



Cranmore School
Independent Preparatory School
for girls and boys 2½ - 13

Appointment of

Music Teacher Junior Department

From September 2018

Information for Applicants



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About Cranmore



INTRODUCTION

Cranmore School is an independent Catholic school founded in 1968 and is one of Surrey's leading prep schools. Cranmore welcomes girls and boys from 2½ to 13 years. At present there are 480+ pupils on roll. It is located in a rural setting in the Surrey village of West Horsley, equidistant from Guildford and Leatherhead.

The school comprises a traditional Preparatory School (Senior Department), fed internally by a Pre-Prep (Junior Department) and a Nursery. Children from Nursey progress to the Junior Department.

The Junior and Senior Departments share modern teaching facilities with 35 classrooms. The self-contained Nursery is divided into four zones each with its own wet area. It has a dedicated outdoor learning area with a fenced-off safety-mat for adventure play equipment. In addition, the Nursery has full access to the main school facilities such as the Music School, swimming pool, sports hall, woodland area and sensory garden.

A wide curriculum including music and the creative arts is followed. In addition, more than 40 extra-curricular clubs operate and include many options which are unusual in a prep school e.g. rowing and skiing. Although the school is non-selective, academic, art, music and sporting results are all excellent.



Pupils are prepared for a range of senior schools which in a typical year include the Royal Grammar School Guildford, City of London Freeman's School, Epsom College, St George's College, St John's School, Hampton School, KCS Wimbledon, Charterhouse, Cranleigh School, Tonbridge School, Wellington College, Winchester College and Worth School.

Cranmore has an impressive track record in both Common Entrance and Scholarships to senior schools.

GUIDING VISION & VALUES

The School's mission is to be a Catholic School whose aim is to help all pupils fulfil their potential, to foster their individual talents and to provide for their needs within its caring Christian community, committed to the teachings of the Gospel.

We welcome children from all faiths and from all walks of life – each is valued equally and we work hard to ensure we discover their individual talents and passions during their time as part of the Cranmore community.

About Cranmore

LOCATION AND FACILITIES

Cranmore comprises outstanding teaching and sporting facilities which are contained within a single attractive 25-acre site on either side of the A246, the Leatherhead to Guildford road.

There is a private wooden bridge for safe access between the main school site and 12 acres of playing fields. The school has three modern science laboratories, two air-conditioned ICT laboratories, a chapel and a Music School. **The Music School contains a large auditorium, specialist teaching and practice rooms where a wide range of musical instruments are available for use by both juniors and seniors.**

All classrooms and offices are linked by the school's internet and all teaching staff have voicemail. All classrooms have interactive screens. There are also Surface Tablets and iPads available as a teaching resource. External doors are coded and the site is monitored by CCTV.

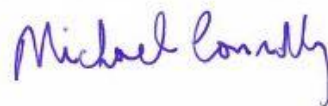
Within the main school building we have a sprung-floored gymnasium, including an adventure boulder wall, and a Half-Olympic size indoor heated swimming pool. In addition, in a large separate building we have a sports hall marked out for badminton, basketball, cricket nets and volleyball. On its upper level there are sports staff offices, changing rooms and showers, three high quality glass backed squash courts and, for older pupils, a Fitness Room with a suite of low impact cardiovascular equipment. These facilities are also available to staff.

With the exceptions of rowing at nearby Walton-on-Thames and skiing at Sandown, all our sporting facilities are on site. The Henderson Playing Fields, Paddock and Main Square provide a mixture of football and rugby pitches in winter and running tracks, cricket pitches, outdoor cricket nets and a nine hole pitch-and-chip golf course in the summer. There is a pavilion between the cricket pitches with changing facilities for visiting teams. We are also fortunate to have two fenced all weather pitches. One is principally used as four tennis courts and is also equipped with goals to use for football and hockey. The other is set up for football and hockey and is mainly used by pupils in Years 7 and 8.

A 1,500 square metre playground with rubberised safety surface is available for the use of all children during their break times. Adjoining the playground are a fenced and rubberised adventure play area for younger children and a 750 square metre quiet area with benches for reading and playing board games.

A wooded area owned by the school adjacent to the main pitches on the Henderson Playing Fields is used for 'Forest School' as well as collecting data for geography and science projects. The pond is used for supervised science lessons.

A fleet of six minibuses is used during the week for bringing some children to school from outlying areas and transporting them to matches against local schools.



Michael Connolly
Headmaster



About the Music Teacher Junior Department Post



MUSIC AT CRANMORE

Music is an important part of life at Cranmore School. In our most recent inspection, music achievements were identified as being excellent and a strength of the school. We offer music scholarships at 7+ and a number of our pupils successfully win music scholarships at their chosen senior schools.

We have 17 visiting specialist music teachers who teach over 250 individual music lessons per week for pupils from Year 1 upwards. Each week there are 13 instrumental ensembles and 8 choral rehearsals. The music department strongly supports local community events such as the Godalming and Woking Festivals as well as singing in local churches and at charities.

