Queen Mary's
SCHOOL

Appointment of:
Music Assistant
Information for Candidates

The School

Queen Mary's School is a Christian community that values, nurtures and respects every individual. It is a place where all are challenged to do their best, serve others, show compassion and act with integrity.

At Queen Mary's School, we empower pupils to grow through four core pillars of character:

Trustworthiness: To develop integrity, think independently and act with honesty, responsibility and moral purpose.

Good Hard Work: To cultivate ambition, resilience and a lifelong love of learning through high expectations and academic challenge.

Public Spirit: To inspire social responsibilities leading with empathy and contributing positively to communities.

Good Manners: To foster a culture of kindness, respect and consideration where everyone can flourish.

Queen Mary's School is an all girls' independent boarding and day school situated in beautiful countryside, between Ripon and Thirsk. Baldersby Park, the School's current home, is a Grade 1 listed building surrounded by 40 acres of landscaped grounds, sports fields and paddocks.

The School's Nursery and Pre-Prep department is co-educational, while the Prep and Senior School is for girls only and spans the age range 7 to 16. The School has a strong boarding tradition with a healthy mix of full, weekly and flexi-boarding. The boarding life of the School is a central part of the Queen Mary's culture for both day girls and boarders.

Queen Mary's has a reputation for high academic achievement to add to a long-standing tradition of building all-round confidence in pupils, through a very wide range of educational and co-curricular opportunities.

Headmistress, Mrs Fe Beadnell, firmly believes in happily empowering children from the earliest years, nurturing leadership skills and a strong sense of self so that every pupil is equipped to become who – and what – they aspire to be. Our School is a dynamic and supportive environment where academic excellence, creativity, adventure, and personal growth go hand in hand.

The School is on a very strong footing financially, with a healthy endowment and recent investment in major facilities. The Board has an exciting long-term programme of investment to sustain Queen Mary's into the future.

Queen Mary's is part of the Woodard Corporation, a group of 43 independent and maintained schools. Woodard Schools operate as stand-alone entities, with professional support from the centre where required. The Woodard ethos promotes Christian education and high academic and pastoral standards within all its schools.

The Role:

An exciting opportunity has arisen at Queen Mary's for a Music Assistant to join our thriving independent girls' school, with a wonderful co-educational Nursery and Pre-Prep, situated between Ripon and Thirsk.

The candidate will be a musical role model for the aspiring young musicians at Queen Mary's School, helping to promote music and inspire our pupils to pursue musical excellence. The role will also involve supporting classroom lessons where required, as well as co-curricular music and performances throughout the school. The successful candidate will need to work well independently as well as part of a team, helping to prepare resources for the classroom, noticeboards and co-curricular groups as needed, alongside maintaining the Music department environment.

The Music Assistant will report directly to the Head of Music, with the Deputy Head overseeing academic and co-curricular departments. As a member of the Music Department, the successful candidate can expect to be supported musically and professionally. Working in the Music Department at Queen Mary's School will provide many opportunities for personal and professional development and this will be a very rewarding post, whether for a graduate looking to gain experience in a school setting, or an experienced musician looking for a supporting role within a successful and happy department and school.

Reporting to: Head of Music

Start Date: 4th January 2027

Salary will be paid for this role depending on experience and qualifications
Initially a one-year fixed-term contract
Term Time only position

Overview of Responsibilities

Specific Responsibilities

The specific responsibilities of the Music Assistant include, but are not limited to:

- Teaching alongside other music staff as a Teaching Assistant in class music lessons
- Supervising music practice and providing advice and encouragement for our developing musicians
- Participating in co-curricular music ensembles, helping to run rehearsals or taking sectional rehearsals
- Administrative responsibilities including organising music folders for ensembles
- Attending Music Department trips, including residential trips and tours
- Maintaining the environment of the Music Department, tidying, organising music and updating classroom displays
- Assisting with Performing Arts productions in rehearsals and helping with props, costumes and working on the lights and/or sound
- Support the running of Associated Board Music exams
- Supporting the mentoring of music scholars
- Giving any other assistance as reasonably required, to support the work of the Music Department.

