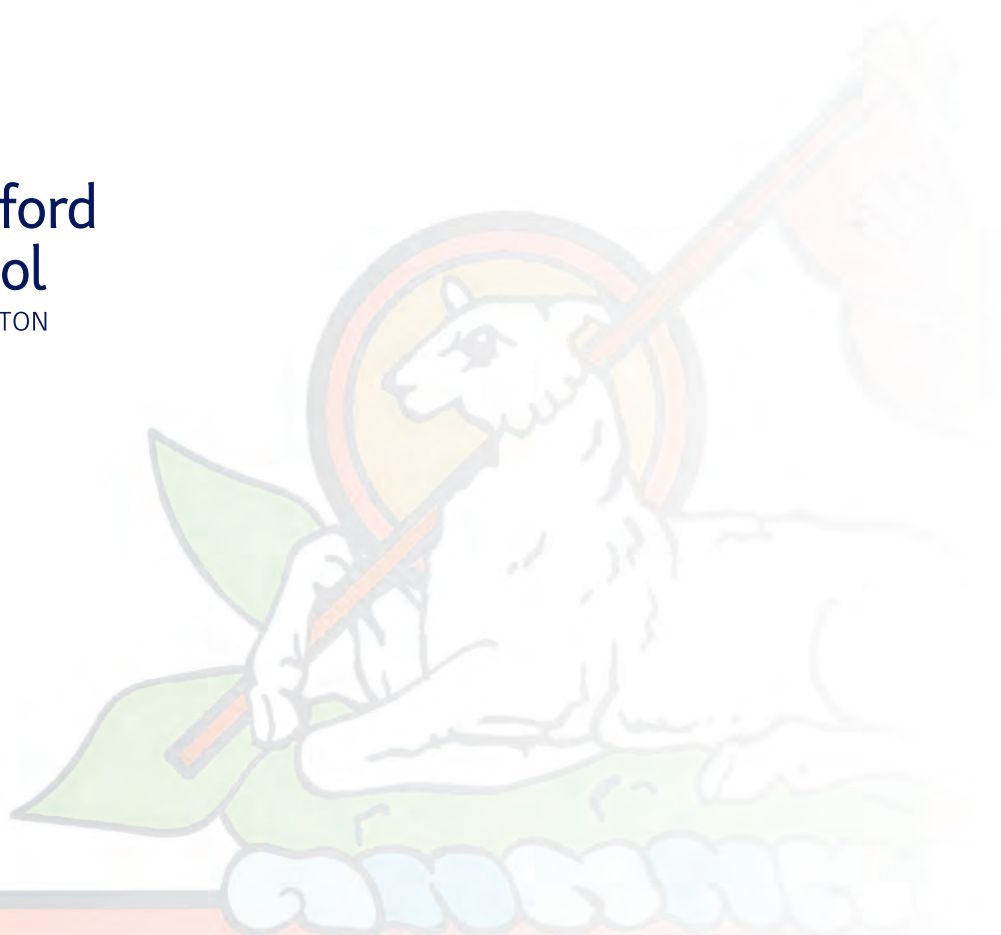




**Halliford
School**
SHEPPERTON



Applicant Information Director of Music

Welcome from the Headmaster

Dear Applicant

Thank you for the interest you have shown in Halliford School and our current position of Director of Music. May I take this opportunity to welcome you to our wonderful school and I hope that what you will read on the following pages will encourage you to come and see for yourself what an inspiring place Halliford School is to learn and work at. You would be joining us at a very exciting time in our development.

As the new Headmaster, I am working with the students and staff here to create a school where we strive for excellence in all that we do. My job along with my colleagues on the senior leadership team is to support and empower our dedicated members of staff as they strive to provide an education that enables each of our students to become the very best version of themselves that they can possibly be. In appointing staff, we are seeking to find exceptional talent and to work with our staff to foster a culture of energy and vitality for learning where possibilities for our students are endless.

