



JOB DESCRIPTION
DIRECTOR OF MUSIC
FOR SEPTEMBER 2019
(or possibly sooner)

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and a criminal record check with the Disclosure and Barring Service (DBS).

INTRODUCTION

Music plays a central role in the life of St Mary's and a fantastic opportunity has arisen at St Mary's Shaftesbury for the appointment of a **passionate and inspirational** Director of Music from September 2019 (or possibly sooner).

This position is to run a very well-resourced and highly successful department which showcases a vast array of talents across the School together with nurturing and developing new talent. The candidate must be dynamic and highly enthusiastic and have the ability to convey their passion for Music to the whole school community.

Having the ability to work both with instruments and voices, the successful candidate will wish to promote the music department not just within the School, but also in the wider community by hosting a number of events and opportunities for pupils to display all they have been learning.

ABOUT ST MARY'S

St Mary's Shaftesbury is a Roman Catholic independent girls' school which sits in a stunning 55-acre site in beautiful country on the Wiltshire/Dorset border. There are over 200 pupils aged 9 to 18. Half of the girls are full boarders and half are day pupils, with a good balance of local and international pupils. Based on its 2017 A level results, St Mary's was placed in the top 35 girls boarding schools in the UK. We pride ourselves on our exceptionally high standards and strive for excellence throughout the school, a practice which was recently rewarded with the achievement of 'Outstanding in all Areas' in a school inspection which took place in November 2016.

St Mary's is non-selective which brings a fantastic balance of diversity to the school. Being a smaller school, we pride ourselves on our unique family atmosphere and strong nurturing ethos. St Mary's makes a commitment to each child on joining the school to ensure they reach their full potential. We

focus on the individual progress of all our pupils ensuring they perform to the very best of their ability. By valuing the academic progress of our pupils equally, a culture of enthusiasm for all learning is engendered.

We demand academic rigour, but alongside this we also help our girls to focus on individual growth, and self-discovery. Their spiritual development is supported through a strong moral code which they will take forward into their adult lives.

Originally a convent school under the direction of the Congregation of Jesus (formerly the Institute of the Blessed Virgin Mary), the school is now independent and is owned and managed by a Charitable Trust. Lay staff have replaced religious staff and the Trust has purchased the freehold of the property. The ethos of the school, upon which Governors place great importance, remains in the tradition of the CJ, founded by Mary Ward. The aim is to educate Catholic girls, and those of other faiths, in an environment which nurtures Christian values and prepares them for any walk of life.

St Mary's School was founded in 1945 and is situated near Shaftesbury on the Wiltshire/Dorset border on a small country estate. In recent years developments have included a purpose-built music school, an indoor swimming pool, new staff housing and an extended Lower and Upper VI House. Later additions include a new academic facility, housing English, Geography, History and Learning Support with a large Conference Room, which opened in 2013 – and a new purpose-built Art complex which opened in September 2014. The Governors continue to support a clear vision of development for the future.

St Mary's enjoys a reputation for all round excellence, pastoral care and traditional values. Almost all of the Sixth Form continue to higher education.

WORKING AT ST MARY'S

At St Mary's our staff work in an environment which is dedicated in its holistic approach to the development of our pupils to achieve beyond all expectations.

It is our responsibility to know every single one of our students, in the classroom, on the sports pitch and through broad co-curricular opportunities, and know how we can help them be the best that they can be.

We are extremely proud to live by this ethos at St Mary's and believe that all our pupils should be ***individually known and individually nurtured.***

Our Mission Statement is:

St Mary's is a Roman Catholic Girls' School, Boarding and Day, founded on the principles of Mary Ward. Her vision and our mission is to educate each individual to the highest standards through fostering traditional values in the spirit of the Gospel. We are concerned with all that a girl is and could become.

The Department

The department is housed in a modern music school which has a dedicated classroom, a large number of practice rooms and a large performance space. A large proportion of the pupils have individual music lessons and we have a team of 15 exceptionally talented visiting music teachers to help support the role of music at the heart of the school community. The department organises regular formal and informal musical events to help provide a extensive range of opportunities for the girls to perform to audiences both large and small. In addition to this, the music department helps to support school productions and house events. Links with prep and primary schools are of particular importance to us and the music department plays a vital role in outreach work which helps to reinforce our reputation as a school where music is highly valued and opportunities for pupils of all abilities to participate, develop and reach their potential are wide ranging.

Recent Music Examination Results

GCSE	% A*-A (9-8)	%A* - C (9-4)
2018	0	80
2017	100	100
2016	100	100

A Level	% A*-A	%A* - C
2018	0	100
2017	-	-
2016	100	100

THE ROLE

Responsible to: Deputy Head (Academic) and the Headmistress

Responsible for:

Leading the Music department with dynamic vision by promoting and developing its reputation and assuming overall responsibility for the teaching, development and administration of music at St Mary's.