Other responsibilities:

In addition, the Music Assistant may be required to:

- Create an environment where different cultures and backgrounds are recognised, respected and accepted
- Support other departments within the school from time to time as requested by the Head
- Complete, with priority, any other reasonable tasks as required by the Head
- Be flexible to cover additional shifts as required.

Person Specification

Attributes	Essential Criteria	Desirable Criteria
Qualifications	- A Music Graduate with a high level of performance in at least one instrument	- Piano skills
Experience	- Be a passionate musician with the ability to inspire and engage young people in music. - Be responsible and a team player, willing to immerse themselves in the activities of a very busy, vibrant department	- Knowledge of music technology would be an advantage - Interest and experience of Music Theatre would be an advantage
Skills and abilities	- Strong communication and interpersonal skills - Ability to be discreet and uphold confidentiality - Excellent time management and organisational skills - Excellent written English and meticulous attention to detail - Ability to be able to present information in a logical and systematic manner - IT Literate, capable of using word processing, spreadsheet and presentation software to a good level - Energy, drive, enthusiasm and a positive manner	- Have a desire to work with young people and an enthusiasm for music teaching - Knowledge of Sibelius and Garageband may be useful
Personal Attributes	– Willingness to support the School's Christian values, ethos and heritage – Clear support for the advantages of single-sex education – Ability to abide by School policies and procedures – Awareness of the importance of Child Protection and Safeguarding of young people – Willingness to play an active part in the life of the school community – Willingness to work out of hours as and when school functions occur	

Terms and Conditions of Employment

This appointment is in regulated activity.

The following particulars do not form any part of an offer of employment. Terms and conditions, which will incorporate the Staff Handbook and contract of employment, will be documented in due course to the successful candidate.

General Notes

- The Music Assistant is appointed by the Head, subject to enhanced DBS clearance and receipt of two satisfactory references
- This is a term-time role and both full and part-time roles will be considered. The working week may include occasional Saturdays.
- The appointment is subject to a 3 month probationary period, which may be extended following a performance review
- Additional benefits will include a significant fee discount for children to be educated at Queen Mary's School (subject to places being available and all relevant admissions criteria being met), as well as a Royal London Defined Contribution Pension.
- Meals will be provided free of charge during term time hours of work.
- The School operates an employer stakeholder contributory pension scheme.
- The appointee is required to give the School one term's notice of their intention to leave this post
- The appointee will be expected to participate in an annual appraisal.

All employees of Queen Mary's are responsible for promoting and safeguarding the welfare of children and young persons and must adhere to and ensure compliance with the School's Safeguarding Policy. If in the course of carrying out the duties of this post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, this must be reported to the School's Designated Safeguarding Lead.

Candidates must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Queen Mary's is committed to providing a mutually respectful, safe and happy environment, where everyone can thrive and meet their full potential and where diversity is celebrated

The Application Process

The closing date for applications is **Friday 16th October 2026**

All applications will be reviewed once submitted and suitable candidates may be interviewed before the closing date. The School reserves the right to withdraw the position if an early appointment is made. Therefore, applicants are strongly encouraged to apply early if interested.

If you are interested in applying for this role, please download and complete the application form available via the job vacancy page on our website and return it to the Headmistress: **head@queenmarys.org**

All positions within the school are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Please be aware that we do not accept curriculum vitaes. Only completed application forms will be submitted to the shortlisting panel.

Recruitment Checks
Queen Mary's is committed to safeguarding and promoting the welfare of children and young people. All shortlisted candidates will be required to complete identity, and qualification checks in line with our Safer Recruitment Policy, and references will be taken up at this stage. The successful applicant must also complete a medical questionnaire before an appointment is confirmed.

As part of our safeguarding commitment, candidates will undergo child protection screening appropriate to the role, including checks with previous employers and the Disclosure and Barring Service. All staff share responsibility for safeguarding and must adhere to the School's Safeguarding and Child Protection Policy.

No Agencies Please

Queen Mary's
SCHOOL

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