At Halliford School we recognise that every child is unique and that the key to reaching their true potential lies in an education that is as full as it is diverse. Our approach of striving for academic excellence is perfectly complemented by a dedication to developing a wide variety of other interests, helping our young people to build their aspirations and instilling in them confidence and resilience for the future.

As young Hallifordians we recognise that a child's potential could lie anywhere – so we ensure that every student is exposed to a vast array of opportunities and experiences. We then pride ourselves on identifying and honing their strengths to make the most of their natural abilities, while working hard with them to develop any areas that might need further improvement. We are able to offer small class sizes which enable personalised teaching and learning strategies suitable for our boys.

We recognise that the environment in which a child learns is just as important as what they learn. Renowned for our outstanding pastoral care, we work hard to create a community where our students and staff can come together, where they are encouraged to flourish, where they can feel safe and comfortable, confident and proud, stimulated and inspired and, most of all, happy.

There are currently around 400 pupils on roll. The school teaches boys in Years 7 – 11 and since 2007 has taken girls into Sixth Form. In November 2014, the school was accepted into membership of HMC. The school has seen expansion since the year 2000 and has an impressive array of facilities including a dedicated theatre, classroom block, technology building, multi-purpose sports hall, gymnasium and sports pitches, both at school and on a nearby separate site. More recently the school completed the magnificent Philip Cottam Centre which houses: Music, Art, Sixth Form Centre and Cafe along with recently refurbished kitchens and dining room. Exciting plans are now being considered by the dynamic governing body for the next phase of development at the school. Further details about the school can be found on our website at: www.hallifordschool.co.uk

We are proud of many excellent results achieved by our students and this year is set to see another superb set of results and some magnificent University destinations for our Upper Sixth Form, including Cambridge University.

The staff room at Halliford is welcoming and supportive of new colleagues. Our boys are full of energy and enthusiasm and we work in an environment founded on the principle of mutual respect for one another. We are a busy school and our staff offer a great number of opportunities to the students and we seek to offer our staff rich opportunities for personal and professional development and training.

I warmly invite you to consider joining us to be a part of this wonderful school on our exciting journey and I look forward to hopefully inviting you to interview.

Good luck!



Mr J Davies
Headmaster



The Position

This is an extremely exciting role, which seeks to build on the outstanding reputation for Music and the Performing Arts at Halliford School. The new Director of Music will be responsible for ensuring that the musical future of the school is forward thinking and seeks to inspire all students to develop a love of music.

We are looking for a well-qualified, talented and energetic individual to lead the musical life of the School and to take it to the next level. This is a wonderful opportunity for an experienced, engaging and driven teacher to take responsibility for all aspects of the musical life at this small and dynamic School. Halliford is a thriving School with a particularly friendly and supportive staff and pupil community.

Process of Application

We trust that this brochure will provide you with helpful information on which to make a decision regarding your application for this post.

Along with this pack, you should have received a copy of the application form, which you are asked to complete in full and as accurately as possible paying attention to the Job Description and Person Specification. If you have any queries regarding the application process, please do not hesitate to contact Mrs Claire Worrell, the Headmaster's

PA who will be delighted to assist you.

Telephone: 01932 234925. E-mail:

head.pa@halliford.net

If you would like to come and pay us a preliminary visit, you would be warmly welcome at a mutually convenient time. To arrange this, please contact Mrs Claire Worrell, the Headmaster's PA.

Completed application forms, together with a supporting letter of application (no more than one side of A4) should be e-mailed to the Headmaster's PA to arrive no later than 12 noon on Monday 25th June 2018. However, please feel free to apply as soon as possible as applications will be considered upon receipt. We reserve the right to interview / appoint before the closing date.

On the day of interviews, all applicants will be asked to bring with them proof of identity and address along with any original certificates pertaining to their qualifications. Full details regarding the interview day will be sent to those candidates on the short-list.