Overall responsibility for the professional leadership and management of the department in order to ensure high standards of teaching and learning are delivered, resources are used efficiently and effectively and the curriculum is managed and developed in accordance with School policy.

Core Role:

- To lead, innovate and drive forward the vision of the department, in order to expand on its current success
- Prepare, manage and review the annual department budget and risk assessments
- Attend Head of Department meetings
- Monitor, observe and provide regular feedback for members of the department and encourage the sharing of good practice to support progress within the department
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils.
- To monitor and support the overall progress and development of pupils as a teacher and tutor.
- To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential.
- To contribute to raising standards of pupil attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
- To direct and accompany the school's Chapel Choir for weekly Masses.

Leadership and management of others

- Lead and manage the department, recruiting, inducting, developing, deploying and motivating members of the department to ensure that they have clear expectations of their roles. Establish positive relationships with pupils and staff and ensure that high performance standards are achieved and maintained.

- Manage day to day requirements such as public, practical and theory examination entry, peripatetic music lessons and departmental timetables, delegating as appropriate, to ensure the efficiency of the department.
- Prepare and submit salary details for staff and recharges for pupils to the Bursary.
- Chair departmental meetings to ensure that they are used effectively to review performance and that actions are recorded and implemented.
- Lead the department's Departmental Development Plan in line with the School vision and objectives as outlined in the School Development Plan.

Strategic direction and development

- Contribute to whole School policy-making and strategic planning as required by the Head.
- Prepare, monitor and update annual departmental plans, a self-evaluation and the Departmental Handbook in consultation with colleagues.
- Take the lead in ensuring that School policies and strategies are embedded in schemes of work and departmental plans.
- Encourage girls of all musical abilities to make contributions to School music.

Teaching:

- To undertake a designated programme of teaching across all year groups.
- Teach consistently high quality lessons.
- Be a role model for pupils, inspiring them to be actively interested in your subject.
- To maintain appropriate records and to provide relevant accurate and up-to-date information as required.
- Prioritise and manage time effectively, ensuring continued professional development in line with the role.
- To follow the school policies and procedures.
- To maintain discipline in accordance with the school procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and study.
- Updating professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology, in general, and in the curriculum area of your subject in particular.
- Promote your subject learning through out-of-hours activities.

Assessment, Feedback and Tracking:

- To monitor and evaluate the assessment and feedback to pupils in line with whole school and department policies.
- To follow department monitoring and tracking systems relating to pupils attainment, progress and achievement, then use this to keep teachers and learning support staff informed.
- Mark, grade and give written/verbal feedback as appropriate.
- Undertake assessment of pupils as requested by external examination bodies, curriculum areas and school procedures.
- Assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.
- Complete the relevant documentation to assist in the tracking of pupils.

Staff Development:

- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the PRD (Professional Review & Development) process.
- Participate in whole school CPD programmes. The school subscribes to Blue Sky and Optimus encourages active exploitation of these resources.

Responsibility of Tutor Role for Pupil Support and Progress:

- To be a Tutor to an assigned group of pupils as required.
- To promote the general progress and well-being of individual pupils and the Tutor Group as a whole.
- To liaise with the relevant Housemistresses to ensure the implementation of the Pupil Support system.
- To register pupils, accompany them to school and Chapel assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To evaluate and monitor the progress of pupils and keep up-to-date pupil records as may be required.
- To contribute to the preparation of Welfare Plans, Action Plans and other reports as required.
- To alert the appropriate staff to problems experienced by pupils.

- To communicate as appropriate, with the parents of pupils and with persons or bodies outside the school concerned with the welfare of individual pupils, after consultation with the appropriate staff.
- Meet with pupils over whom there are concerns and contact parents/guardians where necessary in conjunction with Head of Department.

Safeguarding:

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the school.
- Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young persons.

Communications, Marketing and Liaison:

- To communicate effectively with the parents/guardians of pupils as appropriate.
- Where appropriate, to communicate and cooperate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.
- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, events with feeder primary or prep schools, etc.

Personal Responsibilities:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- To support the school in meeting its legal requirements for worship.
- To actively promote school policies and procedures.
- To be responsible for own continued professional development.
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate.
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.
- To undertake duties as required by the Headmistress.
- To attend meetings scheduled in the school calendar punctually.
- To follow the 'Absent from Work Policy' which includes the requirements of setting cover work during any leave of absence.
- To adhere to the School's Safeguarding Policy.

