



The  
Yehudi  
Menuhin  
School

## RESIDENT MUSIC ASSISTANT

### Candidate Information Pack



Closing date for applications:  
Monday 23 May 12pm

(We reserve the right to close this vacancy early should a suitable candidate be found.)

## A welcome from the Headmaster

Thank you for your interest in this role. I hope that this document tells you everything you need to know about working at our very special school - most importantly, whether it is the place for you.

The Yehudi Menuhin School is set in gorgeous grounds and we strive to promote a collegiate working environment with a strong sense of community. Staff and pupils are on first name terms, and all staff are encouraged to take an active part in the broader life of the school. Being a music school, we hope that everyone who works here has an appreciation and respect for the interests and creativity of our pupils, but we do not expect all staff to be musicians themselves (though over the years many have taken up an instrument as a result of working here!)

We are committed to the wellbeing of all our community, and strive to promote a healthy sense of balance in our pupils and staff. Ongoing professional development is very important to us, and all new staff are given an induction and the training necessary to fulfil their duties.

YMS is an exceptional place - I hope you will join us.

**Ben Gudgeon**  
**Headmaster**

## The Yehudi Menuhin School

Founded in 1963 by the world-renowned violinist and educator Yehudi Menuhin, the School provides a place for musically gifted children from around the world to develop their talents to the highest level within a stimulating academic environment. It was accorded the status of Centre for Excellence in the Performing Arts in 1973 and has a global reputation as one of the world's leading music schools.

Today's school provides a holistic education for around 80 exceptional pupils aged from 11 to 19, with specialist tuition on the stringed instruments, piano and classical guitar. Pupils split their time between their academic and musical studies and are given many opportunities to perform in front of an audience. Concerts take place regularly in The Menuhin Hall, but also in local state schools, care homes and churches, carrying on Menuhin's belief in the importance of giving back to the community.

Pupils are admitted based on talent, potential and passion for music, not on their ability to pay the fees. Today, around 90% of pupils require some level of financial assistance to attend YMS. The School is one of nine specialist UK schools that are supported by the Department for Education's Music and Dance Scheme.

YMS Alumni include renowned international soloists such as Nigel Kennedy, Nicola Benedetti CBE, Tasmin Little OBE, Alina Ibragimova, Valeriy Sokolov, Kathryn Stott and Melvyn Tan. Many other alumni are shaping the global cultural landscape through teaching at leading conservatoires and performing with world-class orchestras and chamber ensembles.

As the School approaches its 60th anniversary in 2023, YMS is developing exciting new programmes to reach a wider number of pupils, including a recently launched Virtual Menuhin School and other initiatives that will aim to introduce much younger children to the joys of classical music. In the meantime, September 2022 will see the opening of YMS's first international school, in Qingdao, China, bringing YMS's unique music education model to talented young musicians from around the Far East.

### About the role:

The Resident Music Assistant (RMA) is a new role which has been created to bridge the pastoral and musical needs of the pupils of the Yehudi Menuhin School. It presents a unique opportunity to contribute to the creative life of one of the world's flagship music schools.

The RMA will be a key member of the music team, assisting with the musical development of the pupils and contributing to the general running of the department. The role will comprise several core elements, including the active supervision and guidance of pupils in their daily practice, mentoring of chamber music ensembles, collaboration with instrumental teachers to implement appropriate programmes of study, cover for academic music classes, support for the School's Saturday morning programme, input to the School's outreach activities, and general music administration. Opportunities to teach General Music may exist for the right candidate.

Additional musical responsibilities can be tailored to the individual skills and interests of the successful candidate, and might include elements such as stage management, external concert trips, library work, coordination of digital initiatives, programme note writing, and performances with fellow staff members and students. The RMA will also be given the opportunity to contribute towards the successful delivery of several exciting new educational initiatives which are currently in development.

Accommodation will be provided in a newly renovated flat on the School site, within Music House (the girls' boarding house). Alongside the musical elements of the role, the RMA will be required to be on duty within Music House two nights a week.

This role would ideally suit a recent university or conservatoire graduate who seeks experience in a world-class musical establishment.

This is a fixed-term (two-year) position.



## Key points about the role:

### Contract type:

This is a full-time position for a fixed term of two years.

This role will suit a qualified musician who seeks to gain experience in a world-class musical establishment, before continuing their own career as a performer or educator in their own right.

### Reporting to:

Director of Music and  
Director of Pastoral Care

### Start date:

September 2022

### Probation Period:

3 months

### Pension:

Contributory stakeholder  
pension scheme

### Hours:

The RMA will be expected to immerse themselves fully in the daily activities of a busy boarding School, and this is likely to include long and flexible hours. The RMA will undertake two duty evenings per week in the boarding house, including overnight on-call duty. RMAs are expected to support the breakfast and wake-up routines in the boarding houses.