Following the interview, the successful applicant will be invited to accept the position by telephone, but only once a contract has been agreed and signed will unsuccessful applicants be informed. All applicants should be aware that this is a normal part of our selection procedure and should make no assumptions based upon a short delay.



The Music Department

The Music Department is a vibrant and dynamic part of the Halliford School community and is housed in the purpose built Philip Cottam Centre, which was developed in 2012.

The Music Department celebrates and develops the musical potential and ability of all students and provides opportunities for them to experience a range of instrumental and vocal opportunities. A dynamic group of professional visiting music teachers complements the specialist tuition offered by the Director of Music and the music teachers. All students are encouraged to become actively involved in different forms of music making, both individually and as part of an ensemble. A developing programme of concerts, trips and other musical events is offered and the department benefits enormously from the school's proximity to the City of London where the students can benefit from many of the activities offered by the various orchestras and choirs who perform there.

Within the classroom, music learning seeks to develop students' critical and creative skills, including their ability to perform, compose and listen to a wide variety of different music styles.

The musical facilities and foundations of the School are excellent, but this is a rare opportunity for someone of vision to come in and take the department and the school community forward to the next phase of our musical journey. As a school we are ambitious and the successful candidate will require passion and energy to work with our talented students and staff to deliver a new and exciting musical vision for Halliford.

Currently, students in Year Seven benefit from two forty-minute lessons per week. Music remains a core subject in the Year Eight and

Nine curriculum and students have one forty-minute lesson per week.

Music is offered at GCSE and A level currently using the Edexcel specification where the skills of performing, composing and appraising are assessed.

The department also benefits from outstanding music technology facilities and we are able to offer our students the opportunity to study this discrete musical discipline at A level, again using the Edexcel specification.

There are a wide number of performance opportunities available to the students including:

- The School Musical (past productions have included *School of Rock*, *Little Shop of Horrors* and *Blood Brothers*.)
- The Inter-House Song Contest
- The Young Musician Competition
- Lunch time recitals
- Winter Concert
- Summer Soiree
- Carol Service
- Easter Service
- Assembly performances
- Visits to local community venues
- Participation in large scale performances e.g. Youth Messiah at the Royal Albert Hall

The Department currently runs a variety of musical ensembles which are led by the Director of Music and the music teachers. These include:

- Chamber Choir
- Junior Choir
- The Halliford Singers
- Staff Choir
- School Orchestra
- Jazz Band
- String Ensemble
- Wind Ensemble
- Rock Band

Music Scholarships

In order to attract the best possible musical talent to join the school, music scholarships are available to students entering Year 7 and the Sixth Form. These scholarships have enabled us to attract some very talented students and the large number of music scholarship applicants reflects the excellent musical reputation the school holds locally.

Facilities

The musical facilities on offer at the School are superb. The Department occupies the top floor of the Philip Cottam Centre which houses three dedicated classrooms, currently set up as a general teaching room, a keyboard and practical music studio and a fully equipped iMac composition suite. In addition, the department has a spacious music

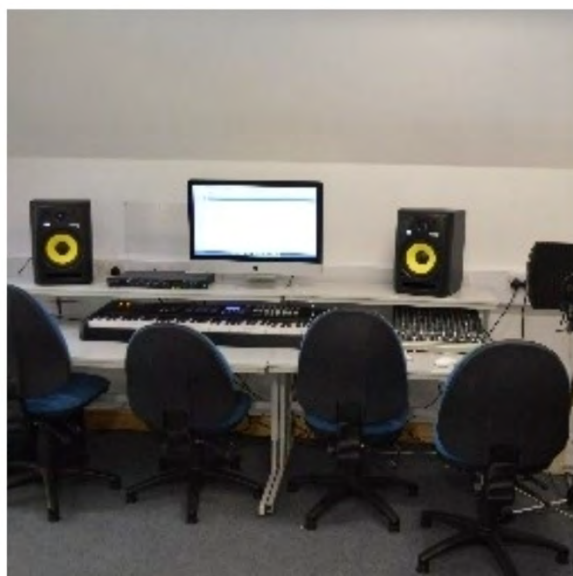
technology studio again equipped with iMac facilities and a full recording suite which can be linked to any of the rehearsal or teaching spaces within the department.

There are then five individual teaching spaces for peripatetic lessons, including a specialist drum facility and two piano teaching rooms. The department then has a large recital hall which can house up to 150 people including a gallery and full lighting and sound facilities. The recital room is also home to a 6ft Kawai Grand Piano.

Finally, the department also has access to the John Crook Theatre, a specialist theatre with seating for 300 people and high tech lighting sound and projection facilities. The Theatre also houses a Yamaha U3 upright piano.

The Department is extremely fortunate in having access to a large variety of instruments for use by the students.





Halliford School

Job Description – Director of Music

Salary

The post holder will be paid on the appropriate point of the Halliford School Teacher's Pay Scale. We have our own pay scale, which is significantly above the maintained sector.

Lines of Responsibility

The Director of Music is responsible to the Headmaster for the overall strategic direction of music at the school but in line with all other Heads of Department the will be responsible to the Deputy Head (Academic) on curriculum matters and the Deputy Head (Pastoral) for pastoral and extra-curricular issues.

Job Content

Strategic Purpose

- Overall responsibility for the professional leadership, management and promotion of music within the life of Halliford School.

The job description below is intended to supplement rather than replace the general Head of Department Job Description.

Operational Responsibilities

Leadership

- To be responsible for all music staff (including visiting music teachers), including their induction, professional development, appraisal, etc., monitoring their performance.
- To devise a visionary and ambitious development plan for the Department in line with the school's strategic objectives.
- To develop a stimulating and inspiring scheme of work for music across the year groups that seeks to develop a lifelong love of music.
- To prepare budgets, monitoring expenditure to ensure efficient and effective use of resources.
- To maintain departmental resources and an inventory of items in the Department.
- To promote the musical profile of the school to feeder schools in an innovative and dynamic manner, and liaise with the wider community and professional bodies.
- To maintain and develop a lively Music Department social media presence (e.g. on Twitter).
- To communicate in a timely and effective way to parents, staff, and pupils about the arrangements for concerts, trips, and other events.
- To select, support, and develop the school's Music Scholars and other elite performers.
- To promote the House system by providing musical initiatives.
- To foster links with local feeder schools and other national musical institutions and musical associations.

- To encourage and support all pupils at Halliford to consider taking an active involvement in the musical life of the School.
- To oversee the administration of ABRSM and other grade examinations, and arrange or provide piano accompaniment of pupils at grade examinations, delegating as appropriate to ensure the efficiency of the department.
- To chair regular departmental meetings to ensure that clear actions and development plans are discussed, recorded and implemented against the Departmental Development Plan.
- To ensure that the Department meets all health and safety requirements, undertaking risk assessments and ensuring the safety of pupils and staff at all times.
- To attend school on the days when public examination results are published in order to provide guidance for students and professional advice for colleagues.
- To give encouragement to all students taking instrumental or singing lessons, both within the School and outside and to actively promote the benefits of taking individual music lessons to significantly build overall numbers of musicians within the school.
- To undertake any duty reasonably required from time to time by the Headmaster.

Teaching

- Teach Music as required from Key Stage 3 to GCSE and A Level.
- Plan high quality lessons in accordance with the departmental Scheme of Work.
- Take full account of students' prior levels of attainment and use this along with available academic data to inform planning.
- Maintain good discipline by following the school's policies and procedures.
- Establish a purposeful working atmosphere during all lessons and activities.
- Set appropriate and challenging goals for all students.
- Identify and work appropriately with those students with 'Special Educational Needs and Disabilities', 'Potential High Achievers', and those with 'English as an Additional Language'.
- Organise and deliver music clinics / drop-in sessions, as required.
- Communicate effectively with parents.
- Set work when required for absent students and e-mail to parents.

Extra-Curricular

- Instigate, promote and deliver an inspiring and fulsome extra-curricular programme of musical activities, in keeping with the expected at a leading independent school.
- Plan, prepare and rehearse music for school and appropriate external events, including concerts, services, open days, speech day, assemblies and other associated events.
- Develop and lead enrichment activities, including a regular programme of trips, visits, workshops, concert and national and international music tours.
- Assert the school's musical presence in the local community through a well-planned series of outreach events.
- Stage a regular school musical production in partnership with the Drama Department.
- Instigate and actively encourage opportunities for staff, parents, alumni and members of the local community to become involved in the musical life of the school.
- To organise and participate in educational visits.
- To prepare suitable classroom and departmental display material.
- To participate in the School Open Days and Entrance Examination day.
- To participate once a week as a member of the staff duty team.

Assessment, Recording and Reporting

- Keep accurate and regular records of students' work.
- Mark and return work set, including homework in line with the departmental and whole school policies and within an agreed and reasonable time.
- Carry out assessment programmes as agreed by the Deputy Head (Academic)
- Complete detailed full written reports and grade cards in line with the whole school reporting schedule.
- Attend parents' evening as required and keep parents regularly updated about their child's performance and targets.

Pastoral

- To be a form tutor to an agreed year group providing pastoral and academic oversight to a group of approximately 15-20 students.

Performance Management and Professional Development

The Director of Music will be part of the School's Performance Management Scheme. S/he will be assigned an appraiser (usually the Deputy Head (Academic)) who will set agreed targets and monitor professional development. In addition, all new members of staff are provided with a comprehensive programme of induction in the first year with a full review in the summer term.

Conditions of Employment

The post-holder must uphold the School's policy in respect of all matters related to Safeguarding and Child Protection.

The above responsibilities are subject to the general duties and responsibilities in the written statement of conditions of employment (The Contract of Employment).

The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Headmaster and Governing Body.

The Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and this must not be construed.

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification at any time after consultation with the post-holder.

Director of Music

Person Specification

Applicants should:	Essential	Desirable	Primary means of assessment
Have a good Honours Degree in music or a related subject	✓		Application Form
Evidence of qualification to teach Music to A level		✓	Application Form
Ability to teach A level music technology		✓	Application Form
Strong keyboard skills		✓	Application Form
Experience of leading ensembles and orchestras	✓		Application Form
Enthusiasm, vision and ambition and the ability to inspire a love of music in our students			Supporting Letter / Application Form
Excellent organisational and communication skills	✓		Interview
Demonstrate they have maintained an up-to-date knowledge of subject and teaching methodologies	✓		Supporting Letter / Application Form
Have a good understanding of assessment and public examinations	✓		Supporting Letter
Have Qualified Teacher Status / PGCE or be willing to undertake this qualification at the School		✓	Application Form
Have high expectations of students	✓		Interview
Be able to communicate effectively with students age 11 - 18	✓		Interview
Be able to communicate effectively with colleagues	✓		Interview
Work well as part of a small and dedicated team	✓		Interview
Act upon and listen to advice from colleagues	✓		Interview
Have a good range of teaching strategies	✓		Interview
Be able to effectively use data to help students achieve their full potential		✓	Supporting Letter
Demonstrate knowledge of how to plan for effective learning	✓		Interview
Ability to prioritise effectively	✓		Interview
A professional approach, which inspires confidence in students and parents.	✓		Interview
Be able to teach challenging and well organised lessons as part of a scheme of work	✓		Interview
Mark effectively	✓		Interview
Have a sound understanding of Safeguarding within the teaching profession	✓		Interview
Understand the needs of SEND, PHA and EAL students		✓	Supporting Letter
Excellent written and ICT skills (Microsoft Office)		✓	Interview
Be willing to participate in the wider extra-curricular life of the School	✓		Interview
A good sense of humour	✓		Interview

Shepperton and South West London

Halliford School is situated alongside the banks of the River Thames in a beautiful setting. The school was founded in 1921 as an independent grammar school on the present site. The building closest to its road is the oldest, a tall-storied Georgian House set in six acres beside the River Thames that was once home to Emma Hart (later Emma, Lady Hamilton) when she lived with Charles Francis Greville before she married and then became Lord Nelson's mistress.

