



Applications are invited for the post of  
Organist and Assistant Director of Music

Starting September 2018

Information Pack

CHARTERHOUSE

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## Music at Charterhouse

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For many years, music has played a major role in the life of the School. Ralph Vaughan Williams was a pupil here, and many pupils have gone on to be accomplished professional musicians, with a regular stream of pupils entering leading universities and music colleges to continue their studies. There are five permanent music staff at the School, and twenty-five visiting instrumental teachers, most of whom combine teaching with busy performing careers and who bring a considerable breadth of professional experience to their teaching, providing pupils with a huge variety of musical opportunities at the highest level.

There are almost daily informal break-time concerts lasting no more than 10 minutes and extended formal evening recitals as well as concerto opportunities. Ensemble performance embraces all abilities from junior ensembles to advanced quartets and quintets in all the instrumental disciplines. Performances in School are complemented with a number of outside concerts in London and elsewhere. There is a host of choirs and larger ensembles: Chapel Choir, Chamber Choir, Symphony Orchestra, String Orchestra, Jazz Band and many more.

Five music scholarships are awarded at Year 9, along with a number of exhibitions. There are also similar awards offered at Year 12 giving the school a rich seam of musical ability. Award holders all undertake daily supervised practice sessions. Whatever the musical interest of its pupils, Charterhouse offers them a stimulating musical environment to help them to reach their potential.



## Some Musical Events of 2016-17 performed by Charterhouse pupils

- Over 60 quarter (break time) Concerts performed
- Evening recitals
- Instrumental and Vocal concert in Hong Kong
- Old Carthusian Day concert and Choral Evensong
- Visiting performers
- House Singing Competition
- Three Junior Ensemble concerts
- Piano Competition
- Two Symphony Orchestra concerts
- Jazz Band shows
- Jazz Band tour to Malaga
- Candlelit carols and carol services
- Composers' Concert
- Twice-weekly Choral Evensong
- Chamber music concert in St Martin-in-the-Fields
- Chamber music concert in Windsor
- Strings competition
- Evensong in Winchester Cathedral
- Chamber Music concert in Chichester Cathedral
- Brass and Woodwind competition
- Brass Ensemble concert in Redhill
- Singing competition
- Performing in local schools by Charterhouse pupils
- Composing competition
- Guitar ensemble concert
- Choral and Orchestral concert
- Carthusian Day concerts and service
- Summer Arts Festival



## The Role – Overall Purpose

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The School seeks a talented and well-qualified Music graduate to be Assistant Director of Music, Organist and Academic Teacher who will enter fully into the life of the department and the School as a whole.

The successful candidate will be an excellent organist, academically strong, a fine musician, and skilled administrator whose role will be to work closely with the Director of Music in helping to organise and shape numerous projects and events throughout the year.

As Chapel Organist, the post holder will play for chapel services, accompany the choirs and both play in and assist at rehearsals; they will also teach pupils the organ and prepare them to play the organ in Chapel. The opportunity to share some choral direction with the Director of Music is also welcomed.

The Assistant Director of Music would also contribute to piano accompanying and organise both the pupil accompaniment programme and the allocation of pupils to their teachers.

Central to the role would be a desire to be fully involved in the multi-faceted life of the department. Responsibility or collaboration might include the following areas: recruiting, outreach, publicity, mentoring, Music Scholars' schedules, recordings, instrument and building maintenance, practice supervision, involvement with concert planning and longer-term strategies.

An involvement in the teaching of Music Technology may also be a feasibility but not an obligation.

The Assistant Director of Music at Charterhouse is also responsible, through the Director of Music and the Deputy Headmaster (Academic) and the Headmaster, for the teaching of Academic Music. Working to a set timetable and curriculum, ensuring the quality, success and development of their teaching and the academic performance of the pupils, providing feedback on any pupil, staff or organisational issues, and for external examination results of the classes taught. As such, the successful applicant would join a team of academic teachers delivering Year 9 teaching, (I)GCSE, CIE Pre-U and International Baccalaureate Diploma Programme courses. As far as possible, the successful candidate would be encouraged to teach areas of the syllabus that best relate to their areas of expertise and interest.

Integral to this is the need to promote the values of Charterhouse in order that pupils acquire the outlook, attitudes, skills and knowledge needed to make a positive contribution to society.

They would be expected to:

### Curriculum

- Teach (or be available for Private Study supervision or emergency cover) a set timetable per week.
- Set and mark work in accordance with School and department policies.

