



# MILTON ABBEY

**Co-educational boarding and day school for ages 13 - 18**



**Director of Music**  
**September 2017**  
**Information for applicants**



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## **Background Information**

In a recent ISI inspection, Milton Abbey, a co-educational day and boarding school for ages 13-18 situated midway between Blandford and Dorchester, was judged as being 'highly successful in achieving its aim to enable each pupil to achieve their academic potential'. The report also praised the School's 'excellent' teaching provision and highlighted its 'carefully structured and broad curriculum'. Milton Abbey is proud to offer the broadest range of vocational subjects in the independent sector, alongside GCSEs and A Levels. Milton Abbey is committed to the individual and delivers an education that is meant to challenge, stretch and develop young men and women into leaders and assured adults who possess confidence without arrogance. Milton Abbey prides itself on its ability to deliver a bespoke education, tailoring each pupil's education to make the most of their individual skills and talents so that they can achieve their potential both inside and outside the classroom. At Milton Abbey's heart is a philosophy of developing each and every girl and boy into fully rounded people academically, culturally, spiritually, and within a caring, supportive environment. We are an inclusive school, and are ambitious for every pupil. Success, in whatever form, is celebrated.

The School became fully co-educational from September 2012 and joined the Round Square group of schools in 2013. Current development projects include a new Centre for Countryside Management and Equine Studies and a new Art Centre and Gallery. All these exciting developments have been underpinned by Milton Abbey's commitment to the pillars of Round Square IDEALS, namely international understanding, democracy, environmental awareness, adventure, leadership and service.

The School lies in a wooded valley and occupies the site of a former Benedictine Monastery, founded over 1000 years ago. The two remaining Monastery buildings, the Abbey (which is used as the School Chapel) and the Abbot's Hall (which is used as the School Dining Hall), around which a Georgian mansion was built in the late 18<sup>th</sup> Century, accommodate two houses. Modern facilities on a par with much larger schools have been added including a Music School, Art School, classrooms and laboratories, an ICT centre, a fully stocked library, Technology workshops, a 370 seat theatre, a 25 metre indoor pool, recreation hall and full sized astro-turf. The school has stabling for up to eight horses, a pheasant shoot, an ambitious self-sufficiency market garden project, pigs, sheep and chickens.

The school is run by the Headmaster, supported by the Deputy Head, a teaching staff of 40 and has a capacity of 300 pupils. All staff appointed are expected to contribute to the boarding ethos of the school, supporting both the Deputy Head with pastoral work and the Director of Adventure Training & Activities with a full and busy games programme. Candidates are encouraged clearly to celebrate their conventional, and unconventional, interests on their application. Appointments will be made subject to a full DBS check and the receipt of satisfactory references.

For more information please see the school's website: [www.miltonabbey.co.uk](http://www.miltonabbey.co.uk)



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### **DIRECTOR OF MUSIC**

The School lies in a wooded valley occupying the site of a former Benedictine Monastery in rural Dorset and requires a Director of Music for the start of the Michaelmas Term 2017. You will be an exceptional individual capable of continuing the inspiring work of the current incumbent who has established music at the heart of the School's cultural provision. A music teacher looking to develop your portfolio, you will have responsibility for the continued success of the Milton Abbey International Music Festival and summer school.

You will be an experienced leader of young people and adults with a proven track record of teaching and performing music and will be able to make music accessible and enjoyable for all. You will have strong organisational skills and previous experience of directing choirs and instrumental ensembles.

### **THE MUSIC DEPARTMENT**

The Music Department is located on the first floor of a converted barn block, adjoining the New Barn Theatre (capacity 370) which is used for some recitals and the biennial Whole School Musical.

The 14th-century Abbey is the beating heart of the school. With its incredible acoustic, The Abbey is a sought-after performance space and is well-equipped with a fine two-manual tracker action organ by Gray & Davison (1868) on the quire screen. The Abbey is regularly used for school chapel services and concerts; it is also the focal point of the annual Milton Abbey International Music Festival and Summer School.

The Milton Abbey International Music Festival and Summer School was established in July 2013 as a development and extension of the long standing Milton Abbey Festival. Now in its fifth year, the event has grown to become truly international, drawing participants from all over the world. The Summer School for singers is run by internationally-renowned a capella group VOCES8 concurrently with the Music Festival concert series. In recent years, the Festival has included performances by The Gabrieli Consort, tenor Paul Phoenix, jazz trumpet Andy Dickens and his band, and of course VOCES8 with baroque ensemble Les Inventions. The Festival traditionally ends with a large choral work accompanied by an invited orchestra that includes players from Bournemouth Symphony Orchestra and various London orchestras.

Within the music department, there are three classrooms and a recording studio, all equipped with pianos. Additionally, there is a Broadwood grand in the Abbey, and a Steinway B grand in the King's Room, which is used regularly for recitals, including those in the Professional Recital Series established in 2016. The department is well staffed by the Director of Music, Organ Scholar, part-time Music Technology teacher, and nine experienced visiting music teachers who cover all manner of instruments and singing, as well as more unusual disciplines such as Acting Through Song and DJing.

