



SEDBERGH
SCHOOL

FOUNDED 1525

Candidate Information Brochure

ASSISTANT DIRECTOR OF MUSIC

1ST SEPTEMBER 2018

FULL-TIME/PERMANENT



The School

Sedbergh School, founded in 1525 by Roger Lupton, Provost of Eton, is an Independent Co-educational Boarding School (13-18 years). The Headmaster is a member of the Headmasters' and Headmistresses' Conference. Set in the spectacular Yorkshire Dales National Park, it also benefits from fast motorway and rail access to the rest of the UK.

The School is a vibrant, demanding and supportive community which encourages pupils and staff to be involved in as broad a range of activities and interests as possible. Art, Drama and Music are especially strong, and the School has a national reputation for Sport. Sedbergh has its own Prep School located approximately five miles away at Casterton.

The position is available for September 2018.



Music at Sedbergh

Music has a central role at Sedbergh. Congregational singing is exceptionally strong and more than half of the School are involved in the co-curricular output. Take-up of the subject at GCSE and A Level is well above the national average. There is an outstanding team of Visiting Music Teachers, including three ABRSM Examiners, who are outstanding practitioners and very committed to the Department.

£1.5m has been invested in music facilities in recent years, including a new concert space. Pupils win places in national ensembles, while some advance to read Music at University and at Music College. The School has strong links with other musical organisations including the National Children's Orchestra and the National Youth Wind Orchestra - both of whom hold regular courses at Sedbergh.

Music was identified as Outstanding and one of the major strengths of the School in its most recent ISI Inspection Report. The successful candidate will have the opportunity to help build on this success.

The Music Department

The Department is based in its own campus across two buildings – Guldrey Lodge and the Thornely Studio. It also has its own rehearsal space and teaching rooms on the main School campus.

Music is taught as a classroom subject across all Year groups, becoming optional at Year 10. The AQA Exam Board is currently used for GCSE and A Level teaching respectively. Teaching is shared between the three full time staff.

The Department is well provided with computers, all of which are currently equipped with Sibelius notation software.

The Music Department has a fully equipped Recording Studio, which runs Pro-Tools software and is linked up to recording rooms in Guldrey Lodge as well as the Thornely Studio.

The Music Department runs over fifteen ensembles on a weekly basis; there is scope for the Assistant Director of Music to be involved in any ensemble in accordance with their strengths.

The Department organises 50+ Concerts each year, from large-scale Orchestral Concerts and Headmaster's Invitation Concerts, to informal 'Play & Listen' concerts for inexperienced musicians.

Responsibilities of the Role

The Assistant Director of Music will support the Director of Music and Head of Choral Music in the running of the Music Department. It will be clear that the successful candidate will be a skilled musician, resourceful, highly motivated and hard-working. They will be expected to contribute to the extensive extra-curricular programme of Music, including leading ensembles and assisting Boarding Houses in preparation for their own musical events.

The post holder will also be an excellent Teacher of Music, sharing KS3, GCSE and A Level classes with the Director of Music and Head of Choral Music. S/he will be familiar with Sibelius 7 for teaching purposes and, where appropriate, for producing performing material.

The successful candidate will help pupils with individual practice, mentoring and coaching them to learn to practice more effectively. They will also take the initiative in creating opportunities for pupils to make music collaboratively, whilst challenging and extending musicians to aspire to levels of musicianship which they might consider beyond them. The Assistant Director of Music will be a proficient Pianist.

Although administration is shared amongst the full-time Music Staff, the successful candidate will take particular responsibility for overseeing the weekly Music Lesson timetable and liaising with the Visiting Music Teachers. S/he will be closely supported by the Music Administrator.



