is committed to safeguarding and promoting the welfare of children. Successful candidates must be willing to undergo full screening in accordance with Keeping Children Safe in Education (KCSiE), including an Enhanced Disclosure and Barring Service check. Issues relating to safeguarding and promoting the welfare of pupils will be explored at interview.*

*At Uppingham School, we value a truly inclusive, fair and equal work environment for all. Opportunities to work at Uppingham School are open to all, at all levels. We want to further increase the diversity of our workforce and actively encourage and welcome applications from candidates who have black, Asian, and minority ethnic backgrounds.*







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HR: +44 (0)1572 820647

[recruitment@uppingham.co.uk](mailto:recruitment@uppingham.co.uk)  
[www.uppingham.co.uk](http://www.uppingham.co.uk)

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## Job Description

Job Title: Graduate Music Assistant  
Reports to: Director of Music/Assistant Director of Music Academic

### Job context

Uppingham School is a co-educational, boarding and day school serving 850 pupils aged 13-18. The teaching staff number 120. Teachers are supported by professional services departments responsible for grounds and gardens, commercial enterprises, marketing, business development, human resources, IT, finance, health and safety, health care, operational services, and estates. Uppingham School has the highest ambitions. We aim to be the school of first choice in the UK and believe that our holistic educational philosophy encapsulates what twenty-first century education ought to be.

The music department has a long-held reputation for excellence and currently comprises seven full-time members of staff, two administrators, a graduate music assistant and a total of 46 highly skilled music teachers. The school makes a significant investment in bursaries for music scholars (there are currently 35 music scholars across the school), and many pupils go on to study music at leading universities or conservatoires.

The facilities are first-class: three Music Department buildings include 65 practice rooms, 2 pipe organs and a rehearsal organ, recording studios and state-of-the-art percussion rooms. Many music-specialist groups hold their holiday courses in the school - recent summer residencies include NYO, NYC and NYJO. The department comprises five distinctive faculties – Singing, Strings, Keyboard, Wind Brass and Percussion and Jazz, Pop and Music Technology and there are around 350 individual music lessons taught across the school each week. The music department has numerous ensembles including a Jazz Orchestra, Concert Band, Symphony Orchestra, Symphonic Rock Orchestra, Chamber Orchestra, String orchestra, a Pipe Band a House Band as well as many music societies and rock groups. Additionally, there is an extensive choral programme, including a Chapel and Chamber Choir, Show Choir and a Choral Society. Annually, there are two competitive inter-house competitions - the House Singing Competition and Battle of the Bands which encompass much of the pupil body within the school. The Academic Music department offers an engaging curriculum from the 4th form through to GCSE Music, A Level Music, and A Level Music Technology, providing a comprehensive and intellectually stimulating journey for students.

### Job purpose

We are seeking an enthusiastic young musician to be part of a dynamic and highly experienced musical team and contribute to the co-curricular and pastoral life of a busy boarding school in Rutland. Whilst the role will be tailored to the interests and strengths of the successful applicant, they would ideally be a performing musician with creative social media skills; a flexible musician capable of turning their hands to a number of different musical tasks throughout the department. Additionally, practical experience of music technology and production would be highly desirable.

More widely the successful candidate will be expected to assist in the musical development of students of all ages and abilities and take on some administrative roles within the department including helping with the organisation and management of our numerous concerts and performance platforms throughout the year. Dependent on the musical skills of the candidate there may also be opportunities for free music tuition and ongoing professional development.

The postholder will also be expected to be a tutor in one of the School's boarding or day houses and to take a full part in the School's professional development programmes.

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## Your accountabilities

### General (dependent on skill set)

- Assist the Director of Music and Faculty Heads with the execution of all performance platforms as appropriate
- Coach/direct/ accompany ensembles
- Sing with chapel choir/play in orchestras and bands
- Curate and oversee the departmental social media output
- Oversee scholars' attendance at Lunchtime Concerts
- Alongside the Head of Jazz, Pop and Music Technology oversee and facilitate our solo rock concert (Alternative Music Society) platforms and Battle of the Band competitions

### Supporting the music scholars

- Help to foster a productive practise regime amongst the music scholars
- Work with the senior scholars to embed a culture of inclusivity and support for all music scholars in the school

### Teaching

- Teach music theory and/or sight-reading skills
- Offer aural sessions to support ABRSM exams
- For the right candidate there may be the opportunity to assist with curricular music and music technology from year 9 to year 13

### Outreach

- Assist the Director of Music, Heads of Faculty and the admissions team with outreach projects to prep schools and local primary schools

### Administrative

- Be responsible for the music and chapel choir libraries and keep the online music library catalogue database up to date
- Source music for all ensembles and ensure that they are provided with appropriate scores/parts for all rehearsals, concerts and services.
- Assist with the organisation and administration of concerts, other large-scale musical events (including our Prep Schools Orchestral Day) and instrumental lessons as directed by the Music Events and Publicity Manager.
- Assist with recorded tasks
- Take registers where appropriate
- Attend departmental meetings on a weekly basis.

