

St Mary's School, Calne

**Headmistress: Dr Felicia Kirk, BA (University of Maryland),
MA and PhD (Brown University)**



Graduate Musician in Residence 6-month post

Starting January 2018

St Mary's is a leader in the field of girls' independent boarding education. It has over 340 girls aged 11-18, including 100+ girls in the Sixth Form. Almost all of the girls go on to university, several each year to Oxbridge, to read a wide variety of subjects, and results in public examinations are consistently excellent. As well as innovative teaching, learning and scholarship, St Mary's offers outstanding pastoral care and a vibrant, warm community.

We are seeking to appoint a dynamic, highly motivated music graduate with excellent communication skills, to assist with the Extra Curricular provision within the school and, in addition, to undertake a significant number of boarding duties. The position would suit an enthusiastic, committed and forward looking graduate who would be keen to contribute to all aspects of life in a boarding school and who might, in the longer term, be considering a career in teaching.

The School: its Ethos and Aims

St Mary's believes in excellence in all respects. As a school community, we thrive amidst a culture of high expectation and the education which we seek to provide nurtures and develops the concept of high performance.

The principal aim is to develop well-rounded pupils who are equipped to excel as adults. Whilst the achievement of top quality examination results is a central tenet, since these will be a key passport for the girls in the path to their future careers in the modern world, we seek to encourage everyone to strive for excellence in a wide range of spheres.

We aim to inculcate habits for life, enabling the girls: to relish the prospect of hard work; to develop and deploy the necessary qualities of perseverance and determination; to learn how to do well; to acquire the belief and self-confidence that they are capable of high performance and success – both in the short term and in the future; to instil a sense of desire and an appreciation that the future, indeed their future, lies within the grasp of their own efforts.

Extra-curricular activities and opportunities beyond the classroom are a vital and integral part of life for girls at St Mary's. They are woven into the timetable during the day, in the evenings and at weekends. We believe that both boarders and day girls benefit from all aspects of the strong boarding ethos of the school.

The Music Department

Music has always held an important place at St Mary's and a significant number of old girls have proceeded to follow distinguished careers in music and the arts. It is in the context of the school's pursuit of academic excellence that the department works to develop individual talents, while seeking to bring the whole community together through music.

There is a consistently high level of participation in music at St Mary's. The IV form curriculum (Years 7, 8 and 9) offers a broad range of musical styles including Boogie Woogie, Spirituals, Samba, West African drumming, Songwriting, music for film, Gamelan, Minimalism, various aspects of Western Classical Music, and an introduction to the use of Music Technology, focusing mainly on practical music making. GCSE and A Level pupils follow the Edexcel Specifications: both AS and the 2-year A-level are offered. Public exam results for Summer 2017 were 100% A*-A at GCSE, and 100% A*-B at AS and A2 level.

The curriculum is balanced by strong practical music making at all levels of the school; this recognises the outcome of demand from 75% of the girls for individual instrumental and singing lessons. Music enjoys a privileged place at the heart of school life on major occasions such as the Confirmation Service, Carol Service and Founders' Day; a concert in Salisbury Cathedral held in November 2016 in memory of former Visiting Director of Music Sir David Willcocks raised almost £30,000 for music bursaries at the school. The departmental tour to Durham in April 2016 which included a concert and service of Choral Evensong in Durham Cathedral was a great success, and a tour to Krakow, Poland is planned for July 2018. The Chamber Choir regularly performs at services and concerts, including an annual collaboration with Eton College, a recent commission by Will Todd, and a CD recording to be released for Christmas 2017; they performed on a live broadcast of BBC Radio 4 LW's Daily Service in November 2017. There are numerous other vocal ensembles including the Opera Ensemble, the Junior Choir and Junior Consort.

Instrumental music is led by the Symphony Orchestra, String Sinfonia and Big Band, supported by Strictly Strings and Wind Band, vocal ensembles in each year as well as a range of chamber groups. The Music Production and Recording group provides an opportunity to make use of the extensive recording equipment in school. A vigorous programme of concerts and events both in and out of school is reinforced with strong ABRSM, Trinity Guildhall and Music Theatre practical examination entries. There are significant collaborations with the Drama department every two years, most recently in a production of 'Anything Goes' in October 2015 and 'Cabaret', in October 2017.

There are currently 19 Music and Choral Scholars in school who perform at an annual Scholars' Concert, and act as ambassadors for the department at internal and external events.

The school supports its music with excellent facilities: a purpose-built block which is well-equipped with instruments, a suite of iMacs installed with Sibelius 8 and Garageband, up-to-date teaching resources and a recording studio.

Seventeen peripatetic teachers, together with a full-time Academic Music Teacher, the Director of Vocal Studies, Head of Keyboard Studies and the Music Administrator, work alongside the Director of Music to devise a challenging and stimulating music programme.

Expectations of Members of Staff

We are looking for an enthusiastic and energetic person who will inspire his/her pupils and who can engage sympathetically with young people. The Graduate Musician in Residence will: make an active contribution to the school as a whole; stretch pupils of all abilities to achieve their potential; be innovative and dynamic in order to ensure effective delivery. Our pupils' success in acquiring new abilities, skills and understanding depends crucially upon the quality of the staff with whom they engage.

