



St Mary's Music School

EDINBURGH

Post of Piano Assistant

St Mary's Music School is looking to recruit a Piano Assistant to join our vibrant Keyboard Faculty.

As a Piano Assistant, you will have the unique opportunity to teach and coach some of our pupils while being trained and mentored by some of our senior members of staff. You will play a crucial role in supporting our junior pupils, ensuring a smooth and enriching learning environment, working with piano pupils, in lessons and practice, as well as coaching and accompanying junior instrumentalists.

This position is ideal for a passionate individual who is keen to learn from experienced teachers and receive guidance and advice on how to work with young pianists and instrumentalists.

You will receive weekly sessions with your supervisor, where you will receive guidance and advice on repertoire choices, lesson planning and structure, technical advice, learn tools on how to set up a healthy piano technique for all levels and how to structure a coaching session accordingly. Throughout the teaching year, there will be regular opportunities to share and exchange strategies, get feedback and support. The aim is to introduce the Piano Assistant to a wide range of pedagogical, methodical and didactic techniques which they can incorporate into their own teaching.

At St Mary's Music School we believe in a lifetime of learning. We aim to nurture excellence in our pupils but are also committed to continuous professional development of our staff, as well as passing on and sharing our expertise and knowledge to potential future colleagues.

This is a part-time post of 4 to 5 hours per week, working during term-time only. It is expected the programme will last between 9 and 18 months.

Job Description/Key Responsibilities

- Teach a small selection of pupils on a regular, weekly basis.
- Weekly meeting with supervisor to discuss lesson planning, repertoire choice and steps of technical development.
- Coach a small selection of pupils of a regular, weekly basis, reporting to the Director of Music with any questions or concerns.
- Sit in lessons to observe piano teaching and coaching from other members of the Keyboard Faculty.
- Weekly meetings with supervisor to discuss progress, seek guidance and exchange ideas.
- Offer guidance and assistance to pupils during practice sessions, helping them with rhythm, passages, technique and posture.
- Motivate and inspire pupils to achieve their musical goals by fostering a positive and encouraging learning atmosphere.
- Completion of Pupil Progress Profiles and Reports, under supervision from the supervisor.

As a part-time teacher within the school, your general responsibilities will include:

- Assessing, recording and reporting on the development, progress and attainment of pupils.
- Promoting and helping to safeguard the health, welfare and safety of pupils and maintaining good discipline.
- Working in partnership with the school's Senior Management Team, parents and other professionals.
- Undertaking appropriate and agreed CPD and maintaining a personal record.
- Participating in School Development and wider needs of the School.
- Participating in arrangements for review of performance.
- Attending staff meetings and parents' meetings where appropriate.
- Participating in the extra-curricular life of the school.
- Any other duties as requested by the Headteacher.

Qualifications/Experience

- Graduate degree in Music, Piano or Piano Performance is required.
- Experience in piano performance, accompaniment or chamber music is desirable.
- Experience in teaching or assisting in a music education environment is preferred.
- A good and efficient level of sight-reading is essential.
- Excellent verbal and written communication skills to interact effectively with pupils, parents and staff.
- The ability to manage multiple tasks efficiently is vital, with flexibility and ability to work to deadlines.
- Willingness to collaborate and communicate with supervisor and other staff to create a supportive educational environment.
- A deep commitment to fostering a love for music and helping pupils reach their full potential.

Applications:

Application form and covering letter should be sent by email or post to:

Dr JoAnna Collings
Bursar
St Mary's Music School
Coates Hall
25 Grosvenor Crescent
Edinburgh EH12 5EL

Email: vacancies@smms.uk

Closing Date for Applications:

10am, Monday 1 June 2026

Interview Date:

Week commencing 15 June 2026

Start Date:

Tuesday 25 August 2026 (Staff Development Week)

The School

St Mary's Music School is Scotland's specialist music school and the Choir School of St Mary's Cathedral. It is situated in a leafy campus in the heart of Edinburgh, a short walk away from Haymarket Station. Co-educational, day and boarding, the School provides specialist music training and an impressive and stimulating academic education for pupils aged 9 to 19 showing special ability and potential in music. St Mary's Music School "aims to provide the highest possible standard of education and training to exceptionally gifted young musicians, in an inspiring, inclusive and supportive environment".

Around 75 pupils, including day pupils, boarders and choristers, come from many different backgrounds and from all parts of Scotland, as well as elsewhere in the UK and abroad. Entry is by audition and pupils gain a place on the basis of musical ability and potential, regardless of personal circumstances. Scottish Government and school funding, up to 100%, is available through the Aided Places Scheme to assist with the cost of tuition and boarding fees.

The Choir School was opened in 1880 to educate choristers for St Mary's Episcopal Cathedral. Since 1972 the School has also educated young instrumentalists, composers and singers. The School is non-denominational and welcomes pupils of all faiths and none. Music is at the centre of the curriculum. The School runs a chamber-size orchestra, string ensembles, chamber choir, instrumental chamber groups, jazz ensembles and promotes traditional Scottish music.

Pupils share a common love and enjoyment of music and the School aims to ensure that they are given every opportunity to flourish and emerge as excellent musicians capable of using the powerful art of music to inspire and enrich their own lives and the lives of others. We aim to prepare pupils musically, academically, socially and emotionally for the next stage in their educational development. We encourage a high level of motivation and self-esteem, giving all pupils the opportunity to achieve their potential and promoting self-discipline, as well as developing skills of responsible citizenship.