Person Specification

ESSENTIAL QUALIFICATIONS:

- Educated to Degree level or equivalent
- A range of teaching experience
- Personal performance skills and experience to a high standard

ESSENTIAL CHARACTERISTICS:

- Strong empathic and interpersonal skills coupled with a genuine interest in young people
- Excellent administrative and organisational abilities
- A willingness to share your expertise with colleagues
- Resilience to the demands of a busy Boarding School

DESIRABLE CHARACTERISTICS:

- Familiarity with Boarding education
- Interest in a range of activities beyond Music

Beyond the Music Department

The successful candidate would be expected to contribute to the pastoral life of the School, as a Resident or Non-Resident Tutor in one of the nine Boarding Houses.

There is also a strong expectation that the successful candidate will participate fully in the School's extensive extracurricular activity programme. Whilst involvement in extra-curricular musical activities is the most likely contribution, we would be delighted to consider applicants with interests in other spheres including Sport and Outdoor Pursuits.

In May 2017, the School was graded 'Excellent' in every category of provision by an ISI Inspection; pupils' personal awareness and the provision of extra-curricular opportunities were identified as a particular strength.

Salary & Accommodation

Sedbergh has its own salary scale. The salary of the successful candidate will reflect age and experience. School accommodation may be available.

Application and Appointment Process

All applicants must submit an application form giving the names of three referees. A supporting letter and CV will be welcome. Applications may be sent electronically or in hard copy to:

HR Department, Sedbergh School, Sedbergh, Cumbria, LA10 5RY

Or by email to: hradmin@sedberghschool.org

Applications will be acknowledged by email.

The closing date for applications is 5.00pm on Tuesday 6 March 2018.

Interviews will take place on Thursday 15 March; candidates will be required to arrive on the evening of Wednesday 14 March.

Shortlisted applicants will be invited to interview, initially by telephone and subsequently by email. Letters will not be sent.

The interview process will include:

- Supper in a Boarding House and overnight stay with a Housemaster/Housemistress
- Assembly
- A tour of the school with pupils
- Lunch in a Boarding House
- Teaching, observed by a member of staff (details to be provided with interview information)
- Time in the Department (details to be provided with interview information)
- Interviews with the Headmaster and other Senior staff
- A compliance meeting with the HR Manager

The successful candidate will be contacted by telephone in the first instance and the appointment will subsequently be confirmed in writing. Unsuccessful candidates will be notified by telephone and by email.



Roles and Responsibility of all teaching staff at Sedbergh School

Sedbergh School is a boarding School which welcomes Day pupils. The nature of a Sedbergh education is that it is broad and encompasses the full range of human development; Academic, Physical, Aesthetic and Social.

It is a requirement that all teaching staff are directly involved in all areas of School life for four reasons:

1. Teaching staff are role models for the pupils. Pupils have to embrace a broad education and staff must model this behaviour;
2. Pupils live in School and are engaged with School life at all times, they respect staff who demonstrate a similar level of commitment to their own;
3. The School places a high value on teamwork. A shared commitment within the Common Room is essential to the working of the School;
4. The School is operational at all times during Term and staff must be flexible in order to respond to changes of circumstances including boarding arrangements.

The boarding nature of the School means that certain working practices take place which are not found in every School. These affect all teaching staff. Amongst these (but not excluding others) are the following:

1. Teaching on a Saturday morning throughout the year, followed by activities in the afternoon, social duties in the evening and on occasions, until late at night;
2. Teaching lessons or activities until 6pm on weekdays;
3. Administrative meetings which take place in the evening, often starting at 7.30pm after teaching has finished;
4. Provision of Clubs and Societies which may start at 9.00pm after Prep;
5. Activities on Sundays associated with House activities.

This level of commitment is common to major boarding Schools and the staff who work in them do so because they are attracted to the opportunities that such a high degree of vocational commitment conveys. The Common Room is a close community and social involvement within it is a further collegiate expectation and opportunity.

The Job Description that follows is common to all Teaching Staff.

Additional responsibilities do not diminish the commitment expressed in the following Description. Part-time roles or job-sharing may be considered where it meets the needs of the School on an individual basis at the time of application.





