

Director of Music

About Our School

Situated in beautiful, spacious grounds on the edge of the Kentish village of Hawkhurst, Marlborough House is a thriving school for 3 to 13 year olds, consisting of a Nursery, Pre-Prep and Prep school. We also offer flexi-boarding opportunities.

Marlborough House is a happy school community where **'Valuing Self and Others'** is at the heart of everything we do. Everyone here receives a warm welcome; ours is a school where you will hear laughter, where **"some children really do skip between lessons"** (Good Schools Guide, July 2016) and where pupils, teachers and parents are known as individuals. Teachers and children work together to achieve the highest standards underpinned by the strong value system and growth mind-set, adopted from the outset by children and teachers alike. Our beautiful 34 acres of grounds provide the perfect setting for sports matches and hugely successful Forest School programme – described by the Independent Schools Inspectorate as a **'natural and inspiring focal point'** for reflection.

At Marlborough House we look to balance the demand for class spaces with our promise to deliver a high quality education where the focus is still very much on the individual. We are committed to employing and developing inspirational teachers who have passion, drive, and vision, but most importantly, the ability to bring their ideas to life and really make things happen.

Our website www.marlboroughhouseschool.co.uk provides a great deal of useful information about us and will give you a flavour of life at Marlborough House.

All staff at Marlborough House are responsible for promoting and safeguarding the welfare of pupils for whom they are responsible or with whom they come into contact and are expected to adhere to and ensure compliance with the school's Safeguarding policy at all times. If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risk to the safety or welfare of children in the school, s/he must report concerns to the Designated Safeguarding Lead.

About the role

We wish to appoint a skilled and passionate musician to lead our thriving Music department. He/she will have strong inter-personal skills, infectious enthusiasm, a thorough understanding of how children learn and the ambition to continue developing our vibrant and creative Music department. Above all, he/she must be an excellent teacher who will excite all pupils about music, actively seek out and nurture potential, whilst supporting and inspiring those children who show particular musical talent.

The Director of Music oversees a team of approximately 10 peripatetic music teachers who provide individual instrumental tuition. Music classes are taught in the music room and there is a separate music suite of five practice rooms where instrumental tuition takes place.

The Director of Music will be expected to teach Years 3 to 8. He / She also has responsibility for overseeing and monitoring the Pre-Prep Music teacher.

Music plays a significant role in the life of the School. The aim of the department is to deliver a high quality musical education, placing a strong emphasis on diversity of music, where enjoyment and excellence is nurtured in equal measure.

As well as individual instrumental tuition, School choirs (including a staff choir) and instrumental ensembles give frequent informal and formal concerts to the delight of parents. The children also perform in the wider community, at local Churches, restaurants, and the Wealden Times Fair. The department also embraces opportunities to compete in music festivals and national competitions. Many pupils take part in the choir and learn musical instruments, and each year a considerable number of pupils achieve distinction and merit awards in instrumental music examinations, with some going on to achieve music scholarships for senior schools, including placements at Eton College.

Musical support for plays and productions is often required and music is an important component in Chapel and Assemblies (where accompaniment is currently provided by the Director of Music) as well as significant services such as the Christmas Carol Service.

The successful applicant will be dedicated to furthering the development of all pupils as well as advancing their own lifelong learning. At the centre of our philosophy is the belief that the gift of Music is one that can enhance our lives mentally, physically, emotionally and spiritually.

All staff at Marlborough House play a full part in the School's pastoral and extra-curricular programme and the successful candidate will be enthusiastic about doing the same. The Director of Music may be asked to take on the role of form tutor.

All staff at Marlborough House School have an important role to play in safeguarding and promoting the welfare of children.

Please refer to the full job description and person specification below.

How to apply

Please complete both required application forms which can be downloaded from the School website www.marlboroughhouseschool.co.uk/staffvacancies and return, electronically (**in MS Word format please**) to recruitment@marlboroughhouseschool.co.uk (or by post to the school in an envelope marked RECRUITMENT).

Please note that only applications that are on the School's application forms can be accepted and that applications received after the closing date will not be considered for shortlisting.

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Closing date for applications: 9am Monday 2nd March 2019

Interviews: Interviews will take place in the week commencing 9th March 2019

Required Start Date: September 2020

Outline Terms and Conditions

Period of employment: Permanent. Full Time

Salary: Salary will be according to the Marlborough House scale, which closely equates to the national pay scale for teachers. A Head of Department's allowance will also be payable and the overall package will be commensurate with the responsibilities of the post and the importance the school attaches to it. The School will comply with its legal obligations in relation to the provision of access to a pension scheme. Lunch is provided during term time.

