



GRADUATE MUSIC ASSISTANTS/CHORAL SCHOLARS

at

CROYDON MINSTER

and

WHITGIFT SCHOOL

Fixed-Term, Term-Time Only Contract with Academic Music Department September 2025

Whitgift is one of Britain's leading independent boarding and day schools for boys aged between 10 and 18 years, with approximately 1520 pupils and over a hundred boarding pupils. It was founded in 1596 by Elizabeth I's last Archbishop of Canterbury, John Whitgift, and is the oldest school in Croydon. Whitgift enjoys facilities of outstanding quality, amongst the best available nationally, in a beautiful parkland estate in South Croydon with excellent links to London, Surrey and the south coast.

We are looking to appoint two Graduate Music Assistants for September 2025 to act as Choral Scholars (Alto, Tenor or Bass), to work both with the Choirs of Croydon Minster and act as a Graduate Music Assistant at one of the country's leading independent schools.

These exciting posts will bring together a unique dual role of participating in the musical life of Croydon Minster and supporting the music curriculum and performances at the School. Dependent upon subject knowledge, aptitude and experience, there is also the possibility of successful applicants assisting with the teaching, and every-day running of the Music Department, or contributing to the work of other academic departments and/or the broader co-curricular life of the School.

The expected end date for this role is July 2026 (exact date in July to be agreed).

The Music Department

The Whitgift Music Department is led by the Director of Music, Mr Steven Henderson, together with Mr Justin Miller, Mr Scott Morrison (Assistant Director of Music), Mr Alan Weakley (Director of Academic Music), and Mr Philip Winter (Director of Orchestral Music). With four highly qualified full-time teaching staff, a dedicated music administrator, and approximately thirty visiting music teachers, the department maintains a busy and exceptionally productive programme. With a wide range of orchestras and chamber ensembles open to both pupils and staff, there is much opportunity to engage with a variety of genres and live performance at some of the finest venues in London.

MAIN DUTIES AND RESPONSIBILITIES:

The Graduate Music Assistant will be required to contribute fully to the day-to-day life and running of this extremely busy and productive Music Department. Together with administrative duties for the whole Music Department, Graduate Music Assistants will assist with a range of weekly instrumental rehearsals and co-curricular activities, music-based projects, concert production, and Performing Arts events. In addition, they will be encouraged to perform at the School in a vocal or instrumental capacity, offering piano accompaniment where possible (useful but not essential), and maintaining excellent professional standards throughout.

The Minster

Croydon Minster is home to one of the largest and most diverse Choral Foundations in the country. Deeply rooted in the English Cathedral Choral Tradition, the choirs sing four choral services per week, hold regular concerts throughout the year, and have toured, broadcast and recorded.

The Minster Music Department is led by Mr Justin Miller, Director of Choral Music.

PERSONAL RESPONSIBILITIES

To carry out the duties and responsibilities of the post, in accordance with the School's Health and Safety Policy and relevant Health and Safety Legislation.

The Whitgift Foundation is committed to safeguarding and promoting the welfare of young and elderly people in their care and expects all staff and volunteers to share this commitment.

PERFORMANCE STANDARDS

To ensure that all services within the areas of responsibility are provided in accordance with the School's commitment to high quality service provision.

This job description will usually 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.

CONDITIONS OF SERVICE

The salary for this post will be £22,160 gross pay per annum (as per our term time contract, which is based on a 12-month duration). It is important to note that actual pay will be determined by the start and end date of the contract, for example, beginning in September 25 until the end of the first week of July 26 would be 10 months and 1 week of pay.

Additional responsibilities, and the possibilities of further professional development, will be discussed with applicants at interview.

Accommodation will usually be offered, with minimal boarding duties required. Meals are available on-site during term-time.

Staff will be encouraged to contribute fully to the co-curricular life of the School and this is reflected in the salary offered. A strong commitment to the pastoral and house system is also anticipated.

In return we offer a generous benefits package including:

A Pension Scheme (with Life Assurance cover), Employee Discount Club, discounted school fees for the Foundation Schools (permanent posts only and upon successful completion of the probationary period), free use of our on-site gym at off-peak times, membership of a healthcare plan, a range of family-friendly benefits and a season ticket loan.

We welcome applications from all parts of our community as we aspire to attract staff that matches the social and cultural diversity of our student intake.

For an informal conversation about these posts, please contact Mr Justin Miller, Director of Choral Music, on 020 8688 9222 or email: JDM@whitgift.co.uk.

For further information and an online application form, please visit www.whitgift.co.uk/vacancies. For any general queries, please telephone the Human Resources Department on 020 8688 9222 or email SchoolHR@whitgift.co.uk.

Applications will be reviewed daily we invite interested candidates to apply as soon as possible.

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British Nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents as detailed on their application.

Whitgift School (part of the John Whitgift Foundation) is committed to safeguarding and promoting the welfare of young people. Applicants must be willing to undergo child protection screening including checks with past employers, the Disclosure & Barring Service and online checks (including personal, professional and other online activities).

March 2025