PERSONAL SPECIFICATION

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and a criminal record check with the Disclosure and Barring Service (DBS).			
	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> Honours degree in music or equivalent Fully accredited Qualified Teacher Status If qualified post September 1999, successful completion of the Induction Year ABRSM/Trinity Guildhall (at least grade VIII in instrument specialism) Advanced keyboard skills 	<ul style="list-style-type: none"> Evidence of recent significant further professional development (CPD). Training on the welfare of young people Music qualifications – Diploma in instrumental or singing teaching 	<p>Production of the applicant's certificates.</p> <p>Performance assessment and qualifications</p>
Experience:	<ul style="list-style-type: none"> Experience of teaching music as an academic subject throughout the age range including GCSE and A Level Successful teaching for individual practical and theory music examinations Up to date knowledge and understanding of the subject Experience of leading and supporting innovation, creativity and change in the musical life of the department and school Experience of developing a successful extra-curricular programme Experience of developing high-calibre concerts Experience of safeguarding and complex pastoral needs of pupils Experience of working as part of a school team 	<ul style="list-style-type: none"> Evidence and experience of successful leadership in the field of music Experience of working with and leading a team of peripatetic musicians Experience of working in a girls' school Experience of working in a boarding school Support of innovation, creativity and change in the musical life of the department and school Involvement in a successful extra-curricular programme Involvement in staging high-calibre concerts 	<ul style="list-style-type: none"> Contents of the Application Form. Interview. Professional references

Skills	<ul style="list-style-type: none"> • Strong inter-personal relationships • Excellent communication skills • High level musical performance • The ability to use a range of classroom management and inspirational teaching strategies • The ability to challenge and support all pupils to 'do their best' • Excellent communication skills • Basic understanding and competence in ICT 	<ul style="list-style-type: none"> • Can demonstrate strategic thinking and planning that builds, communicates and carries forward a shared vision • The ability to be flexible in adapting to different methods of lesson planning, work presentation, classroom organisation and codes of behaviour management • Experience in use of Music Technology 	<ul style="list-style-type: none"> • Contents of the Application Form. • Interview • Professional references
Knowledge	<ul style="list-style-type: none"> • A thorough and up to date knowledge of his/her subject specialism. • A knowledge of child protection guidelines and procedures. • Familiarity with curriculum developments in the subject area. 	<ul style="list-style-type: none"> • Knowledge and understanding of Positive Behaviour Management. • Knowledge of current educational strategies; e.g. Assessment for Learning. 	<ul style="list-style-type: none"> • Contents of the Application Form. • Interview • Professional references .
Personal competencies and qualities	<ul style="list-style-type: none"> • Be able to communicate the teaching of the Roman Catholic faith and the mission and ethos of a Catholic school. • An excellent communicator with pupils, parents and colleagues from a range of different environments. • Possess excellent organisational skills and be reliable in fulfilling commitments. • A passion for music • A positive attitude. • Possess professional confidence and be able to work independently. • Excellent presentation skills both oral and written. • Excellent organisation and planning skills. • Ability to work under pressure. • Good team working, time management and problem solving skills. 	<ul style="list-style-type: none"> • An ability to accept responsibility for planning and sustaining his/her own professional development. • Willingness to contribute to whole school initiatives and to support school improvement programmes and the school ethos. • Be of the Roman Catholic faith or a practising Christian. 	<ul style="list-style-type: none"> • Contents of the Application Form. • Interview • Professional references

ADDITIONAL INFORMATION

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment and include the following:-

To contribute to the pastoral life of the school by being, as required, a Tutor and by belonging to one of the four Houses (Hewarth, York, Harewell, Newby.) The latter includes being on duty in school for one whole day one weekend, or two half days two weekends each term.

To attend Parent/Staff meetings, Parents' Day, staff meetings, INSET days and other school occasions as required.

To participate in rosters for duties such as lunchtime and break supervision and cover for absences, also to supervise a weekly study period from 5.00 - 6.15 pm .

Any other duties that may reasonably be required by the Headmistress.

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.

This job description is not necessarily a comprehensive definition of the post and will be reviewed periodically.

Duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headmistress.

WORKING HOURS

This is a full-time position during term-time only. The standard school day is 0820 – 1645, however we do expect our staff to have a flexible approach to working hours. We have a variety of events that take place outside of the normal timetable as well as evening and weekend events that you would be expected to attend when necessary.

SALARY

An excellent package is available depending on experience.

BENEFITS

- Annual leave
- Pension
- Sports Centre Membership
- Meals provided during work hours

APPLICATION PROCESS

An application is available to download from: www.stmaryseu.com

Applications should either be submitted through our career website (address above) or sent to Micaila Vivier, HR Manager, St Mary's School, Shaftesbury, Dorset, SP7 9LP

Closing Date: Noon on Monday, 26th November 2018

Interviews: Week commencing 3rd December 2018

Early applications will be welcome – the interview process may be staged and some interviews held in advance of the closing date if there is a large number of applicants for the role.