Working hours: This is a full time post. Staff at Marlborough House play a full part in the life of the school, offering extra-curricular or other activities. Additional attendance will be required from time to time for events such as training days, Open Days, Prize-giving, and School events.

Pre-employment checks: Marlborough House School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers, and Disclosure and Barring Service.





MARLBOROUGH HOUSE SCHOOL EST 1874

Director of Music

Job Description

MAIN AREAS OF RESPONSIBILITY:

- Teaching
- Head of Department
- Children's Welfare
- Other

RESPONSIBLE TO: Assistant Head (Academic)

◆ TEACHING

In addition to the usual duties and responsibilities which a teacher may be expected to perform, the Head of Music's responsibilities will include:

- Teaching Music to Years 3-8.
- Overseeing the team of peripatetic music teachers, including:
 - Administering pupil requests for tuition;
 - Involvement in the appointment of music staff;
 - Organising the timetable for instrumental lessons
 - Monitoring teaching;
 - Monitoring pupil attendance and advising music staff of foreseeable pupil absences (eg school trips etc)
- Liaising with Pre-Prep Music teacher over the teaching of Music in the Pre-Prep, including:
 - Advising and co-operating on the preparation and development of schemes of work, teaching materials, and teaching of music.
 - Monitoring (including lesson observation) of teaching in Pre-Prep
 - Sharing current strategies, ideas and initiatives in music teaching and any curriculum developments.
- Organising ABRSM examinations.
- Organising concerts, services and other musical events as directed by the Head.
- Playing the organ at School Chapel services.
- Supporting pupils undertaking music scholarships to Senior Schools.

◆ HEAD OF DEPARTMENT

○ Leadership within the School

All teaching staff at Marlborough House contribute to the well-being and development of the School by supervising, guiding and caring for pupils inside and outside the classroom. In addition, as a Head of Department, he/she also exercises responsibility for the guidance of teachers and advising the Head and committees as required.

○ Leadership within the department

The Head of Department's responsibilities include:

- Induction and guidance of new teachers
- Supervision of the work of all teachers in the department
- Overseeing professional development of department teachers including updating subject expertise
- Liaising with the Head regarding recruitment requirements for department staff, and working under the direction of the Bursar throughout the recruitment process.
- Representing the department's views to the Head, colleagues and committees
- Holding regular departmental meetings and ensuring minutes are kept
- Overseeing departmental discipline and ensuring maintenance of high standards by regular work scrutiny

○ The Curriculum

- Leading the Department's curriculum planning in accordance with school policy as directed by the Assistant Head (Academic).
- Managing the teaching methods used by the department by developing and selecting suitable materials and advising on classroom practice.
- Incorporating the above in schemes of work to be made available to the Head and Assistant Head (Academic) and reviewed on a termly basis.

○ Liaison

- The Head of Department liaises with subject staff over the implementation of schemes of work and other teaching policies.
- The Head of Department regularly liaises with the Head, Deputy Head, Bursar and Assistant Head (Academic).
- The Head of Department also liaises with the Head of Pre-Prep and the subject coordinator in the Pre-Prep.
- The Head of Department attends termly HoD meetings, chaired by the Assistant Head (Academic), to ensure the best possible coordination and implementation of School and departmental policies.

○ Facilities and Resources

- The Head of Department is responsible for the rooms and equipment as allocated to the Department and for reporting any Health and Safety issues or requests for maintenance of furniture and equipment in the appropriate way.
- As required by the Bursar, the Head of Department prepares an annual budget and forecast of departmental resource needs and manages the Department's expenditure and stock control.

- The Head of Department is responsible for a high quality of wall display, including work by pupils, changed at regular intervals within the department.
 - Information
 - The Head of Department ensures that pupil progression is properly monitored and recorded. He/she oversees the maintenance of assessment records and any other departmental records as specified by the Head or Assistant Head (Academic).
 - Information to parents and colleagues about the work of the department and about pupils' progress is to be provided by the Head of Department as required.