The most recent report from HM Inspectorate of Education rated the School "excellent" and "very good". Pupils consistently achieve very high standards in music and also academically. The academic education is widely based in the early years and, for older pupils, it is more flexible and individually tailored than is generally possible in larger schools. Most pupils proceed to higher education and most enter the music profession, with many established alumni now pursuing international careers, many retaining contact with the School. Illustrious former pupils include pianist Steven Osborne, soprano Susan Hamilton, conductor Garry Walker, composer David Horne, guitarist Paul Galbraith, cellist Philip Higham, presenter Alexander Armstrong and jazz pianist Alan Benzie.

Outreach is an important aspect of the work of the School. Our long established Saturday Music Classes offer pre-School and early years Dalcroze and Kodaly classes, theory, singing and instrumental tuition for children from the pre-school year upwards.

Pupils have many performing opportunities in School and in external concerts, in important venues such as The Queen's Hall and playing for royalty and at the Scottish Parliament, and also providing music for smaller-scale events, often for charity. Pupils also play in youth orchestras, such as the National Youth Orchestras of Scotland and Great Britain, and sing in the National Youth Choir of Scotland.

St Mary's Music School is the only Scottish member of the nine Schools of Music and Dance Excellence, which are some of the most successful and vibrant school communities in the UK.

St Mary's Music School helps deliver the Scottish Government's vision for excellence in education by nurturing Scotland's finest young musical talent, being ambitious for our pupils and aiming for excellence across all aspects of the education we provide, as reflected in the aims of the School.

The School is a member of CSA (Choir Schools Association), SCIS (Scottish Council for Independent Schools), and ISBA (Independent Schools Bursars Association).

Terms and Conditions of Employment

Place of Work

In the School which is situated in Coates Hall, 25 Grosvenor Crescent, Edinburgh EH12 5EL or at any other property owned or used by St Mary's Music School. Academic and music teaching and practice rooms are on lower ground, ground and first floors of Coates Hall and in two houses in the grounds. There is designated boarding accommodation for boarding pupils on first and second floors, while kitchen and dining facilities are on lower ground level. Administration is on the ground floor of Coates Hall and in the Lodge at the main gates to Grosvenor Crescent.

Rate of Pay

£26.31 to £34.25 per hour, depending on qualifications and experience. Salary is paid on an hourly basis in arrears, on submission of a completed pay claim.

There will be a cost of living review each year.

Pension

Eligible employees (those who earn more than £10,000 per annum) are automatically enrolled into a workplace pension scheme. Non-eligible employees may choose to opt-in to the pension scheme. Employee contribution is 7.0% of salary; employer contribution is 8.0% of salary. Employees may choose to opt-out at any time.

School Year

The normal working year is 34 weeks; however, some work and training will be necessary during School Closure weeks. Pupils will not normally have more than 30 weeks of lessons on each instrument.

School Closure

School Closure is the period which commences at the end of the summer term and ends at the beginning of the autumn term.

Holidays and Holiday Pay

You will be entitled to 6 weeks paid holiday per annum, to be paid in two equal instalments in July and August of each year. You will be paid for such holiday weeks on the basis of your average hours worked in the 52 worked weeks prior to the end of June.

All public or bank holidays are working days and are not part of your holiday entitlement unless designated as such by the Headteacher. There will be no entitlement to payment for days in lieu of public or bank holidays.

Sick Pay

Statutory Sick Pay is payable, according to the rules of the scheme. Additionally SSP will be supplemented:

Service completed on first day of absence	To a maximum of Full Salary for a period of	To a maximum of Half Salary for a period of
Less than 2 years	4 Weeks	4 Weeks
2 years but less than 3 years	5 Weeks	5 Weeks
3 years but less than 4 years	6 Weeks	6 Weeks
4 years but less than 5 years	7 Weeks	7 Weeks
5 years or more	8 Weeks	8 Weeks

Any period or periods of absence due to sickness in the twelve months preceding the first day of a new period of absence (whether due to the same illness or not and whether or not SSP was supplemented as above) will be taken into account in calculating the appropriate supplement of SSP, if any.

Medical Examination

You may be requested, either before or during your employment at the School, to submit yourself to a medical examination by a registered medical practitioner nominated by the School Directors / Headteacher for the purposes of determining whether there are any matters which might impair your ability to perform your duties. You will give such authority as is required for such practitioner to disclose to the School Directors / Headteacher the results of such examination. All reasonable expenses associated with any such examination will be borne by the School.

Disclosure of Criminal Convictions

All employees are required to authorise St Mary's Music School to request a PVG Scheme Record from Disclosure Scotland. This position is exempt from the provisions of the Rehabilitation of Offenders Act 1974 under section 4(2) of said 1974 Act. Applicants are therefore required to disclose any unspent convictions or cautions and any spent convictions for offences included in Schedule A1, 'Offences which must always be disclosed' of the Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) Amendment Order 2015 No.2. Applicants are not required to disclose spent convictions for offences included in Schedule B1, 'Offences which are to be disclosed subject to rules' until such time as they are included in a higher level disclosure issued by Disclosure Scotland.

Grievance Procedure

The grievance procedures applicable to your employment are set out in the School's Staff Handbook. The school's Grievance Policy does not apply until after the end of the probationary period.

Disciplinary Procedure

The disciplinary procedures applicable to your employment are set out in the School's Staff Handbook. The school's Disciplinary Policy does not apply until after the end of the probationary period.

Probationary Period

26 weeks from first day of work.

Notice

12 weeks, except during the probationary period when notice period will be one week from either side.