



Musician in Residence from September 2018

Old Swinford Hospital seeks to appoint a Musician in Residence who has a genuine interest in music education at all levels. They must be a music graduate and demonstrate the necessary skills to contribute to the work of the Music Department. The Musician in Residence shall also assist the Housemaster with boarding duties and responsibilities. The position is fixed term from 1st September 2018 and lasting no longer than to 12th July 2019.

Welcome to OSH

Old Swinford Hospital is one of the country's leading state boarding schools. Over fifty per cent of the School's students are boarders who come from a wide range of backgrounds in the UK and also the EU and overseas. OSH looks and feels like a very British school. The atmosphere is calm and orderly, and also very relaxed because for the majority of our pupils their school is also their home. Parents, pupils and staff are all on the same side and pupils want to learn. We have just had two very favourable Ofsted visits, one for boarding and one for curriculum. You can see these via our website www.oshsch.com

We enjoy a very good academic reputation and regularly feature in the lists of the most academically successful maintained schools. We're not about league tables, however. This school prides itself on a balance of academic achievement and outstanding opportunity for our pupils to develop as well rounded people. Our extensive extra-curricular programme contributes to our pupils becoming happy, healthy and interested young people, for whom sport, music, art, drama, outdoor pursuits and DofE feature strongly.

From Years 7-11 Old Swinford Hospital admits boys. Our Sixth Form is mixed.

Music at OSH

The Music Department at Old Swinford is a large and thriving one. It is housed in an independent Music School, Hanbury House, which has a well-equipped ICT suite, recital room and practice rooms.

The music curriculum involves every lower school pupil in practical musical activities, with many opportunities to use ICT. There are strong numbers of pupils both in GCSE and A level option groups, and academic standards are very high, with about 1/2 of all Music students moving on to degree level courses at Universities, Conservatoires and Colleges of Music each year. The department also has an active programme of liaison work with local primary and secondary schools.

The Director of Music oversees the work of some 15 visiting instrumental and vocal teachers, and some 40% of the students in the school have a lesson each week. There is a wide range of extracurricular groups, including Concert Band, Symphony Orchestra, Chamber Orchestra, Swing Band, Choir and a number of smaller chamber ensembles. There is a full annual programme of concerts both in the school and the local community. In July 2005 the Choir, Concert Band and Swing Band spent 8 days giving concerts in and around Venice, including St Mark's Cathedral, and further tours have taken place to Barcelona in July 2007 and 2013, Salzburg in July 2010, Berlin in July 2011 and Cologne in July 2017.

Person Specification

The post is particularly suited to someone who is an enthusiastic musician and a graduate seeking to gain valuable school based experience in a supportive department.

The successful candidate will be able to demonstrate the following skills:

- Excellent interpersonal skills to help deliver high quality music or activities;
- An ability to work with a range of age groups;
- Ability to support students in their learning;
- Good planning and organisational skills;
- Conscientious, reliable and enthusiastic;
- Ability to work independently and as part of a team;
- Experience of coaching music/activities to children;
- Flexible attitude to work, willingness to work unsociable hours including evenings and weekend work.
- An ability to think on their feet and organise and lead a range of suitable activities;
- Displays commitment to the protection and safeguarding of children and young people.

Job Specification

The Musician in Residence will assist the Director of Music in the smooth running of the Music Department. Also, the Musician in Residence shall assist the Housemaster of your appointed house with boarding duties and responsibilities.

The job description is to be flexible in order to make best use of the skills and talent of applicants. There are both opportunities to contribute to the existing good work of the department, or to explore new directions in consultation with the Director of Music. The Musician in Residence will be expected to:

- contribute to the development of music within the school using their own particular talents e.g. as an instrumentalist, singer, composer, arranger;
- demonstrate a genuine interest in Music Education at all levels;
- supervise and encourage practice and other work in the Music School in the evenings, and ensure security of the building at the end of the evening (3 evenings per week);
- to act as classroom instructor as and when required by the Director of Music, or a member of the SLT;
- to act as classroom assistant in Key Stage 3 and 4 lessons as instructed by the Director of Music, or member of the SLT;
- assist with teaching in classes at the direction of the Director of Music;
- help to run the extracurricular programme of musical activities, e.g. by organising music, or contributing to rehearsals as a performer or conductor;
- help with the administration and planning for concerts and exams;
- take part in concerts and liaison activities with other schools;
- help with general administrative tasks within the music department as instructed by the Director of Music and/or the Music Administrator;
- offer help, support and encouragement to students considering higher education courses and careers in music;
- be flexible and willing to contribute to musical activities both in the evening and at weekends;
- to accompany with the weekend activity programme when required;
- to accompany pupils on medical appointments when required;
- assist with Matron duties when requested;
- any other tasks that may from time-to-time be reasonably required.