◆ CHILDREN'S WELFARE

- Pastoral Care
 - Promoting the general progress and well-being of individual pupils and the class as a whole.
 - Supporting and encouraging our values.
 - Encouraging positive behaviour.
 - Keeping records of the personal and social needs of pupils.
- Discipline
 - Maintaining good order and discipline among pupils in accordance with school policy.
- Health and safety
 - In accordance with the School's commitment to adhere to the Department for Education's Keeping Children Safe in Education and all other relevant guidance and legislation in respect of safeguarding children, the Head of Department will be required to demonstrate their commitment to promoting and safeguarding the welfare of children and young people in the school.

◆ OTHER

- Administration
 - Participating in administrative and organisational tasks related to such duties as are described above, including the ordering and allocation of equipment and materials.
- Staff Development/Training/Reviews
 - Participating, if required, in any staff INSET days provided at the school.
 - Reviewing from time to time his/her methods of teaching and programmes of work to ensure they remain current.
 - Participating in arrangements for further training and professional development as a teacher. Seeking out opportunities for appropriate training.
- Communication
 - Communicating and consulting with the parents of pupils (formal parent consultation meetings are held twice a year).
 - Communicating and co-operating with such persons or bodies outside the school as approved by the Head.
- Meetings
 - Participating in meetings at the school as directed by the Head and Assistant Head (Academic) including staff meetings held before the start of each term. Meetings may relate to curriculum, administration, organisation or pastoral matters.

- Events
 - Attending other School events / functions as directed by the Head.
- General
 - Perform any other duties as commensurate with the post that the Head may reasonably ask the teacher to perform from time to time.
- Confidentiality
 - During the course of employment the Head of Department will have access to information of a confidential nature. Under no circumstances may this information be divulged or passed on to any unauthorised person or organisation.
- Data Protection
 - During the course of employment, staff will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulation and properly applied to pupil, staff and school business/information.
 - Ensure all necessary student records and notes are kept up to date on SIMS, including SEN and medical information, and ensuring compliance with the School's policies on data protection.



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Person Specification – Attributes and Experience

The successful candidate will ideally possess the following key attributes and experience. ‘Essential’ criteria are those which candidates will be expected to meet in full.

Personal Skills	Essential (E) / Desirable (D)
<ul style="list-style-type: none"> passion for the development and education of the whole child 	E
<ul style="list-style-type: none"> excellent team player 	E
<ul style="list-style-type: none"> capable, organised and flexible in approach 	E
<ul style="list-style-type: none"> warm, open and enthusiastic person, with good communication skills 	E
<ul style="list-style-type: none"> sense of humour and perspective 	E
<ul style="list-style-type: none"> maintains strong and positive relationships with staff and parents 	E
<ul style="list-style-type: none"> ability to relate to parents as partners within the school community 	E
<ul style="list-style-type: none"> leads by personal example 	E
<ul style="list-style-type: none"> a strong commitment to the School’s values, aims and ethos, with a desire to contribute to the strong sense of the Marlborough House close-knit community 	E

Professional Skills	Essential (E) / Desirable (D)
Teaching	
<ul style="list-style-type: none"> outstanding and inspirational musician 	E
<ul style="list-style-type: none"> inspirational and creative teacher 	E
<ul style="list-style-type: none"> ability to use a range of teaching methods to suit the individual child 	E
<ul style="list-style-type: none"> high expectations 	E
<ul style="list-style-type: none"> up to date knowledge of how children learn and achieve 	E
<ul style="list-style-type: none"> excellent classroom management skills 	E
<ul style="list-style-type: none"> understanding of Assessment for Learning and commitment to tracking pupil progress 	E
Management	
<ul style="list-style-type: none"> ability to inspire respect from colleagues, pupils and parents 	E
<ul style="list-style-type: none"> excellent organisational and administrative skills 	E
<ul style="list-style-type: none"> ability to lead and motivate teachers within the Department 	E
<ul style="list-style-type: none"> attention to detail and ability to manage conflicting demands and priorities 	E

Qualifications	Essential (E) / Desirable (D)
• a good degree	E
• QTS	E
• D1 Mini bus driver qualification	D

Experience	Essential (E) / Desirable (D)
• thorough understanding of the Key Stage 2/3 Curriculum	E
• willing to work closely with the Drama Department	E
• highly competent manager of a busy department	D
• proven experience and able to demonstrate own musical ability	D
• musical profession outside of school environment	D

Other	Essential (E) / Desirable (D)
• willing to become involved in the life of the school as a whole	E
• shares the School's commitment to providing a safe learning environment where safeguarding children's welfare comes first	E
• committed to following statutory guidance in 'Keeping Children Safe in Education'	E