COEDUCATION

The most recent major change at Cranmore is the introduction of girls to the main school. This has been so successful that by September 2018 there will be girls in every year group in the Junior Department which includes Year 3 with the first cohort of girls moving into Year 4, the start of our senior department. All staff are expected to promote the coeducation model at Cranmore School.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8.00am String Section	8.00am Woodwind Section	8.00am Brass Section	7.50am Senior Chamber Choir	7.50am Jubilee Choir
8.00am Brass Group	8.10am Junior Chamber Choir	8.00am Chamber Strings	8.00am Training Orchestra	10.55am Saxophone Group
8.10am Training Choir	8.40am Senior Flute Choir	8.00am Training Strings	1.05pm Wind Band	10.55am Recorder Ensemble
1.05pm Senior Chamber Choir (Forms 5 & 6)	10.55am Clarinet Choir	1.05pm Senior Chamber Choir (Forms 2 & 3)	1.05pm Senior Chamber Choir (Form 4)	1.05pm Theory Grades 4-5
	1.05pm C# Ensemble		4.05pm Orchestra	1.35pm Theory Grade 3

Music Teacher Junior Department – Duties & Responsibilities

The Music Teacher for the Junior Department will work closely with the Director of Music to provide excellent music teaching to pupils in the Nursery to Year 3.

The teacher will also fulfil duties as required by the Head of the Junior Department.

Additional work, involving music, with older pupils in Years 4 to 8 will also be required.

The successful applicant must work co-operatively with Visiting Music Teachers (VMT) and have a positive rapport with parents.

JUNIOR DEPARTMENT DUTIES

- Teach all class music lessons to pupils in Nursery up to and including Year 3 using an appropriate scheme of work, such as Music Express, which dovetails in with the senior department scheme.
- Teach recorder to Year 3 pupils as part of the curriculum.
- Lead Junior Department pupils' hymn practice.
- Select and play appropriate hymns for Junior Department assemblies.
- Coordinate Junior Department Music assemblies as required by the Head of the Junior Department. Including encouragement of VMTs to put pupils forward for performance in assemblies and accompanying pupils on piano.
- Arrange age appropriate workshops for Junior Department pupils which will encourage a 'love of music' and inspire them.
- Administration and planning relating to Junior Department music as required by the Head of the Junior Department including keeping the music section on the school's VLE current.
- Promote instrumental take up in the Junior Department including introduction of capable pupils for individual lessons with VMTs and keeping a record of which pupils play instruments/sing and to what level.
- Assist Director of Music with 7+ scholarship auditions and selection.
- Monitor the progress of Junior Department Music Scholars.
- To lead the music preparation and playing for all Junior Department shows.



Music Teacher Junior Department – Duties & Responsibilities (Cont'd)

WHOLE SCHOOL MUSIC DUTIES

- Be the primary coordinator for the ABRSM Practical Examination entries including identifying (with their VMT) pupils suitable for entry, correspondence with parents, collating parent responses and payments to secure successful entry, arranging accompanists and additional aural lessons and collating and distributing results and certificates.
- Assisting the Director of Music with musical elements of school Masses, First Communion Mass, Founders' Day and Leaver Celebrations and the Carol Service.
- Attend VMT meeting at the start of each academic year, departmental meetings (Junior Department and Music Department) each term.
- Attend other relevant meetings as required by The Director of Music or the Head of the Junior Department
- Liaise with Headmaster's PA to enter music dates in the school's termly calendars.
- Prepare and send to the responsible staff member, any promotional or marketing material relating to music to be used in school publications and on social media.
- Assist the Director of Music with music preparation and playing for Senior Department productions.
- Assist the Director of Music with the organisation and successful operation of the annual Young Musicians competition.
- Organise annual organ tuning with preferred supplier.

CHOIRS

Although not essential, experience in leading choirs in a school setting would be advantageous. For applicants who can offer such experience the role would include:

- Rehearsing junior choirs (Training Choir and Jubilee Choir)
- Rehearsing the Chamber Choirs
- Preparing the choirs for concerts and events in school such as the Carol Service, productions and Masses.
- Preparing the choirs for concerts and events outside of School including singing at Ockham Church, Cherry Trees, Godalming and Woking Festivals.
- Entering competitions such as Eagle Radio Carol competition, Barnardo's School Choir Competition.

Cranmore School, working with you to fulfil your child's potential

How to Apply

All applicants are required to complete an **application form** containing questions about their academic and employment history and their suitability for the role. Incomplete application forms will not be put forward for consideration. Curriculum vitae will not be accepted in place of the completed application form. **The application form should be accompanied by a Letter of Application addressed to the Headmaster.**

The applicant may be invited to attend a formal interview at which their relevant skills and experience will be discussed in more detail. Candidates selected for interview will also be observed teaching a lesson. The interview panel will consist of at least one person trained in Safer Recruitment who will ask the appropriate questions. All applicants who are invited to interview will be required to bring with them evidence of identity, right to work in the UK, address and qualifications.

If it is decided to make an appointment following the formal interviews, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract;
- the receipt of two satisfactory references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory; **Please note that references will be taken up on short listed candidates prior to interview.**
- the receipt of an enhanced disclosure from the DBS which the School considers to be satisfactory;

Key dates

Closing Date for Applications: 26 February 2018

Applications will be considered on receipt. Suitable applicants may be interviewed before the closing date and Cranmore School reserves the right to withdraw the position if an early appointment is made.

Start Date: 1 September 2018