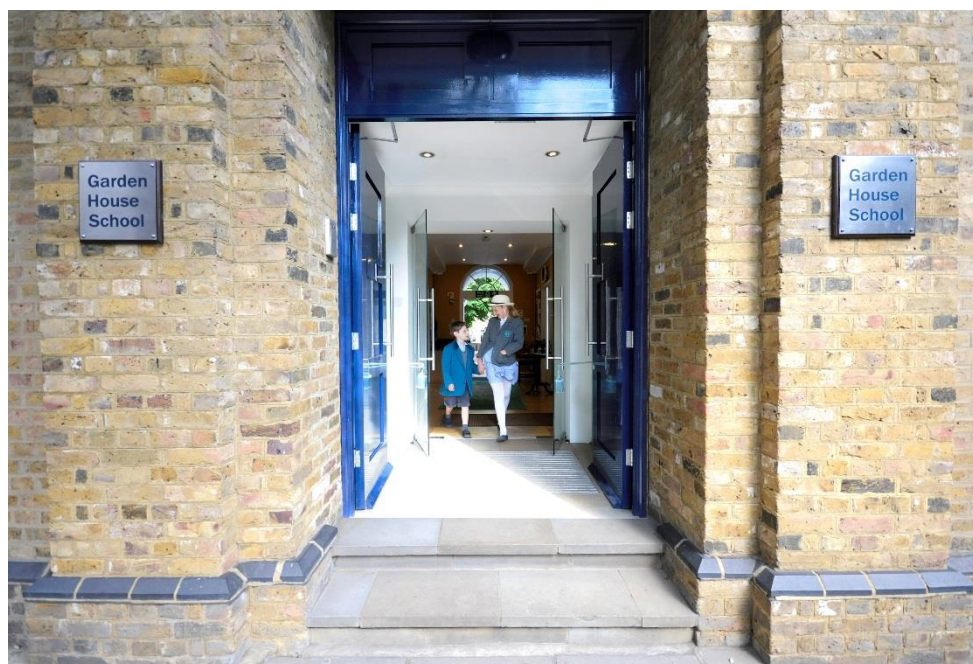




# **Garden House School**



## **Application Pack for the post of Director of Music**

Garden House School is a leading London day school offering Kindergarten, Pre-Prep and Prep schooling for girls and boys from three to eleven years of age.

## Contents

3	Welcome to Garden House School
4	History of the School
5	Aims and Ethos
6	Job Description
7	Person Specification
8	How to apply
9	Invitation to interview



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**Website** [www.gardenhouseschool.co.uk](http://www.gardenhouseschool.co.uk)

At Garden House School we are committed to Safer Recruitment and therefore this appointment will depend on the successful completion of a Disclosure and Barring Service check.

## Welcome to Garden House School

Thank you for your interest in the post of full time Director of Music at Garden House School. We are looking for an enthusiastic and dedicated candidate to join as Director of Music and to lead our Music Department.

Music is everywhere at Garden House. It is at our heart and we encourage our children to develop a lifelong love of music. The school has five choirs and a number of ensembles. Almost 90% of the children in Year 2 and above learn a musical instrument. There are numerous performance opportunities for the children ranging from small lunchtime concerts, choir and ensemble concerts, summer term musicals (usually at the Royal Court Theatre), through to a whole school concert at the Cadogan Hall.

The successful candidate will be responsible for the direction and development of music in all parts of the school including EYFS. You should be confident in your ability and have the vision, drive and creativity to take the department forward; fostering a love of music, an enjoyment of performance, and raising students' standards of achievement to the highest levels, through good teamwork, excellent management and inspirational leadership.

The Director of Music will liaise directly with the Head of the Girls' and Boys' Schools as well as the Head of Early Years. You would also work closely with the Head of Drama in particular (co-producing/directing many school performances) and other heads of department to deliver outstanding learning experiences to the children.

This is a great opportunity for an ambitious, experienced teacher with a real passion for music. A person who is inspiring and innovative and who is committed to helping us achieve the very best for all our pupils with energy and style. Garden House School has a generous pay scale and the salary will be set to attract the highest calibre of applicants to reflect the importance of this post in the school.

Annie Lee  
Headmistress, Girls' School

Christian Warland  
Headmaster' Boys' School

Julia Adlard  
Head of Early Years



## Garden House School

Garden House School is a leading London day school offering Kindergarten, Pre-Prep and Prep schooling for girls and boys from three to eleven years of age. We teach our boys separately from our girls, except in Kindergarten. We believe strongly girls and boys learn most effectively apart but have much to offer one another in the broader School environment. This is a structure rarely seen elsewhere in the British education system.

The Boys' School and the Girls' School are housed together in Turks Row, a purpose-designed and almost perfect space in central London. Chelsea is an exceptional area in which to run a school. The Royal Borough's unique association with Art and Literature filters through the Curriculum; we are inspired by Chelsea's history, architecture, style and energy. The School enjoys its green spaces and proximity to the River Thames.