All members of staff are expected to commit to the boarding ethos of the school which includes supporting the extra-curricular life. This provides a key interface between the specific academic work of the classroom and the broader life of the boarding community.

Resident Graduate Assistant

Boarding Duties

A Graduate Assistant, who will be attached to one of the seven boarding houses, is responsible for assisting all other members of the House team in all aspects of the girls' welfare and pastoral life. He/she is expected to work as part of the House team and to share in the administrative, supervisory and pastoral duties undertaken by the team. On a flexible basis, it is expected that a Graduate Assistant will be on duty on a number of evenings during the week and also at weekends, providing assistance in the House.

All staff who are involved in residential boarding roles have one full day off during the week when there is no expectation that they will perform any duties.

Graduate Assistants are expected to contribute to the extensive programme of activities which take place at the weekends – both on a House basis and across the school. This may involve

assistance either during the day or in the evening or both. Helping to organise, supervise and accompany trips and activities is a key part of the role.

General duties may include some or all of the following:

- To assist in the organisation of extra-curricular activities in the evenings and weekends and to accompany extra-curricular trips as requested.
- Various duties associated with travel including the duty travel mobile phone and escorting coaches at exeat.
- To supervise the girls' supper one evening per week.
- To escort and help supervise girls in other Houses, as directed by the Senior Mistress
- To maintain House daily logs, diary and records of concern.
- To attend House Staff Meetings and any additional House Meetings as required.

No outline of responsibilities can encompass all that may be asked of a Graduate Assistant; at the heart of the role is an active enthusiasm to interact with young people. An ability and willingness to become involved in, and contribute to, the wider life of the school is expected.

Musician in Residence

Job Specification

- To teach 1:1 instrumental or vocal lessons
- To teach theory up to ABRSM grade 5
- To teach aural skills up to grade 8
- To prepare individuals in ABRSM and Trinity Guildhall examinations and in GCSE and A Level recordings, as well as scholarship auditions
- To support pupils preparing for GCSE and A-level music
- To assist with rehearsals vocal and/or instrumental ensembles
- To supervise individual practice

Person Specification - essential

- University graduate
- Excellent communication skills in relation to colleagues, pupils and parents
- Dedication to working with young people
- Proficient IT skills
- Ability to use initiative and work independently
- A 'team-player' with readiness to take on projects and initiatives in the life of a busy music department
- Flexibility with regards commitments on evenings and at weekends
- Willingness to participate in the wider life of a boarding school
- Desire to develop professionally on a continuing basis

Person Specification - desirable

- Ability to play the piano for accompaniment purposes

It is anticipated that resident graduate assistants may be required to provide admin support to various other areas of the school as required.

Further details and how to apply

St Mary's has its own generous salary scale with benefits, including for a nominal fee, membership of the St Mary's Sports Centre, a staff discount on fees of daughters educated at the school and meals during term time.

Accommodation will be available with this post.

Further information about the school may be viewed on the website: www.stmaryscalne.org

An application form may be downloaded from the website or can be sent on request. Please contact the following:

Mrs Karen Turner
Teacher Recruitment
St Mary's Calne
Wiltshire
SN11 0DF

Tel: 01249 857200

A fully completed application form, together with a covering letter, accompanied by the names and addresses of three referees, should be sent by email to:
teacher.recruitment@stmaryscalne.org

Email is very much our preferred method of receiving applications. If this is problematic, please contact us by telephone on the above number.

Receipt of an application will be acknowledged as soon as possible.

Closing date for applications: **midday on Wednesday 22nd November 2017**

St Mary's is committed to safeguarding and promoting the welfare of pupils. Due to the nature of the work involved, the successful applicant will be required to undertake an Enhanced DBS check.

All members of staff are expected to have proper regard for the school's safeguarding policy and procedures, including up-to-date training. Extracts from the school's policy are appended as the final page of this document.

Extract from ST MARY'S CHILD PROTECTION POLICY

St Mary's Calne fully recognises its responsibilities for Child Protection.

We are dedicated to safeguarding and promoting the welfare of our boarders and day girls, regardless of age, ability, race, culture, religion, sexuality or class. We follow the child protection procedures set out by the Wiltshire Safeguarding Children Board and have regard to statutory guidance issued by the Department for Education *Keeping Children Safe in Education, 2016*. Our policy takes full regard to *Working Together to Safeguard Children 2015 (WT)*, *What to do if you are Worried a Child is Being Abused (2015)* and the *National Minimum Boarding Standards (2015)*.

At St Mary's we have a 'Nominated Governor' to take leadership responsibility for the school's safeguarding arrangements.

What is safeguarding?

Safeguarding can be defined as promoting the health, safety and welfare of all pupils.

Safeguarding is the responsibility of all adults, especially those working or volunteering with children. The school aims to help protect the children in its care by working consistently and appropriately with all relevant agencies to reduce risk and promote the welfare of children.

Staff:

- are advised to maintain an attitude of 'it could happen here' as far as safeguarding is concerned;
- should always act in the best interest of the child.

What is child protection?

Child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm.