## ERSKINE STEWART'S MELVILLE SCHOOLS’ GOVERNING COUNCIL

**MUSIC DEPARTMENT**



###### APPOINTMENT OF

###### HEAD OF WIND AND BRASS

# THE SCHOOLS

The Mary Erskine School and Stewart’s Melville College are two of the three schools administered by the Company of Merchants of the City of Edinburgh. Since 1989, powers have been devolved to the Erskine Stewart’s Melville Governing Council, a sub-committee of The Merchant Company Education Board.

Since 1978, **The Mary Erskine School** has been twinned with **Stewart's Melville College.** Through this arrangement, the senior schools are separate and single-sex but are each led by the Principal, while all the girls and boys below the age of 12 are educated together in the **ESMS Junior School.** Senior school boys and girls come together in orchestras, choirs, drama and musicals, as well as in numerous Outdoor Education projects and in the Combined Cadet Force. Since August 1999, the Sixth Year has become a genuinely 'twinned' experience, with boys and girls jointly comprising a single academic, pastoral and social unit.

The schools are predominantly for day pupils, but there are two boarding houses for approximately sixty girls and boys in the grounds of Stewart's Melville College and these reinforce a powerful sense of community. All three schools are characterised by high academic standards and by fine reputations in music, sport and a wide range of extra-curricular activities.

The Erskine Stewart's Melville Schools have a charitable foundation and today provide financial assistance to over 150 bursary holders, who attend Stewart's Melville College or The Mary Erskine School.

**STEWART’S MELVILLE COLLEGE**

Stewart's Melville College is the result of a merger in 1972 between Daniel Stewart's College, founded in 1814, and Melville College, founded in 1832.

Stewart's Melville College is a school for boys aged 12 - 18. There are approximately 740 boys, of whom about 25 are boarders. The school enjoys an excellent academic reputation and prides itself on the range of musical, dramatic and other extra-curricular opportunities offered to its boys. The playing fields and Pavilion at Inverleith underpin a fine tradition in rugby and cricket and boys also have access to the hockey pitches and other sporting facilities at The Mary Erskine School.

Stewart's Melville College was inspected by Her Majesty’s Inspectorate in 2017 and was highly commended in the subsequent report. It was named The Sunday Times Scottish Independent Secondary School of the Year in 2013.

**THE MARY ERSKINE SCHOOL**

The Mary Erskine School comprises approximately 740 girls aged 12-18. Founded in 1694 by Mary Erskine and the Company of Merchants of the City of Edinburgh to educate and care for the daughters of city burgesses who found themselves in reduced circumstances, it is the oldest girls’ school in Scotland and one of the oldest in the whole of the United Kingdom. Throughout its history, the school has been administered by the Edinburgh Merchant Company.

The Mary Erskine School was inspected by Her Majesty's Inspectors in 2017 and was highly commended in the subsequent report. It was named The Sunday Times Scottish Independent Secondary School of the Year 2012.

**THE JUNIOR SCHOOL**

The Junior School is directed by its own Headmaster, who is answerable to the Principal for the day-to-day running of the Junior School. It is situated on the two school sites: Nursery to Primary 3 at Ravelston, Primary 4 to Primary 7 at Queensferry Road. The Junior School has a justifiably fine reputation and it supplies the majority of the girls and boys who enter the two Senior Schools. The Performing Arts are exceptionally strong and the Junior School has developed a national reputation for its involvement in major touring professional productions.

STAFF

There are approximately 80 teachers at each of the senior schools, and approximately 70 in the Junior School. They are supported by an excellent team of support staff, whose high standards make a major contribution to the quality of the school.

PROFESSIONAL REVIEW AND DEVELOPMENT

All teaching and support staff participate in a three-year cycle of Professional Review and Development.

THE DEPARTMENT

The Music Department overarches all 3 schools: Stewart’s Melville College, The Mary Erskine School and the ESMS Junior School on two sites. The full time staff comprises a Director of Music for all three schools, plus separate Heads of Music at Stewart’s Melville College, The Mary Erskine School and the Junior School. There are, in addition, two teachers in the senior schools and two full-time teachers in the Junior School. Three full-time instrumental teachers are responsible for Strings, Piping and Drumming and 50 self-employed Visiting Music Teachers work each week with children from Primary 3 to the Sixth Form. The staff are supported by a Departmental Secretary and a Music Administrator.

In the Senior Schools there is a co-ed Big Band, Concert Band, Wind Band and several smaller jazz ensembles. There are similar Junior School wind ensembles. There is also a strong tradition of high-quality stage performance with three full-scale musicals presented in school every year, plus further opportunities for our more able pupils to be involved in professional productions in the Edinburgh theatres.

