



pipers corner SCHOOL

An independent day school for girls aged 4-18

Recruitment Pack

Music Assistant

(Fixed-term contract for one year)





The School

Pipers Corner is a Girls' School Association Independent School for girls aged 4-18. Set in 96 acres of beautiful Chiltern countryside, the school is four miles north of High Wycombe and two miles from Great Missenden. In its most recent ISI inspection (March 2023) the School was graded as "excellent" in all categories.

Founded in 1930, the school was established on its current site in 1945. The school now comprises of approximately 620 students and employs more than 170 staff. Demand for a place at Pipers has increased in recent years, and we remain full.

Our site has incredible facilities to inspire the next generation, we have a 280 seat theatre, fully equipped for our student technical team, with plenty of performances for our aspiring performers. Our Pipers Radio studio broadcasts live every lunchtime.

Sporting facilities include the swimming pool, fitness suite, astro pitch and gymnasium. Forest school is conducted in our on-site woodland, and to encourage environmental awareness we have two outdoor eco-classrooms with wind turbines and water butts. Students of all ages benefit from outdoor lessons in our wildflower meadow.





Welcome from the Head

At Pipers, there is no such thing as a typical 'Pipers' girl. All members of staff support the students to fulfil their academic and personal potential, enabling them to emerge as mature, confident and independent young adults. Investment in talented and inspirational teaching staff and professional support staff is at the heart of our success, and our recent academic results and overall performance bear testament to this.

Every member of the Pipers community, both academic and support staff, play a vital role in maintaining the excellent standard of education we provide. Underpinning everything that we do is a team of enthusiastic and determined staff, with a willingness to think outside of the box.

Personal development is always encouraged and supported, and well-being is at the forefront for staff as much as students.

I am incredibly proud of the Pipers community and it is a privilege to work alongside such talented staff and positive students.

A handwritten signature in black ink that reads "Helen Ness-Gifford".

Mrs Helen Ness-Gifford





Why work at Pipers?

We have a strong community and pride ourselves on being a warm and supportive workplace. Visitors to the school often comment on the positive atmosphere. Benefits for teaching and support staff include:

- Competitive salaries and excellent pension schemes
- Annual professional review and commitment to CPD for all
- On-site car parking and the possibility of on-site single accommodation
- Free lunch provided in term time, with numerous hot and cold options
- Staffroom with free tea, coffee and fruit
- Use of the fitness suite and swimming pool
- Staff clubs such as yoga, running, football and choir
- Cycle to work scheme
- Access to a counselling service

The school is less than an hour from Central London and has excellent rail links and motorway connections. It is four miles north from High Wycombe, which has a large shopping centre, two multiplex cinemas, a sports centre and several out of town shopping areas.





Testimonials

"The students at Pipers Corner understand the importance of their own, and each other's development, making the classroom culture supportive and nurturing. But what makes Pipers special to work in is that they appreciate this environment, as well as the staff, allowing them to grow as individuals and make progress."

"Since joining Pipers I have been impressed by the strong sense of community between colleagues and the amount of trust and support shown by the parents."

"Pipers Corner School is a great place to work. It has encouraged me to push myself to be the best teacher I can be, allowing me to experiment with my teaching style and get to know pupils in a fun and engaging way. The School has excellent facilities and is focused on helping students reach their highest potential."

"Pipers has a warm working environment, with friendly staff who will do all they can to support your development and positive spirit."

"I enjoy working at Pipers because of the great relationship between staff and students. Lessons have a fun but productive atmosphere and classes of all ages are keen to learn."



Job Advert

Music Assistant

Fixed term contract until July 2025
To start in September 2024
Salary | £20-22k, dependent on experience

We are seeking a talented musician to join the Music Department.

This position would be suitable for a recent Music Graduate or gap-year student after A Levels, who is seeking experience of teaching and educational practice in a variety of contexts. This may include working with individuals, groups and ensembles. Previous class teaching experience is not essential to the post as the Director of Music and Head of Prep Music would offer comprehensive support and guidance where required.