Teacher

CONTRIBUTE TO THE COLLEGIATE LIFE OF THE SCHOOL

Responsible for: Maintaining the School Ethos and Reputation of the School

Responsible to: Second Master

1. Maintain high standards of personal and professional conduct at all times and thereby act as a role model for pupils.
2. Uphold the School ethos and rules, taking due regard for professional standards and advice from senior staff.
3. Take responsibility for the behaviour of pupils.
4. Help colleagues who may experience difficulties in their role.
5. Take part in duties as may be reasonably directed by the School's management.
6. Contribute to the spiritual life of the School by attending Chapel and Assembly.
7. Attend staff meetings unless apologies are given and accepted.
8. Complete administrative tasks according to deadlines and with due regard for colleagues.
9. Communicate clearly and promptly with parents if requested to do so.
10. Be informed about, and adhere to Safeguarding regulations and policy.
11. Foster your own professional development by participating in appraisal.

TEACHING

Responsible for: Teaching Subject(s)

Responsible to: Head of Department

1. Be knowledgeable about the subject and its recent development.
2. Be knowledgeable about syllabus content and examination requirements.
3. Foster a spirit of enquiry, a love of knowledge and a delight in the pursuit of excellence.
4. Teach students how to 'think' rather than simply 'know'.
5. Teach in an effective manner taking account of the subject, examinations and pupils' needs.
6. Maintain an effective working atmosphere in class and a stimulating environment in the classroom.
7. Teach the strategies needed to pass exams.
8. Plan lessons to achieve these aims.
9. Set Prep and holiday work in an appropriate manner.
10. Mark accurately and constructively, keep records.
11. Ensure that pupils' efforts are properly rewarded.

CONTRIBUTE TO THE WORK OF THE DEPARTMENT

1. Contribute to departmental development and organisation as agreed with the HoD.
2. Share resources ideas and disseminate examples of good practice.
3. Act as an advocate of the Department and advise pupils about option choices at the appropriate times.
4. Provide written reports to contribute to School references.
5. Harbour School and departmental resources so they are used efficiently and stored securely.
6. Contribute to the setting, management, marking and administration of internal and external exams.
7. Contribute to external visits, field-courses etc. that are relevant to the subject.

ACADEMIC TUTORING

Responsible for: Tutoring pupils

Responsible to: Housemaster / Housemistress

1. Review pupils' academic effort and attainment every week and devise responses as may be required.
2. Co-ordinate additional work if required.

3. Support tutees' wider development by attending plays, concerts, matches, etc in which they appear.
4. Ensure tutees are informed about option choices, education and UCAS opportunities, drawing on colleagues for support and guidance as may be required.

BOARDING DUTIES

Responsible for: Welfare of Pupils in a Boarding House

Responsible to: Housemaster / Housemistress

1. Be informed about the House and pupils within it, including health, social and family matters.
2. Be familiar with the organisation and routines of the House.
3. Participate in House events and activities that may include (but not exclusively), music, drama, sports, outings.
4. Maintain a high level of involvement and visibility within the House through dining-in and presence at social events.
5. Take responsibility for the House as directed by the Housemaster/ Housemistress. This is likely to be at least one day per week and on occasional weekends.
6. Apply any School sanctions consistently and with due regard for natural justice.
7. Be informed about School and National policies with regard to Boarding Standards and adhere to those policies.

SPORT AND EXTRA-CURRICULAR ACTIVITIES

Responsible for: Coaching and teaching pupils

Responsible to: Director of Sport / Head of Girls Games / Senior Master/Mistress (Extra-Curricular)

1. Take responsibility for the coaching, teaching or development of:
 - a) Sports squads or Teams
 - b) Outdoor Pursuits groups
 - c) Voluntary Service activities
 - d) Musical productions
 - e) Drama productions
2. Organise and support Academic Societies and Clubs.
3. Organise and support extra-curricular visits and events.
4. Undertake all activities according to School and National Governing Body policies and guidelines.





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Sedbergh School is committed to safeguarding & protecting the welfare of children.
Applicants must be willing to undergo child protection screening appropriate to the post,
including checks with past employers and the Disclosure and Barring Service.

Registered Charity No 1080672