### Salary:

£14,000 per annum

### Location:

Residential

The RMA is required to live on the School site. An attractive one-bedroom flat (within the boarding house) will be provided. Three meals per day are provided gratis during term time.

### Other Benefits:

- Flexible working patterns by the agreement of all parties
- Free School meals during term times
- Excellent facilities
- Free parking
- Use of the School's swimming pool when available
- 24/7 access to AXA Thrive app for mental wellbeing
- AXA Health telephone line access for medical support and advice
- 24/7 access to DAS counselling services



## Job Specification

### Musical Duties:

- To provide regular supervision of the pupils' daily practice and to provide mentoring and guidance to the pupils in their practice routines, as directed and advised by the Director of Music and other relevant members of the Music Department.
- To attend and observe instrumental and/or general music lessons as reasonably requested by the Director of Music.
- To provide regular updates on student practice and progress, as requested by the Director of Music.
- To support external concert trips as reasonably required by the School.
- To attend student concerts, including occasional evenings and weekends.
- To contribute to the delivery of morning warm-up sessions for the pupils.
- To provide backstage support to pupils before and after performances.
- To contribute to the School's Saturday morning programme, delivering classes and mentoring rehearsals as required by the Director of Music.
- To devise a sustainable workplan in consultation with the Director of Music and the Director of Pastoral Care, according to the School's needs and the individual's interests and skills. Such duties may include, but are not limited to, stage management, orchestra management, music library work, programme note writing, performing with staff and students, and general music administration.
- To actively support the School's Outreach Officer in the delivery of a successful outreach programme.
- To provide additional support to the academic music team, delivering classes as required by the Head of Academic Music.
- To support the School in recruitment initiatives and marketing projects, as reasonably required by the Director of Music and Director of External Communications.
- To participate in the School's tutoring programme.

### Boarding and Pastoral Duties:

- To ensure the Safeguarding of boarders at all times.
- To attend to the pastoral, emotional, mental and physical wellbeing of the boarders.
- To perform boarding duties in Music House (the girls' boarding house) two nights a week, including overnight on-call and breakfast/wake-up duties.
- To create a warm family atmosphere in the boarding house and build a strong rapport with boarders and colleagues.
- To help boarders organise their daily routines and fulfil their musical and academic commitments.
- To administer boarding routines such as changes of bedding and administration of medication.
- To liaise with other areas of the School (such as facilities and catering) to ensure the smooth running of the boarding house.
- To participate in professional development as required by the School, and to engage with an annual appraisal process.
- To attend all Pastoral, Boarding and Full Staff Meetings, as well as all statutory training sessions at which attendance is required by the School's Headmaster.
- To undertake such other duties as the Head or the Director of Music may reasonably require.

All members of staff are expected to commit to the wider life of this busy boarding School, including attendance at (or participation in) evening concerts as required.

No job description can hope to capture all tasks that may be required of a member of a boarding school staff. All staff are expected to fulfil any reasonable expectations from the Headmaster.

