



APPLICATION PACK FOR THE POST OF DIRECTOR OF MUSIC

FOR JANUARY 2019

ABOUT NORTHCOTE LODGE

In 1984 Katharine Mears (now Colquhoun) founded Broomwood Hall School in Broomwood Road, Clapham, the independent pre-preparatory school for boys and girls of which she is still the Principal. At that time the majority of boys' parents envisaged that they would go to boarding prep schools at 8, so that keeping boys after that age never formed a part of the plans for Broomwood Hall.

From the outset they determined that, while sharing the curriculum and approach of its sister school, Northcote Lodge should be very much its own school with its own feel, style and traditions. The school opened its doors in September 1993 under its first headmaster, Desmond Bain, with just 14 pupils and two teachers. Now into its third decade it has reached its full size of around 240 boys with 20 full time teachers under its fourth headmaster, Mark Smith, appointed in 2015.

Malcolm and Katharine Colquhoun remain the Principals of Northcote Lodge and take a close interest in what goes on there, shouldering the responsibility for the school's continued success and ensuring that it stays in line with their ideals. They have laid down its ethos and philosophy, which are identical to those of Broomwood Hall, and have taken care to appoint as headmaster only one whose attitude and approach exactly accord with their own. Their original vision has led in a very short time to Northcote Lodge being recognised as one London's foremost day preparatory schools for boys, sending its pupils to all the best-known public schools, and exemplifying all that is best in the prep school tradition whilst at the same time being both modern and forward looking.

MUSIC AT NORTHCOTE LODGE

Music plays an integral and meaningful part of everyday life at Northcote. An ethos of total support and encouragement for all musical endeavour is at its heart, enabling the boys to surpass expectations, but more importantly to take ownership of their music-making and great pride in their results. All boys are involved in performance during their time at the school, and opportunities abound. Boys rub shoulders with professional singers in some of the country's great churches and colleges and tackle hugely ambitious musical productions. They realise that Northcote is a really special place to discover and develop their musical appetites.

NORTHCOTE LODGE – DIRECTOR OF MUSIC

JOB DESCRIPTION

SUMMARY OF RESPONSIBILITY

- To involve all boys in music making
- To inspire the boys to love music
- To promote performance at all levels, both solo and ensemble
- To encourage musicians to make the most of their abilities

ADMINISTRATION

- Coordinate and oversee the work of our team of visiting music teachers (VMTs), including regular observations and appraisals
- Organise and oversee the recruitment of new teachers when needed
- Manage the weekly timetabling of individual music lessons and ensembles
- Organise music department parents' evenings and oversee VMT reporting
- Keep records of tuition contracts between VMT's and parents
- Enter boys for exams in consultations with teachers,
- Organise exam timetabling, rehearsals, stewarding and accompaniment
- Liaise with parents to optimize their sons' progress
- Organise inventory of departmental resources
- Manage music budgets
- Maintain stock of school instruments and organise instrumental hire to pupils

TEACHING

- Deliver class music lessons throughout the school according to the national curriculum, setting appropriately differentiated tasks for gifted & talented pupils
- Encourage and mentor gifted & talented pupils for music scholarships
- Liaise with the Broomwood schools music department heads and public schools to develop the music curriculum as appropriate
- Run theory and aural test classes
- Develop the use of ICT in the music curriculum in line with developments across the school
- Write individual music reports for all boys

CHOIRS

- Promote singing throughout the school, in lessons, hymn practices and musical productions
- Maintain and develop the chapel, form 2 and shell choirs
- Plan and provide music for weekly chapel services and festivals
- Prepare the chapel choir to sing at all church services
- Choose in collaboration with the school chaplain hymns for these occasions according to the theme or season
- Plan promote and develop the hymn singing in the school

PERFORMANCE

- Advise and enable boys to learn suitable musical instruments, organising demonstrations, workshops and trial sessions for boys
- Encourage and provide opportunities for performance at all levels in consultation with visiting teachers
- Organise and deliver two concerts a term for pupils to perform to the school community and parents, and any further opportunities as appropriate
- Provide piano accompaniment as needed in exams and concerts
- Organise talks, workshops and trips
- Allocate the development of these instrumental groups to appropriately experienced instrumental teachers as appropriate
- Work closely with the drama department in musical productions (currently 5 annually)

FURTHER

- Encourage the use of music throughout the curriculum in consultation with department heads
- Assist other staff with musical accompaniment as needed
- Participate in the duties rota
- Keep up to date with current thinking, regulations and practice and further develop skills by attending courses, workshops and meetings
- Attend and contribute to meetings: staff, department, year group and others when required

BENEFITS & ROLE INFORMATION

- Salary scale significantly above Government pay scales
- Subsidised private health care
- Subsidised school fees at Broomwood Hall and Northcote Lodge (dependent on meeting admissions criteria)
- Free school lunches
- Child care voucher scheme
- Teachers' Pension Scheme

Hours of work are Monday to Friday, 8:00 am to 5:30 pm during term time plus inset days. In addition, you would be expected to undertake work outside of these hours in relations to the role, such as parents evenings and music concerts

METHOD OF APPLICATION

A letter of application and a fully completed application form should be sent to:

The Headmaster, Northcote Lodge, 26 Bolingbroke Grove, London SW11 6EL or emailed to the Headmaster's PA, Mrs Kay Taylor, k.taylor@northwoodschoools.com

Enquiries to Mrs Taylor on 020 8682 8832

Closing date for applications: 12:00pm, Tuesday 19 June 2018

For further information about our school please visit our website,
www.northcotelodge.co.uk

Northcote Lodge is committed to safeguarding and promoting the welfare of young people. The successful applicant will be subject to an enhanced DBS check.