THE POST

**BASIC FUNCTION**

The Head of Wind and Brass will be expected to teach individual lessons, lead the team of woodwind and brass teachers, direct extra-curricular ensembles and promote wind and brass playing throughout the schools. Experience leading Jazz ensembles would be an advantage.

**ACCOUNTABILITY**

The Head of Wind and Brass is accountable to the Director of Music, who is his/her Line Manager.

**AUTHORITY**

The Head of Wind and Brass has responsibility to oversee tasks related to wind and brass playing within the Music Department, as delegated by the Director of Music.

**RELATIONSHIPS**

The Head of Wind and Brass will work closely with the Director of Music.

* He/she will also work as required with the Heads of Music at Stewart’s Melville, The Mary Erskine School and the Junior School and with the Head of Strings.
* He/she will co-operate with full-time class music teachers as appropriate.
* He/she will liaise with Visiting Music Teachers as required particularly when setting up chamber ensembles.
* He/she will have administrative support from the Departmental Secretary.
* He/she will communicate with Guidance staff as appropriate.

**KEY TASKS**

* He/she will be required to teach up to 35 individual 30-minute lessons per week. Pupils will range in age from 7 to 18 years.
* He/she will play a key role in the annual auditioning procedure for woodwind and brass players.
* He/she will direct a range of wind and jazz ensembles. There is scope for developing the current provision further.
* He/she will coach sectionals as appropriate and attend weekly orchestral rehearsals. A strong and positive lead is required in demonstrating good practice of an inspiring nature.
* He/she must ensure that wind and brass instruments are introduced to pupils with a view to a good proportion learning individually. He/she should have experience of and enjoy working with pupils of all ages from young beginners to experienced players.
* He/she should take the necessary steps to create a balance of pupils who learn across the range of woodwind and brass instruments in order to provide personnel for the orchestras and ensembles.
* He/she will be expected to encourage pupils to participate in ensembles and orchestras when they reach the appropriate stage.
* He/she will make it his/her business to be aware of pupils who learn woodwind and brass instruments outwith the schools and encourage them to participate in the appropriate orchestra. Assistance for this will be given by departmental records held by the Departmental Secretary.
* He/she will seek opportunities for children to play informally in front of parents and will welcome parental interest in their child’s tuition.
* He/she will assist the Director of Music to engage wind and brass players for major concerts when necessary and participate in the orchestra on these occasions if required.
* He/she will be responsible for the care and maintenance of departmental woodwind and brass stock.
* He/she will seek opportunities for woodwind and brass players to participate in special events, courses and competitions, as appropriate.
* He/she will be expected to take a keen interest in general departmental life by attending concerts and helping to ensure that musical events are of high quality and run smoothly.

**ADMINISTRATION**

* He/she will be expected to organisehis/her weeklytimetable.
* He/she will assist the Director of Music in the prioritisation of applications for wind and brass lessons.
* He/she will be required to write progress reports on pupils taught individually once or twice a year, as appropriate.
* He/she will contact parents, as appropriate, in respect of matters concerning their child’s musical instruction or involvement in ensembles or orchestras.

**MEETINGS**

* He/she will be required to attend an Instrumental Parents’ Evening once a year – at present in January.
* He/she will be required to attend an Open Evening once a year at which prospective pupils are introduced to musical instruments – at present in April.
* He/she will attend the weekly departmental meeting.

**REMUNERATION AND OTHER CONSIDERATIONS**

The Head of Wind and Brass is a full-time post and the successful applicant will be expected to be committed to, and fully involved in, the extra-curricular musical life of the schools.

Remuneration will be on the school’s own scale and is dependent on qualifications and experience. A teaching qualification will be recognised within the remuneration package.

There is a contributory Pension Scheme available to the successful candidate whether he/she is registered with GTC Scotland or not. In the latter case he/she will be enrolled automatically into the Merchant Company Stakeholder Pension Scheme.

All staff are entitled in term time to school lunch, free of charge.

Please note that the schools operate a no smoking policy and smoking is not permitted on the school campuses at any time.

**APPOINTMENT PROCEDURES**

Applications should be in the form of a letter, addressed to the Principal, and should be supported by a full Curriculum Vitae along with the names, addresses and contact details of two referees. They should be sent by email to [recruitment@esms.org.uk](mailto:recruitment@esms.org.uk) or by post to the HR Administrator, Erskine Stewart's Melville Schools, Ravelston, Edinburgh EH4 3NT, from whom further particulars may be obtained. This information can also be found on our website.

**The closing date is Friday 27 October 2017.**