### Person Specification

#### The successful candidate will:

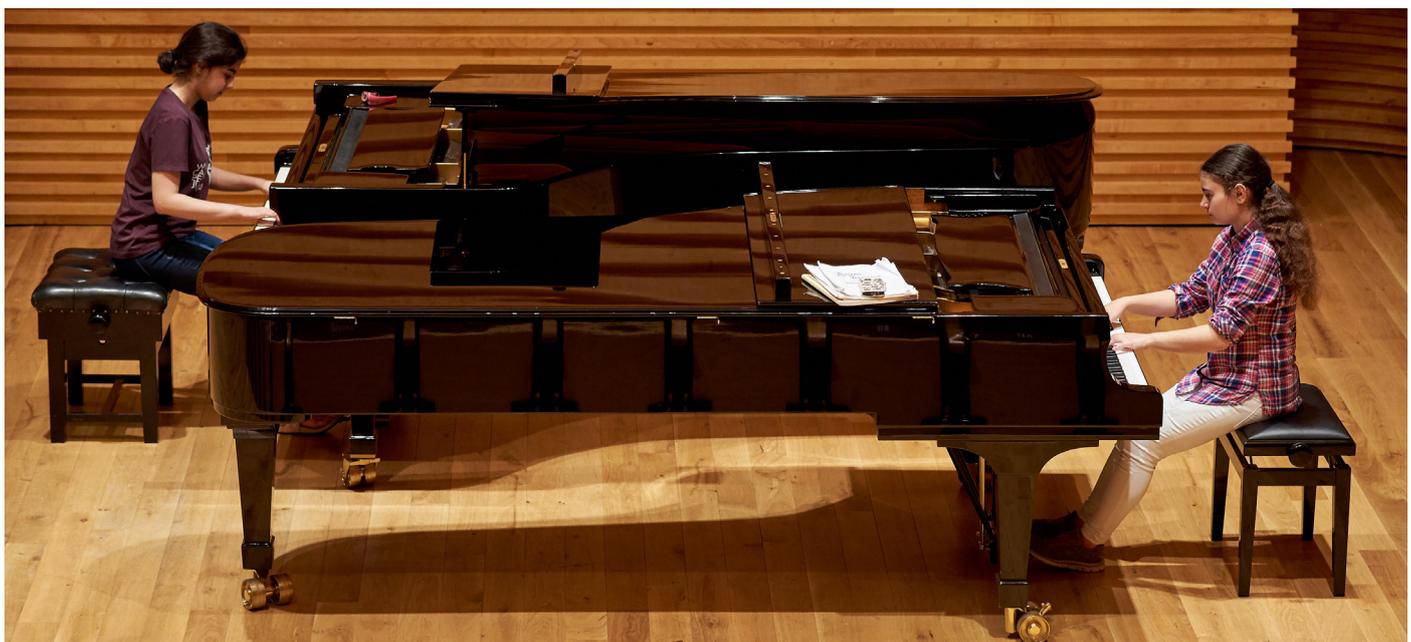
- Demonstrate understanding of and engagement in all matters relating to Safeguarding and Child Protection.
- Hold appropriate academic and musical qualifications.
- Be an outstanding and inspirational musician.
- Be a team player who is respectful of others' needs and opinions, who is able to see the bigger picture and is willing to contribute positively and efficiently to a culture based on collaboration.
- Forge close relationships with pupils which combine compassion and professionalism.
- Maintain appropriate levels of confidentiality regarding sensitive information about pupils.
- Understand and be able to engage with the individual and specific musical and pastoral needs of highly gifted/talented pupils to bring out the best in them.
- Be proactive, open-minded and creative in supporting our aims to continually develop the musical, academic and pastoral life of the School.
- Be a skilful communicator, both orally and in writing, who is able to deal sensitively with the pupils, their parents and colleagues, thereby contributing towards a harmonious, forward-thinking community.
- Be able to work and remain calm under pressure, to have the stamina to work varying hours and the resilience to deal with setbacks.
- Be comfortable working and living with a wide range of ages and ability.
- Be understanding of the pressures and challenges which young musicians face in a high-performance learning environment and to have the ability to support and engage with them through patience and empathy.
- Be confident and proactive in proposing new ideas and initiatives to support the overall development of the pupils.



| Requirements:   | Essential | Desirable |
|---|-----------|-----------|
| Maths & English GCSE or equivalent                    | ✓         |           |
| First Aid at Work                                     |           | ✓         |
| Clean driving licence                                 | ✓         |           |
| D2 driving licence (eligible to drive school minibus) |           | ✓         |
| Enhanced DBS check                                    | ✓         |           |
| UK right to work check                                | ✓         |           |
| UK and EEA prohibited list checks                     | ✓         |           |
| Satisfactory references                               | ✓         |           |
| Medical declaration                                   | ✓         |           |
| Verification of qualifications                        | ✓         |           |

**Shortlisted candidates will be assessed using:**

- Completed application form
- Covering letter
- Interview
- References
- Documentary evidence
- Scenario-based activity



## How to apply

If you would like any more information about the post, or would like to discuss the job before applying, please contact HR by email [recruitment@menuhinschool.co.uk](mailto:recruitment@menuhinschool.co.uk) or call 01932 864739.

Click [here](#) to fill out our [application form](#) or see our [job listing](#) on [Tes](#).

Closing date for applications: **Monday 23 May 12pm.**  
Interviews to be held Friday 27 May.

Your application form should be completed in full and submitted along with a covering letter addressed to the Head, Mr Ben Gudgeon. Early applications are encouraged, and the School reserves the right to close the application process early should a suitable candidate be found.

The Yehudi Menuhin School is committed to safeguarding the welfare of children. The School is registered with the DBS and successful applicants will be required to complete successfully the Disclosure Procedure at Enhanced level. It is an offence for a person barred from working with children to apply for this post.

The Yehudi Menuhin School is an Equal Opportunities employer and welcomes applications from all sections of the community.



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 The Yehudi Menuhin School

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