In addition, the Musician in Residence is responsible to the Housemaster of the appointed house and is expected to provide supervision as a Residential Boarding Tutor. As a Musician in Residence you are expected to live in your accommodation when the school is in session. Any individual nights when the Musician in Residence needs to be away from the accommodation must be agreed in advance with the Housemaster. The accommodation will be single and no partners will be allowed to live or stay in the accommodation.

The Residential Boarding Tutor shall assist the designated Housemaster in the routine operation of the boarding house and be responsible for the good order and discipline of the house at all times when on duty. S/he shall take an interest in the welfare and progress of all the boys in the house and support the house as appropriate in house activities, house competitions and the like. S/he shall take responsibility as a pastoral tutor for boys in the house. The Residential Boarding Tutor shall undertake all duties in accordance with the National Minimum Standards for Boarding Schools.

The Musician in Residence shall:

- Attend House Assemblies;
- Undertake weekday House duties at least one day per week as part of a weekly rota. This shall include but not be limited to:
 - Taking House registration in the morning and afternoon as required by the Housemaster;
 - Being on duty in the house in time for the formal start of Prep until the end of duty at 11.00 pm unless otherwise agreed with the relevant Housemaster;
 - Supervising Breakfast, Tea and Supper in the Dining Hall on the House Duty Week as part of the Duty Rota.
- Undertake weekend house duties on at least as part of a termly rota. This shall include but not be limited to:
 - Being on duty in the house from during the allocated sessions as agreed with the Housemaster;
 - The Sunday duties being occasionally double shifted (8.30am to 6.30pm)
 - Attending Sunday Services if on duty in the house;
 - Help cover Outweekend Duties when the House is on Duty;
 - The supervision of the dining hall for meal times is the responsibility of the Duty House Housemaster and his tutor team during the weekend with the support of the Senior Duty Team.
- To contribute to the House Audit Plan which includes performance management reviews of all staff working in their respective Houses;
- Take an interest in the welfare and progress of all the boys in the house and support the house as appropriate in supporting house activities and house competitions;
- Provide duty cover in the house when requested in the absence of the Housemaster and/or Matron;
- Assist with Boarding House Open Evenings or other similar events;
- Lead or supervise at least one extra-curricular activity under the direction of the SLT;

Appendix A

The Weekends are split up in to 6 Sessions:

| | | | |
|---------------------------------|---------------|----------------|-----------------|
| Saturday | 8-00am-1-00pm | 1-00pm -6-00pm | 6-00pm -11-00pm |
| Sunday | 8-00am-1-00pm | 1-00pm -6-00pm | 6-00pm -11-00pm |
| Out Weekend will be 6 sessions: | | | |
| Saturday | 8-00am-1-00pm | 1-00pm -6-00pm | 6-00pm -11-00pm |
| Sunday | 8-00am-1-00pm | 1-00pm -6-00pm | 6-00pm -11-00pm |

Out Weekends

- The Main Duty House will have the same slots at the weekend.
- The Tutor Team and Matron will split up the Out Weekend accordingly so each has a responsibility of cover at some stage.
- This will only be for one weekend in the year.
- The 'back up' Duty House will have Housemaster and Resident Tutor cover their house between 9-00pm and 9-00am the next day on the Friday and Saturday respectively.

Remuneration

The salary for this post is £8,696 paid in eleven monthly equal instalments. Accommodation is provided free of rent and all charges. The Musician in Residence will be entitled to eat all meals in the School Dining Room during term time. The successful candidate will be employed from 1st September 2018 to 12th July 2019.

Applications

An application form can be obtained from the School's website at <http://www.oshsch.com/vacancies/>

Completed applications can either be returned by post or by e-mail as detailed below and must be received no later than 10am on Tuesday 13th March 2018.

We reserve the right to close the vacancy before the advertised date if a large number of applications have been received.

Applications by post should be sent to the following address:-

Alison Davey,
HR Manager
Old Swinford Hospital,
Heath Lane,
Stourbridge,
West Midlands, DY8 1QX.

Applications sent by e-mail should be sent to adavey@oshsch.com

Applications must contain the following:

- A letter of application of not more than five hundred words;
- A fully completed Application Summary, including full career history;
- A brief Curriculum Vitae;
- The names and contact details of three referees, all of whom should have known the applicant in a professional capacity.

Late or incomplete applications will not be considered.

Interviews

Shortlisted candidates will be interviewed by a panel of senior staff. Interview date to be confirmed once shortlisting has been completed.

Unless applicants indicate that they would prefer otherwise, the school may approach referees prior to selecting candidates for interview.

Old Swinford Hospital reserves the right to check the accuracy of statements made as part of an application process. Those submitting an application are deemed to have given consent to such checks being made.

Equal Opportunities

Old Swinford Hospital welcomes applications for employment from all sectors of the community.

Suitability to Work with Children

Old Swinford Hospital is committed to safeguarding and promoting the welfare of children and applicants are required to undertake an enhanced Disclosure & Barring Service check.