An application form can be obtained from the HR Department, email hr@piperscorner.co.uk, or downloaded from our website www.piperscorner.co.uk.

Completed application forms and a covering letter should be addressed to the Headmistress and returned to HR via the email address above.

Closing date | Monday 3 June 2024
Interview date | Tbc

Suitable candidates may be interviewed before the closing date and Pipers Corner School reserves the right to withdraw the position if an early appointment is made.

Pipers Corner School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

Registered Charity No. 310635



<p>Job Title</p> <p>Music Assistant</p>	<p>Salary</p> <p>£20-22k, dependent on experience</p>	<p>Working hours</p> <p>Full-time</p>
<p>Line managing (direct)</p> <p>N/A</p>	<p>Reporting to</p> <p>Head of Music</p>	
<p>Purpose</p> <p>To play a supportive role in the delivery of music across the KS1-5 curriculum through accompaniment, administrative and classroom assistant duties as appropriate.</p>		
<p>The Music Department</p> <p>The Music Department at Pipers Corner is a friendly and busy place. The teaching staff comprises two full-time colleagues, the Director of Music and the Head of Prep Music. The two support staff are a part-time Music Administrator-Accompanist and a full-time Music Assistant, while there are also 16 Visiting Music Teachers who deliver instrumental and vocal lessons each week. We run regular small and large concerts and run a variety of ensembles during and after the School day. We also work closely with the Drama Department on School productions.</p>		
<p>Remuneration</p> <p>Pipers Corner School has its own generous pay scale and the financial package offered will be commensurate with the responsibilities of the post and the experience of the person appointed.</p>		



Principal Responsibilities

- To join ensembles in a vocal, instrumental or accompanimental capacity during rehearsals and at public functions such as concerts, assemblies and shows.
- To support students in performance and compositional tasks using Sibelius, Logic Pro and other software.
- To set up for School music events and informal concerts helping with AV and technology, music, music stands, chairs and overseeing students.
- To assist the Music Administrator in the support of students and visiting Music Teachers during external music exams in practical and administrative terms.
- To maintain regularly and grow the online profile of the Music Department through X and other platforms.
- To assist with the layout and reprographics of worksheets and booklets offering IT Technical support where needed.
- To keep extra-curricular registers updated and help Music staff send Register Notes.
- To accompany hymn-singing and provide background music at assemblies and whole School services where needed, dependent on the candidate's instrument.
- To work on a variety of extra-curricular musical activities and support the staff where appropriate.
- To arrange and compose music for ensembles if so desired.
- To plan and run theory classes up to a level comfortable for the candidate if so desired.
- To provide technical support in and out of lessons for GCSE and A level recordings.
- To help maintain databases and inventories of equipment in the department and oversee physical organisation of department storage.
- To oversee display boards in and around the department with instruction from the Director of Music and the Head of Prep Music.
- To support the Music Department with the oversight of our team of 16 Visiting Music Teachers where appropriate, for example, collecting KS1 and 2 students for their lessons or informing students of instrumental teacher absence.
- To carry out any additional responsibility or task which may reasonably be requested by the department or the Headmistress.
- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact.

May 2024

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties



Person Specification	
Qualifications	<ul style="list-style-type: none"> Educated to at least A Level standard, ideally including Music A Level or equivalent
Experience/ Knowledge	<ul style="list-style-type: none"> Good working knowledge of IT/relevant software Some experience of working with young people Ability to write well with a good command of written and spoken English and grammar
Key Skills	<ul style="list-style-type: none"> Excellent verbal and written communications skills Strong organisational skills and the ability to work independently Discretion and the ability to deal with confidential information appropriately A demonstrable passion for music and music-making, with the enthusiasm to share this with our students
Personal Attributes	<p>The successful candidate will:</p> <ul style="list-style-type: none"> be able to communicate well with students, colleagues, parents and senior management. have a professional, helpful and friendly approach. be motivated with drive and enthusiasm. be reliable and flexible, with a "can do" approach to all duties and responsibilities. be resilient and able to cope with the rigours of a busy school environment. be diplomatic, discreet, confidential and professional at all times. be committed to the School's values and ethos.

