
Candidate Information

Head of Music & Music Technology
September 2019



Background information on Dover College for applicants

The College was founded in 1871 by local businessmen as a school principally for the local children. It has since developed an international pupil base. Dover College was one of the first schools considered a “Public School” as evidenced by its inclusion amongst only twenty-five other such schools in the first edition of the Public Schools’ Yearbook published in 1889. The College maintains the original characteristics of its inception – a school which caters not only for a broad range (both academically and socially) of local pupils, keeping its fees affordable to achieve this, but also for a significant minority of pupils from overseas. It is a school with an ethos based in regular worship in Church of England traditions, reinforcing the ethos of friendliness and openness which is very much part of the value of a Dover College education. Dover College has nearly always had a Junior School of some description, first at Westmount on the Folkestone Road and more recently opening a new Junior Department in 2001 and in 2011 opening on the same site as the senior school when it was renamed ‘The Junior School’.

We are very much a family school, catering for pupils from age 3 to 18. Many of our pupils have siblings at the College, and in some cases their parents were here too. Pupils and parents are very loyal and supportive of ‘their’ school. We have a reputation for outstanding pastoral care and as a result pupils are remarkably tolerant and understanding of one another. It is important to us that every child is valued within our community. Good academic results are not enough: we seek to provide young people with the necessary skills and self-confidence to become well-rounded, balanced adults who will make a positive contribution to those around them. We expect pupils and staff to be sympathetic to our Christian ethos and values, although we welcome those of other faiths too.

Our curriculum, which is currently undergoing a root-and-branch review as part of the College’s development plan, Project 150, is creative, well planned, wide ranging and enriching. Its balance and focus on individual development, helps us to stimulate an enquiring mind, establishing key skills and a wealth of experience in our pupils that will be of

great benefit to them for the future. The College gains outstanding results at A Level and BTEC with excellent value-added results at GCSE.

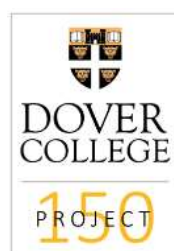
We understand that a well-rounded education is about more than what happens in the classroom or on the sports field, and that’s why we offer and encourage our pupils to participate in a wide variety of outstanding extra-curricular opportunities. Dover College enjoys an excellent reputation for a broad range of sport, games and other activities and opportunities. We seek to stretch the most able, whilst providing opportunities for all pupils to undertake an activities programme, which aims to provide them with enjoyment, confidence, skills and fulfilment.

Music forms a pivotal role in all that we do, and the school has a choir and music school which encourages pupils to express themselves through music. We offer after-school care for day pupils until 5.30pm and work hard to ensure that our boarders are given all the opportunities they need to have experiences which are full and varied. We believe that providing such opportunities helps to develop self-esteem and encourages important life skills such as leadership, teamwork, commitment and determination, as well as cultivating a sense of duty and understanding of others. What happens outside the classroom also has a positive spin-off in lesson time, helping to engender an ethos of mutual respect between teachers and pupils. The successful candidate will be expected to make a contribution to current activities and initiatives, as well as developing new ones.

Candidates are encouraged to clearly celebrate their conventional, and unconventional, interests on their application. Appointments will be made subject to a full DBS check and the receipt of satisfactory references.

For more information, please visit:

www.dovercollege.org.uk



The Role

Job title Head of Music & Music Technology

Start Date September 2019

Reports to Director of Performing Arts, Director of Studies

Salary Competitive, dependent on experience

Location Dover

Contract type Full-time

Contract term Permanent

Are you prepared to think differently?

Dover College is seeking a Head of Music & Music Technology who can exert leadership, promote efficient co-operation within the department with an aim of providing a stimulating educational experience for all pupils. The selected individual should be able to foster an environment where pupils enjoy and respect music, develop a love for it and know how to celebrate a variety of musical genres. It should be commonplace for pupils to play one or more instruments and to share their skill through performance within the College and publicly.

The role may suit a young, ambitious music teacher who aspires to a Director of Music post in time at a large school.

Specific Responsibilities

- Teach music in the Junior School, KS3, GCSE and BTEC National Music Technology.
- Have ownership of the syllabi and extra-curricular programme.
- Manage peripatetic provision.
- Offer group lessons on at least two instruments.
- Lead College ensembles.
- Lead the College rock band, jazz band and pop band.
- Forge links to prep schools and outreach programmes.
- Arrange bookings for concerts held at the College, in all genres.
- Organise a prep school choral society.

- Run weekend workshops, combined with College Performing Arts.
- Organise music and choir tours, including trips to live events.
- Enter pupils into competitions outside of College.
- Musical production support and development, including professional music series.
- Musical Director for the College's Summer School.

Head of Department & Teacher Responsibilities

- Determine the overall approach of the teaching of subjects within the department.
- Keep up-to-date and well informed on matters relating to examinations of the subjects within the department.
- Attend courses and liaise with outside bodies associated with the department.
- Advise the Headmaster on the appointment of new members of Common Room to the department; assist with their induction.
- Maintain the highest 'professional' standards within the department at all times.
- Liaise with the relevant Head of Faculty about academic, staff and whole school matters.
- Administrate all financial transactions, including the efficient use of the departmental budget.
- Liaise with the Examinations Officer on all matters which relate to external examinations, and with department staff on the setting of internal examinations.
- Convene departmental meetings; attend Heads of Department and other curricular development meetings as necessary.
- Arrange and monitor educational visits and extra-curricular activities as appropriate to the department.
- Be aware of the role of the Head of Department as a member of the whole school, implementing its policy and promoting its positive image.
- Conduct the management, by consultation, of all teaching staff within the department in order that fair and appropriate teaching loads are allocated.
- Liaise with the Director of Studies over timetabling/setting issues.

