



QUEEN'S GATE
SCHOOL

APPLICANT INFORMATION

Music Graduate Assistant

COMMENCING
SEPTEMBER 2026

125-126, 131-133 QUEEN'S GATE
SOUTH KENSINGTON
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QUEEN'S GATE SCHOOL TRUST LTD
REGISTERED CHARITY NO. 312724





ABOUT US

Queen's Gate's stated aims are to create a secure, happy, yet stimulating environment in which each girl can realise her academic and personal potential.

Queen's Gate is located on Queen's Gate itself, inhabiting five of the iconic Victorian terraces: three are mostly used by the Senior School, while the remaining two are given over to the Junior School; however, there are many shared spaces and a constant flow of pupils and staff between the two buildings. Although we do not have much outside space of our own, we are spoilt by what the local area offers. Girls make regular visits to the nearby museums and Hyde Park, while sport takes place at a range of nearby leisure facilities, including the River Thames for rowing.

We are diverse in the nationalities represented in our pupil and staff body, and are proud of the way this enriches the experience of all those within our community. Our standard entry points are 4+, 7+, 11+ and 16+. We follow a broadly English curriculum, culminating in GCSE and A Level examinations. Our pupils leave us for universities across the UK, including Oxbridge and other Russell Group institutions, as well as looking further afield; we have alumnae studying in Canada and the US, including at a number of Ivy League colleges.

Our intake is relatively broad, and we are exceptionally proud of the results our girls achieve. We have pupils performing at the highest levels in Music, Drama and Sport. We have an extensive programme of enrichment activities, as well as a plethora of trips to destinations in the UK and abroad.

Our ethos is one of celebrating each girl as an individual, and allowing her to explore her own interests and gifts. We facilitate this through our extensive academic curriculum and a higher-than-normal amount of choice at GCSE. Scholarships are awarded for academic merit but also to those demonstrating exceptional talent in, and dedication to, Sport, Music, Drama and Art. The School is committed to widening access, and offers a number of means-tested bursaries.

We place great emphasis on the importance of pupils' happiness and wellbeing, which we support through outstanding pastoral care, our extensive co-curricular programme and an open determination to inject fun wherever possible.

Our girls have no uniform, and our dress code allows them enormous scope to explore their own sense of style and to come to school feeling comfortable and confident in what they are wearing. Girls have many opportunities to provide feedback or present their own ideas, particularly in terms of charity events, which are a regular feature.

The Senior Management Team currently comprises the following staff members:

- Principal
- Vice Principal
- Bursar
- Director of the Junior School
- Directors of Studies
- Director of Pastoral Care
- Director of Sixth Form

Our Board of Governors maintain regular contact and incorporates professionals from a range of fields. We are also fortunate to benefit from a strong and supportive PTA.



THE ROLE



Queen's Gate School is looking for a graduate musician to join the Music Department and take a key role in the running of this busy department on a fixed-term part time basis (0.5 FTE) for the academic year 2026/27. This is a superb opportunity for a graduate wishing to gain experience in the education sector, and/or who may be considering a career in music education or the wider education sector. It would also suit someone looking to combine professional performance work alongside regular paid work relevant to their expertise. The successful candidate will have an active role in shaping the musical development of our pupils, as part of a progressive and forward-thinking department.

Queen's Gate School has a busy and thriving Music Department, offering a range of outstanding opportunities to the pupils that study here. The Department aims to foster a love of music in every pupil with the intention of encouraging a culture of aspiration and high standards alongside enjoyment for music.

The department is currently staffed by two members of staff: The Director of Music, and a part-time teacher in the Junior School. There are also 15 Visiting Music Teachers who teach approximately 270 individual lessons each week. Over half the school currently have instrumental lessons.

We have 15 weekly ensembles running, with six choirs, school orchestra, instrumental ensembles and rock bands rehearsing each week. There are over 25 musical events each year, taking place in and outside of school.

The precise duties of the role will be tailored to the strengths and experience of the successful applicant, but a draft overview is provided below. The successful applicant will be enthusiastic, well-organised, and keen to engage young musicians of all abilities. The role will offer some flexibility in terms of the candidate being able to alter their days should they have performing commitments to accommodate. Likewise, the School may sometimes ask the candidate to work slightly altered hours to reflect events such as end-of-term concerts.

Duties are expected to include:

- Teach a small number KS3 lessons under the guidance of the Head of Music
- Provide specialist and non-specialist coaching in a range of musical disciplines; the precise nature of these contributions will, where possible, be built around the post-holder's interests and expertise and offer an opportunity to build upon their leadership and conducting skills; experience and ability as a pianist/accompanist is welcomed
- Provide administrative support to the Music Department: internal communications, signposting, instrument inventory, instrumental lesson administration, assist in the administration and delivery of external examinations, assist with advertising and social media
- Support the logistic preparation for rehearsals and events: room/ensemble set up, basic IT set-up, preparing and organising resources
- Front of House/backstage assistance for music events/concerts
- Participating and helping to organise appropriate trips and visits, including tours abroad
- Support other School events (e.g. Open Events and Admissions Events) as required.