The village of Shepperton is equidistant between the towns of Chertsey and Sunbury-on-Thames. The village is mentioned in the Domesday Book, where it was an agricultural village.

Probably most well-known for the local film studios, the village is home of approximately 10,000 people and boasts a magnificent high street with all the individual shops and restaurants so often lacking from most modern towns. The School works hard to support local businesses and is proud to source the vast majority of our food and provisions from local businesses.

There are many local restaurants and riverside walks and thriving sports clubs and cultural opportunities on offer. The boroughs of Spelthorne, Kingston, Staines and Richmond-upon-Thames offer a vast array of accommodation options ideal for young people and those with a family.

The village is the final stop on a branch line from London Waterloo with services stopping at Vauxhall, Clapham Junction, Wimbledon, Kingston, Teddington, Hampton and Sunbury. The journey time to London is 50 minutes. There is also a further faster route to London from nearby Walton-on-Thames with fast trains taking 25 minutes to reach London Waterloo. The School operates a shuttle bus along with other local services buses to Walton-on-Thames. London Heathrow is approximately 15 minutes by car and 45 minutes by local bus. The M3 and M25 are a few minutes' drive from the School.



Additional Information

Non-contractual benefits to Staff

Pension

Membership of the Teachers' Pension Scheme is offered to all teaching staff.

School Fee Reduction

Children of teaching staff at Halliford School may, subject to passing the entrance examination, be eligible for a 50% remission on fees at the discretion of the Governing Body. This is prorated according to working days.

Initial Teacher Training

Initial Teacher Training through HMC / University of Buckingham and a thorough NQT induction process through ISTIP are available to those staff who require them. A reduced timetable and weekly mentor support are offered to these colleagues.

Meals and Refreshments

All staff are entitled to eat free of charge each day during term time in either main Dining Room or in the Vibe Café where delicious home cooked meals are served each lunchtime. In addition, hot drinks and biscuits are provided daily in the staff common room with cakes on special occasions. Speciality teas and coffee are also available daily from the Vibe Café.

Sports Facilities

Members of staff are able to use the School gym and fitness facilities subject to approval from the Director of Sport.

Travel and Visits

Those staff wishing to organise suitable trips and visits for our students are strongly encouraged and supported to do so. These can provide invaluable opportunities for staff

as well as students including the opportunity to travel and visit new countries.

Private Vehicles

Free on-site parking is available to all staff, subject to availability. In addition, subject to approval, staff can use their private vehicles for school journeys during working hours. The insurance will be under the school's insurance scheme and staff may claim suitable mileage.

Professional Development and Postgraduate Study

Staff are encouraged and supported to undertake a wide variety of professional development opportunities both within and beyond the School. Those staff wishing to undertake professional qualifications may seek financial support from the Governing Body.

Other Benefits including

- Ability to register with cyclescheme.co.uk
- Childcare vouchers scheme
- Personal accident insurance through the school insurers.

Disclosure and other pre-employment checks

Halliford School is committed to safeguarding the welfare of all students at the School. Therefore, this appointment will be subject to a successful enhanced disclosure check from the Disclosure and Barring Service. This will give details of all spent and unspent convictions and other recordable matters. A policy on the recruitment of ex-offenders is available from the Headmaster's PA. The supplied references will be taken up and the School may approach previous employers for information to verify particular experience of qualifications. A medical questionnaire will be required by to be completed by the successful candidate.

Further Information

If you have any queries regarding the application process, please do not hesitate to contact Mrs Claire Worrell, the Headmaster's PA who will be delighted to assist you:

Telephone: 01932 234925

E-mail: head.pa@halliford.net

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TW17 9HX

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