- Close monitoring of lesson preparation and teaching at all levels.
- Respond to parental or pupil's questions, criticisms and queries which may emerge from time to time in relation to the performance of the department.
- Take care to ensure that all of the members of the department are encouraged to take advantage of good INSET opportunities.
- Encourage expeditions, field work and exchanges within the department.
- Generate close and productive links with colleagues and departments in other preparatory and primary schools.
- Have ownership of schemes of work.
- Develop the use of ICT in the teaching of the subjects within the department.
- Maintain an accurate inventory and listing of all educational software used by the department.

Closing date:

Friday, 1st February 2019, 17:00hrs

Interviews:

Between 4th – 15th February 2019

Additional Information

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed, or any duties that may be reasonably required by the Headmaster according to the normal practice of an Independent College. In allocating time to the performance of duties and responsibilities, the post holder must use directed time in accordance with the College's published timetable.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once every two years (as part of the appraisal process) and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Guidance for Applicants

Suitability for the post will be measured through application form, interview, supporting evidence (e.g. certificates, portfolios etc.) and references undertaken.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Applications should consist of a CV, covering letter and a Dover College application form stating two referees.

As the information contained on the form is used during the selection process, it is essential that you complete all sections as fully as possible. If there is not enough space provided on the form, please continue on a separate sheet of paper. On each additional sheet that you use, please write your name and the post applied for, together with the section that you are answering.

Please address your letter to the Headmaster and send the letter, CV and application form to:

The Headmaster
Dover College
Effingham Crescent
Dover CT17 9RH
headmaster@dovercollege.org.uk

The College is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. Appointments are subject to satisfactory enhanced DBS clearance and satisfactory employment references which the College will endeavour to take up prior to interview. Dover College reserves the right to close applications early and make an appointment at any stage.



About Dover College

Dover College is one of the UK's leading independent co-educational day and boarding Colleges catering for children from the ages of 3 to 18. Our pupils originate from both the local area and from abroad and the College is proud that of its inclusive ethos. Located in beautiful surroundings in the heart of Dover, the College is entering an exciting phase of development and each employee will play a part in helping the College meet its development plan.

Information about Dover and Kent

Dover College is situated at the gateway to Europe in what is arguably one of the most beautiful and undiscovered parts of the UK. An hour by fast train to London and with direct access to the UK motorway system, Kent is a beautiful place to live. Dover town is going through an exciting period of regenerations, and the College is intrinsically involved in this process. In Dover, the White Cliffs provide breath-taking walks along a cliff-backed beach or a cliff-top trail to the South Foreland Lighthouse, the National Trust Visitor Centre and Samphire Hoe.

Overlooking the Port of Dover, Dover Castle is alive with vibrant furnishings, every day artefacts and costumed actors. The audio-visual displays of the castle's Secret Wartime Tunnels evoke an underground hospital and the retreat from Dunkirk. Meanwhile, the Dover Museum provides a new twist on cross-channel ferries; a 3000-year-old, sea-going Bronze Age boat.

In Deal, 20 minutes north of Dover, you can find a town of immense charm, a high street to compete with London, mazy smugglers' lanes and independent shops. Buzzing cafes and pubs sit alongside a photogenic seafront that's home to a sweeping pier and quirky maritime clock, the Timeball Tower.

Sandwich is a further 10 minutes' drive, filled with medieval architecture and boarding some of the best-preserved half-timbered houses in the country. Traditions linger too: listen out for the tolling of the curfew bell every night at 8pm. The Secret Gardens of Sandwich provide fragrance, tranquillity, a Lutyens house and Gertrude Jekyll design.

The strip of Kent is home to some truly great golf. Royal St. George's hosted the 2011 Open Golf Championships, while Kingsdown and Walmer is a

challenging down land course. For two more testing links courses head to the Royal Cinque

Ports of Prince's Golf Club; it also offers top-notch food at The Brasserie on the Bay and sleek rooms in The Lodge.

For more information about Dover and the surrounding area please visit the following:

- www.visitkent.co.uk/
- www.canterbury.co.uk/
- www.english-heritage.org.uk/visit/places/dover-castle
- www.telegraph.co.uk/lifestyle/reinvent-the-high-street/10547216/Reinventing-the-high-street-Deal-wins-high-street-award.html
- www.nationaltrust.org.uk/the-white-cliffs-of-dover

House prices in Dover (taken from Rightmove 09.01.2019):

The majority of sales in Dover during the last year were terraced properties, selling for an average price of £172,416. Semi-detached properties sold for an average of £235,151, with flats fetching £129,596.

Dover, with an overall average price of £204,971 was cheaper than nearby River (£297,158), Whitfield (£270,463) and Capel-Le-Ferne (£319,960).

Overall sold prices in Dover over the last year were 5% up on the previous year and 15% up on the 2016 level of £178,550.

House prices in Deal (taken from Rightmove 09.01.2019):

Last year most property sales in Deal involved terraced properties which sold for on average £271,098. Semi-detached properties sold for an average price of £284,043, while detached properties fetched £407,537.

Deal, with an overall average price of £288,447, was similar in terms of sold prices to nearby Walmer (£298,596), but was cheaper than Kingsdown (£427,009) and Sandwich (£318,465).

During the last year, sold prices in Deal were 7% up on the previous year and 18% up on 2016 when the average house price was £245,084.