- Support the specific targets of the School Development Plan through the implementation of the departmental development plan.
- Use Schemes of Work, to guide opportunities for stretching the most able, SEN considerations and the setting of homework and regular testing.
- Deliver coursework and controlled assessments for chosen syllabuses, ensuring it is conducted within examination board guidelines, completed by any prescribed deadline, and properly assessed, and that marks are submitted to the examination board on time.
- Maintain accurate records of pupils' attainment and academic progress.
- Order, issue and ensure return of department materials and other subject-specific materials required by pupils.
- Provide Attainment & Effort grades to the Master of the Under School and the Master of the Specialists as required.
- Be available to provide extra teaching outside the timetable where appropriate and as reasonably required by the Deputy Headmaster (Academic).

### Rooms and Resources

- Ensure that departmental areas provide a stimulating and attractive learning environment which project a positive image of the department.
- Ensure classrooms and associated areas are secure, safe, and orderly for pupils.
- Be aware of and ensure compliance with all Health and Safety requirements.
- Assist in the development, delivery and supervision of academic enrichment activities such as extra-curricular projects and subject-related societies.

### Communication

- Write reports on pupils as required.
- Monitor the progress of all pupils, giving constructive feedback from oral, written or examinable tasks.
- Maintain up-to-date written documentation of such monitoring.
- Attend meetings, including (but not limited to) staff meetings, chapel services, INSET days, and Parents' Briefings.
- Communicate with parents over pupil progress both at planned school events (such as Parents' Briefings) and on an 'as-needs-be' basis (either by email or face-to-face).
- Liaise with colleagues as necessary and following protocols over pupils who decide to change their option subjects.
- Actively participate in the promotion of the School eg: on open days.

### Departmental Handbook

- Contribute and assist the Director of Music to keep up-to-date the on-line departmental



handbook. This handbook is kept on the School's intranet site (Greyhound) and regular updates should be made at least annually.

### Professional Development

- Show evidence of and a continuing interest in professional and personal development.
- Participate in the Brooke Hall Professional Development (appraisal) system.
- Provide support and guidance to colleagues in the department for the maintenance of good order and discipline.
- Ensure that lessons are covered and work is set when absent, in conjunction with the Director of Music.
- Share resources and 'best practice' with the rest of the department.

### Additional Responsibilities

- Be available to cover for absences both inside and outside the department as reasonably required by the Head of Department and/or the Second Master.
- Assist the Head of Department with the marking of scholarship, Common Entrance and other entrance examinations as required.
- Act as a tutor to a group of pupils.
- Invigilate exams (internal and external) as reasonably requested by the Examinations Officer and in accordance with the regulations of the Examining Boards.



### Safeguarding of Children

The Assistant Director of Music will be responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the Job Holder becomes aware of any actual or potential risks to the safety or welfare of children in the School they must report any concerns to the School's Designated Safeguarding Lead.

## Person Specification

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### Qualifications

#### ESSENTIAL

- highly experienced performer and accompanist, likely to have been a university organ scholar or conservatoire student.

#### DESIRABLE

- some experience of teaching at secondary or tertiary level.

### Relevant Experience/Knowledge & Technical Competencies

The successful candidate will possess either a strong track record or potential for achievement in:

- exceptional public performance as an Organist, both as accompanist and recitalist.
- the outstanding teaching of music at secondary or tertiary level, with excellent subject knowledge, classroom management skills and an appropriate rapport with pupils.
- experience of working with young people.
- problem solving – analysing the task to be undertaken, together with reviewing and evaluating the outcomes.
- communicating concepts in music articulately, positively and sensitively to pupils of different ability and age, developing a working relationship of mutual trust and respect.
- being able to design every lesson individually, to a high standard, conforming to the scheme of work laid out in the department's working document.
- working with others to achieve goals by negotiating and allocating tasks.
- nurturing and supporting pupils' wellbeing with well-developed pastoral instincts .
- an ability to demonstrate a working knowledge of *Microsoft Office*, or equivalent, and constructive use of other technology.
- ability to use an appropriate range of resources and strategies in teaching, to facilitate good learning.
- ability to organise and manage time effectively to meet the demands of the teaching week
- awareness of different pupils' educational needs and able to direct teaching and learning appropriately.

### Personal Competencies / Skills

- enthusiasm and confidence
- capability to turn a vision into results
- ability to use initiative
- able to inspire and motivate others through verbal and written communications



- high levels of literacy
- well-developed time management and organisational skills
- proactivity and assertion
- patience and enjoyment of attention to detail
- willingness to accept that the role will require a significant amount of work outside 'normal hours' during term time
- a genuine desire to contribute to the wider life of the School, with the ability, skills and experience to contribute to the School's extra-curricular activities.



### Applications

Applications should be made in accordance with the School's application and safer recruitment procedures (available on the website) and emailed to:

**[headmaster\\_hr@charterhouse.org.uk](mailto:headmaster_hr@charterhouse.org.uk)**

**Closing date for applications is by  
12noon on Friday 3 November 2017**

with interviews being held shortly thereafter.



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