Garden House is fortunate to have a garden, delightfully situated in the historic grounds of the Royal Hospital. Sport is played in the South Grounds of the Royal Hospital, in Burton Court and across the river in Battersea Park. School plays are staged at The Royal Court Theatre, a leading national theatre in Sloane Square. All this is on our doorstep.

*"At garden house we believe there are few places more magical than a classroom, where children's minds are opened to new worlds, fresh possibilities and even more tantalising riddles."*

## History of the school

Garden House School was founded in 1950 by Margery de Brissac Bernard (1896-1994). Miss de Brissac educated the children and grand-children of diplomats and Prime Ministers including Winston Churchill and Alec Douglas-Home. Although she had no formal training as a teacher, she had great experience of life. Miss de Brissac worked at the Admiralty during World War One and trained as a nurse with the Red Cross. Following the end of the Second World War, she taught ballet in London. As a result of her success as a ballet teacher, Miss de Brissac was persuaded to consider establishing her own School. As a ballerina, her style, personal discipline and moral stance appealed to teachers and parents alike. In many ways, little has changed at the heart of Garden House from the essential values established in those early years. Goodness, kindness, forgiveness and a happy, purposeful energy remain at the core of the School and the Garden House child. Miss de Brissac was a living memorial to dance, music, singing, learning and loving and these remain the pivotal values around which Garden House School thrives and develops.

In 1973 at the age of 77, Miss de Brissac handed over the ownership of Garden House School to Mrs Jillian Oddy, a parent and teaching assistant at the School and now the Principal.

Garden House has grown gradually since 1973. Then it was primarily a pre-prep school for boys and girls with just a smattering of older girls. The School developed, accepting girls to 11 years of age. In 1989, the Boys' School was established and since 2009, boys may continue their education at Garden House up to the age of 11. Garden House boys and girls are educated separately, except in Kindergarten. They are together for meals and for After School Clubs. In the 1990s, Garden House New York opened. Close links exist between the London and New York Schools.

In 2004, the School moved into a single, purpose-designed building to the south side of the Duke of York's development. For the first time, the girls and boys were in the same location, while continuing to be taught separately.

The School remains family-run and privately-owned. It is considered among the most prestigious pre-prep and prep schools in central London.

While respectful of our history, Garden House is very much grounded in the present yet always looking towards the future for our children. Garden House prides itself on the long-term commitment of its core staff, and the fact alumni return as parents themselves or as teachers. The School has an aesthetic which celebrates the appreciation of beauty in all its forms, with kindness as key.

We strive to ensure that individual minds are broadened and perspectives widened. We encourage learning, independence of thought and the cultivation of self-belief, skills, wisdom and curiosity. We are preparing each child to live life to the full, encouraging them to live responsibly and thoughtfully and to embrace, with energy and enthusiasm, the great opportunities that lie ahead. It is our sincere desire that each will use their compassion, knowledge, passions and energies to make the world a better place – and believe they can do so.

## Aims and Ethos

Garden House aims to provide a stimulating and supportive environment in which our children gain an enthusiasm for learning, enabling them to achieve excellent progress. We provide a broad and balanced curriculum, placing emphasis on developing the whole child.

Our children are encouraged to become independent thinkers who are kind, have a positive self-image and respect those around them. The children are not burdened by rules but are taught to live according to our Kindness Code, a set of seven pointers for living and working successfully and happily with their friends and teachers.

We aim to create a framework in which children develop confidence and courage. Garden House children are encouraged to be interested in the people around them, their surroundings and to take the opportunities life presents.

They are respectful and understanding of custom and tradition, treating people from all walks of life with kindness and respect, valuing all.

They develop the skills to communicate readily and effectively, remembering listening is at least as important as speaking. A Garden House child appreciates the value of a team and enjoys working as part of one, recognising how team collaboration can enhance an individual performance.

Garden House children will develop an understanding and appreciation of the ideals which underpin British values and are willing to stand up for those values with confidence and courage.

They value their environment and look at the world around them with curiosity and wonder.