THE PERSON

Qualifications	Essential	Desirable	Method of Assessment
Relevant music degree or equivalent	●		Appropriate original certificates
Teaching qualification		●	Appropriate original certificates
Safeguarding training		●	Appropriate original certificates
Membership of professional body relevant to instrument		●	Appropriate original certificates

Experience	Essential	Desirable	Method of Assessment
Experience as a tutor of his/her main instrument	●		Application Form Interviews References
Experience of working with children and young people		●	Application Form Interviews References
Experience of performing as a musician to a high standard	●		Application Form Interviews
Knowledge and practical experience of directing class lessons		●	Application Form Interviews
Knowledge and practical experience of directing ensembles		●	Application Form Interviews

Personal Qualities	Essential	Desirable	Method of Assessment
Sense of humour	●		Interviews References
Enthusiasm and energy	●		Interviews References
Collegiality	●		Interviews References
A sense of fairness and an inclusive attitude	●		
Self-motivation	●		Interviews References
Commitment	●		Interviews References
Patience and diplomacy	●		Interviews References
Flexibility and resilience	●		Interviews References
Excellent organisational skills	●		Interviews References
Ability to seek and take advice	●		Interviews References



THE PERSON

(continued)

Basic Skills, Characteristics & Competencies	Essential	Desirable	Method of Assessment
Ability to motivate and inspire students of all ages and abilities	●		Interviews References
Ability to communicate effectively in a variety of forms - oral and written - with pupils, colleagues and parents	●		Application form Interviews References
Professional appearance and demeanour	●		Interviews References
Enthusiastic, energetic, creative and innovative, with a proactive and positive attitude	●		Interviews References
Ability to accompany students on the piano		●	Application form Interview
A willingness to undertake appropriate training to develop teaching skills and subject knowledge	●		Interviews
Experience of using music technology to enhance learning		●	Application form Interview
Excellent organisational and planning skills with the ability to meet deadlines	●		Application form Interviews References
Willing to take on new challenges	●		Interviews References
Good IT Literacy	●		Interviews References
Ability to be flexible and adaptable and be able to use own initiative in a variety of situations	●		Interviews References



Basic Skills, Characteristics & Competencies	Essential	Desirable	Method of Assessment
Awareness of Health and Safety procedures in a school; please note full training will be provided		●	Interviews References
Demonstrable commitment to continuous professional development	●		Application Form Interviews References
Awareness and understanding of safeguarding and welfare of children, including the ability to form and maintain appropriate relationships and personal boundaries with children and young people; please note full safeguarding training will be provided	●		Interviews References
Awareness of GDPR and understanding of its application in school life; again, full training will be provided		●	Interviews

APPLICATION PROCESS

Queen's Gate is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post is exempt from the Rehabilitation of Offenders Act 1974. The School is therefore permitted to ask shortlisted applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the Disclosure and Barring Service ("DBS") filtering rules) in order to assess their suitability to work with children.

The School may carry out online searches on shortlisted applicants, for which all such applicants will be required to provide details of their online profile, including social media accounts, as part of their application. Prior to employment commencing, successful applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the DBS.

Successful applicants will also be required to produce evidence of qualifications, identity, and the right to work in the UK. Two references will be taken up, one of which will be with the most recent employer. They will also be required to complete our Health Questionnaire.

All those working at Queen's Gate share in our responsibility to safeguard and promote the welfare of the children and young people in our care. This will include completing regular training and maintaining a good awareness of key policies and procedures relating to our safeguarding duties. Where a role has specific or additional responsibilities in relation to safeguarding, this will be detailed within the job description.

All candidates are also requested to complete an online Equal Opportunities Monitoring Form. This can be found at the end of our application form. The form will be separated from your application on receipt. The information on this form will be used for equality monitoring purposes only and will play no part in the recruitment process.

Queen's Gate School is committed to ensuring that all job applicants and members of staff are treated equally, without discrimination because of age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. We welcome applications from all sections of the community.

To apply for this role, please complete our application form which can be found on our website: www.queensgate.org.uk/about-us/employment-opportunities

Please return a completed application form, along with a covering letter to the Principal, to recruitment@queensgate.org.uk

The closing date for applications is **9.00am on Monday, 17 August** interviews will follow that week and the next.

Queen's Gate has a generous salary scale which takes into account our Central London location; remuneration for this role will be commensurate to the candidate's experience.