### School-wide

- Tutor in a boarding house
- The Graduate Music Assistant may be required to assist with the coaching of sports teams
- School library and/or study period supervision duties
- Assist with co-curricular societies as required.

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## Qualifications, skills and experience, personal qualities required

### Qualifications

- Good honours degree [desirable]

### Skills and experience

- The ability to coach and direct instrumental and/or vocal ensembles (necessary)
- Strong administrative skills (necessary)
- Good IT skills (necessary)
- Ability to teach music theory and aural (desirable)
- Decent pianistic/accompmental Skills (desirable)
- Instrumental/Singing offering (desirable)

### Personal qualities

- Personable, supportive, and able to motivate, and work within a team [necessary]
- Strong communication skills, both interpersonal and in public [necessary]
- Enthusiasm and ability to find creative solutions (necessary)
- Punctual and well presented (necessary)
- The ability to motivate and inspire students of all levels and abilities (necessary)

### Key relationships

- Director of Music
- Assistant Director of Music: Academic
- Assistant Director of Music, Instrumental
- Music Heads of Faculty
- Music Lessons and Outreach Co-ordinator
- Music Events and Publicity Manager

## Benefits

### Holidays

The annual holiday entitlement is all Uppingham School holidays, although coaches will be required to work limited reasonable time during the holidays at key periods, as designated by the Headmaster. No holiday may be taken during term time. Public holidays that fall within term time are normal working days.

### Other Benefits

- 50% contribution to premiums for Uppingham School's private health scheme
- Death in service cover with a lump sum of twice annual salary
- Free membership of dual-use Sports Centre (£25 annual admin fee)
- Free staff lunches in term-time
- School fee day place discount for children of staff
- Retail and restaurant discounts, via Westfield platform
- Cycle to work scheme
- Free annual influenza jabs
- Westfield health care package
- Recognised as a 'Disability Confident' employer
- Recognised as a 'Mindful' employer

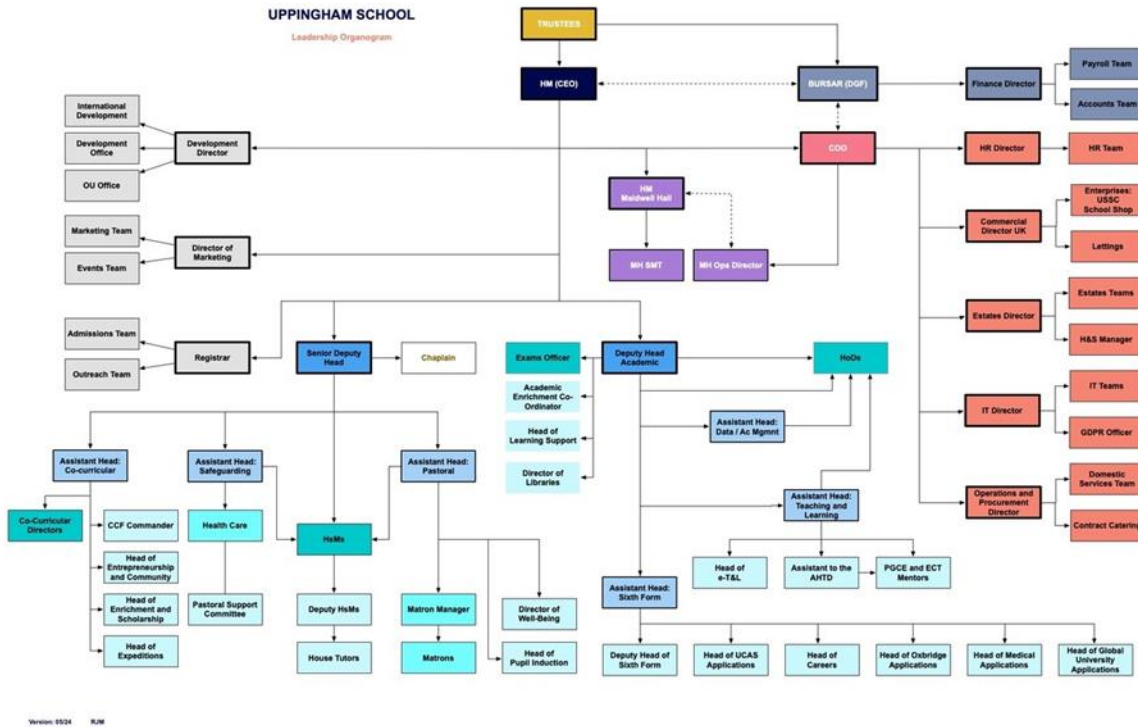


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## Safeguarding

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and always ensure compliance with the School's Safeguarding (Child Protection) Policy. If, while 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, they must report any concerns to the School's Designated Safeguarding Lead or to the Headmaster.

## Organisation chart



## Note

This role description is not an exhaustive list of what may be expected from any member of staff in the course of their work. The role description is non-contractual and may be amended by the school from time to time.