Our School Motto encapsulates this outward-looking approach:

***“Non sibi sed omnibus – Not for one, for all”***



## Job Description

**Job Title** Director of Music

### Reporting to

- The Heads

### Responsibilities and duties

- Familiarity with the requirements of the National Curriculum and oversight and maintenance of schemes of work for all year groups, including repertoire for ensembles/choirs.
- The planning and teaching of music classes across all key stages.
- The direction of choirs across the school.
- Oversight and maintenance of the development plan for music and written policy guidelines on all aspects of departmental activity (including risk assessments), as published in the departmental handbook which is updated annually.
- Managing a team of peripatetic and salaried music teachers (currently 13 and 2).
- Participation in the selecting, interviewing and appointing of applicants for posts within the department, and responsibility for the recruitment and appointment of visiting music teachers in line with the school's recruitment policies.
- Supervision of the work of departmental staff, and provision of support, guidance and advice in line with the school's appraisal system.
- Supervision of timetabling of the peripatetic music teachers.
- Arrangements for graded music examinations with ABRSM.
- Representation at the IAPS district cluster group meetings and other forums, keeping in touch with standards and developments elsewhere, and promoting the professional development of all music staff.
- Being an advocate for music (both in and out of school) to pupils, parents and staff.
- Arranging instrumental and singing lessons and being the point of reference for parents and peripatetic staff regarding staffing allocations, reports, parent's evenings, accounts and general liaison with parents.
- Coordination and direction of the programme of ensemble rehearsals, concerts and other musical activities throughout the year, including; music-drama collaborations, (summer shows, carol services and Gala Night), hymn practice and assemblies.
- Communication with staff and parents relating to musical department events through the production of a 'performing arts calendar', newsletter announcements, bulletin notices and personal emails where applicable.
- Create and deploy the department's vision for future development.

## Confidentiality

It is expected that all school employees will understand that our work is confidential and that personal details about children and families should not be discussed outside the school.

## Professional Standards

- Communicate regularly and freely with the Heads and other colleagues
- Teach to a high standard
- Be ready to listen to and to try new ideas and working practices
- Be professional at all times
- To maintain high personal standards of appearance, behaviour and punctuality

# Person Specification

## Qualifications and experience required

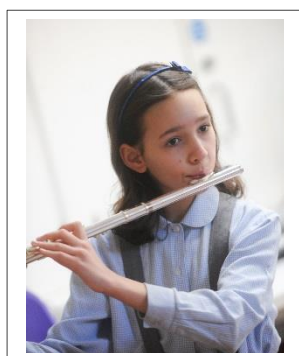
- Graduate with qualified teacher status
- Current or recent experience of music teaching in a senior or preparatory school (Independent or State Maintained)
- Broad ranging musical interests
- Able to communicate well and inspire children of all ages; devoted to their education and wellbeing
- A leader; energetic, resourceful, strategic with the ability to work under pressure and see the 'whole school' picture whilst remaining a persuasive advocate for music
- A strong communicator and a good listener, able to engage with other specialist staff and be sympathetic to their circumstances and departmental needs
- Experienced in using ICT in the classroom and for administration purposes
- Excellent organisation skills and the ability to pre-empt and solve logistical problems
- Keyboard skills are essential
- Experience in choral direction
- A sense of humour

## Other skills required

- Excellent communication skills both written and spoken
- Excellent interpersonal skills
- Ability to plan, monitor and review own practice
- Strong organisational skills
- Initiative
- Lots of energy
- Effective time management

## Personal qualities

- Positive and forward thinking
- Efficient
- Willingness to contribute to the whole school
- High standards and expectations
- Ability to work in a team
- An inquisitive mind, happy to solve problems



## How to Apply

The post is for a September 2018 start or earlier if possible.

### Application Form

- Applications will only be accepted from candidates completing the attached Application Form in full. CVs will not be accepted in place of a completed Application Forms without good reason but you can send a CV alongside the Application Form. Equal-opportunities and child protection policy statements are available on request from the school.
- This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.
- Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.
- You will be required to complete a Disclosure from the Disclosure and Barring Service
- We will seek references on candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.



- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although you may where appropriate answer 'Not Applicable' if your duties have not brought you into contact with children or young persons.
- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or Department for Education Children's Safeguarding Operation Unit.

## Invitation to Interview

If you are invited to interview this will be conducted in person and the areas, which it will explore, will include suitability to work with children.

All candidates invited to interview must bring documents confirming educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc.). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

All candidates invited to interview must also bring with them:

- a current driving licence including a photograph or a passport or a full birth certificate
- a utility bill or financial statement showing the candidate's current name and address
- where appropriate, any documentation evidencing a change of name.

***Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.***

### ***Conditional Offer of Appointment: Pre-Appointment Checks***

Any offer to a successful candidate will be conditional upon:

- receipt of at least 2 satisfactory references
- verification of identity and qualifications
- a check at Department for Education List 99
- a satisfactory DBS Enhanced Disclosure
- verification of professional status such as QTS Status
- (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance
- verification of medical fitness in accordance with DCFS Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training
- satisfactory completion of the probationary period.

### ***Please note:***

Where a candidate is:

- found to be on Department for Education List 99, or the DBS disclosure shows he/she has been disqualified from working with children by a Court; or
- found to have provided false information in, or in support of, his/her application; or
- the subject of serious expressions of concern as to his/her suitability to work with children

The facts will be reported to the Police and/or the Department for Education Children's Safeguarding Operation Unit.