Vocal music is the School's forte and the inclusive Abbey Choir involves around 60 pupils in choral singing on a weekly basis. Alongside this, the department runs a Chamber Choir, a



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Girls' Choir, and the Music Scholars Vocal Ensemble. The Concert Band caters for all instrumentalists, and pupils are encouraged to form their own groups and bands. Milton Abbey choristers have enjoyed tours to Venice, New York, and Paris in the past four years where they have sung in venues including St Mark's Basilica, the Cathedral of St John the Divine, and Notre Dame de Paris.

Several pupils in recent years have gone on to study Music and Music Technology at university and music college, and there are a number of pupils throughout the School with aspirations to do the same. Currently around 20 pupils are enrolled on one or more music courses in the Sixth Form, where we offer BTEC Level 3 and the A Level in Music Technology; GCSE Music (Edexcel 9-1 specification) is offered in the lower school.

Music Scholarships are awarded annually at 13+ and 16+ entries.

#### **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Director of Music
<b>DEPARTMENT:</b>	Music
<b>JOB PURPOSE:</b>	To lead, promote and develop the Music Department at Milton Abbey School
<b>RESPONSIBLE TO:</b>	Assistant Head (Teaching & Learning)

This is a Head of Department role with overall responsibility for the school's music, both on and off campus. Specific responsibilities include the following, although this list is by no means exhaustive:

#### **Duties and Responsibilities:**

- Overview of academic music provision
- Teaching responsibility for the delivery of:
  - 3<sup>rd</sup> Form curriculum
  - GCSE Music
  - Music Technology AS & A2
  - Level 3 BTEC in Music Performance
- Direction of the Abbey Choir, Chamber Choir, Concert Band and other ensembles
- Responsibility for the content and quality of the music in the Abbey, in consultation with the School Chaplain
- Music Department budget holder



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- Overview of music timetabling issues and interface with other departments
- Overview of all music accommodation and equipment issues
- Liaison with ABRSM, Trinity Guildhall and Rock School re instrumental and theory exams
- Organisation of the annual House Music Festival
- Supervision of music scholars and exhibitioners
- To manage a team of visiting peripatetic instrumental tutors and to manage pupil and teacher timetables
- Director of the Music Festival and Summer School

### **TERMS OF APPOINTMENT**

The following provide guidance, without prejudice, on the likely main provisions of the Contract of Employment.

<b>Hours:</b>	This is a full-time post, Monday to Saturday.
<b>Holidays:</b>	You are entitled to all school holidays. Public holidays falling when pupils are in School during term time are working days. Notwithstanding, you will be expected to be in attendance and residence for the duration of the Music Festival and it will be necessary for some of the preparation to take place outside of term-time. These duties will run alongside the continued development of the Milton Abbey Music programme and the Director of Music responsibilities.
<b>Salary:</b>	The salary range is between £30,000 - £35,000 and to be agreed depending upon experience and qualification.
<b>Probation:</b>	The position is subject to a two and a half term probationary period, which may be extended.
<b>Pension:</b>	The School complies with its legal obligations in relation to the provision of access to a pension scheme and will automatically enrol the employee in a contributory pension scheme when required by law.



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**Medical Fitness:** Any offer of employment will be conditional upon the appointee's fitness to carry out the role. New employees will be asked, following an offer of employment, to complete a questionnaire regarding medical fitness.

**Criminal Background Check (DBS):** As a School, Milton Abbey requires all new employees to complete an Enhanced level criminal background check through the Disclosure and Barring Service. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances and background of the offence.

**References:** In addition, all new employees are required to provide two satisfactory references, one of which should be from a previous employer. The School may also contact any previous employer, where the position has involved working with children or vulnerable adults.

### **APPLICATIONS**

Applications must be submitted on a Milton Abbey School application form with a covering letter. Your application can be supported by a CV. Applications annotated "see attached cv" will not be considered. Attention will need to be given by the candidates as to the way in which they expect to transfer their experience to date to this post in a school environment. Further details may be obtained from our website or from HR email [hr@miltonabbey.co.uk](mailto:hr@miltonabbey.co.uk) or telephone 01258 880484.

**Please address your letter to the Headmaster and send the letter, cv and application form to:**

Miss Lynne Hughes  
HR Administrator

#### **By post**

Milton Abbey School  
Blandford Forum  
Dorset  
DT110BZ

#### **Or by email**

[hr@miltonabbey.co.uk](mailto:hr@miltonabbey.co.uk)

**Closing date for applications is noon on Friday 3<sup>rd</sup> February 2017** and interviews are likely to be held during the week commencing 20<sup>th</sup> February. We will contact all applicants to



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either invite them to interview or advise them that on this occasion their application will not be taken further.

#### **Interview**

Candidates invited to interview should bring the following original documents. Please note photocopies

or certified copies are not sufficient:

- Two forms of original identification, ie current photocard driving licence, passport or a full birth certificate.
- Proof of address documentation, ie a utility bill or financial statement issued within the last three months showing current name and address.
- Where appropriate, any documentation evidencing a change of name. If providing a birth certificate and your name has changed since birth, you must also provide documentation, eg. marriage certificate, to confirm change of name.
- Where the candidate is not a citizen of a country within the European Economic Area or Switzerland, proof of entitlement to work and reside in the UK.

Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.