



Appointment information
Director of Music
September 2018

The College

Queen's College is a highly successful independent girls' school of 370 girls, aged 11-18. The College is a member of the Girls' Schools Association and prides itself on its friendly and supportive atmosphere, highly valued by girls, parents and staff. There is an associated Preparatory School for girls aged 4-11 on a nearby site.

Queen's College holds an important position in the history of girls' education, being the first school in Britain to give young women a formal academic education leading to recognized qualifications.

Nowadays, the College enjoys a reputation as a friendly and creative school where high academic standards are combined with a wide extra-curricular programme and excellent pastoral support. Places are oversubscribed and the College's location is recognised to be a considerable asset; the cultural life of central

London is very easily accessible and this is a source of real enrichment.

The College is academically selective, has been achieving increasingly strong results in recent years, and has recently undergone significant developments (most notably with the construction of a new sixth form centre which opened in February 2017).

More details about Queen's College, including public examination results and leavers' destinations, can be found on our website: www.qcl.org.uk.



The Music department

Through a meaningful balance of support and encouragement, we aim to provide a platform for all our musicians to shine. We believe that pupils can make a lasting contribution to society through musical accomplishment and dedication to the art. Music is to be enjoyed, cherished and nurtured.

The Music Department, led by the Director of Music, includes one full time classroom teacher, fifteen visiting instrumental teachers and a part-time Music Administrator.

The department itself consists of six music practice rooms, one large classroom and a dedicated ICT suite with 12 pupil Mac computers on which we use Sibelius 7.5 and Logic Pro software. Each practice room houses a piano, with the addition of two baby grand pianos in our larger College performance spaces, the Waiting Room and Somerville Hall, which are regularly used for concerts.

Curriculum Music

The Years 7 – 9 Music curriculum embeds a balance of practical musicianship, composition and listening analysis. Through each of the eighteen modules, listening analysis consolidates aural awareness, as well as theoretical and academic understanding of musical processes developed in composition and performance. When selecting Music as a GCSE option, pupils are equipped with the skills they need to produce a musically successful composition. The use of software and IT is positively encouraged in Years 7 - 9.

The department follows the Edexcel GCSE syllabus over a two-year course. In selecting to take this course, pupils are required to be in

receipt of tuition in their chosen instrument/voice.

For those who take A-level Music, we aim to expand their musical knowledge and skills to a high level, preparing those who would wish to study at degree level to be able to do so. A-level Music is taught using the OCR syllabus. The analysis lessons are divided into three parts: listening; analysis of a set work; and supporting set work. This is balanced with composition lessons and time preparing A-level performance recital repertoire.

Extra-curricular Music

The department offers a superb programme of public performance opportunities for pupils including a biannual musical production, termly large-scale concerts to showcase our larger ensembles and an annual joint Jazz Evening with Harrow School Big Band. A series of smaller events and concerts, including masterclasses, competitions and Informal Concerts, takes place throughout the academic year. In addition to the performances we give, pupils are encouraged to attend cultural events and trips. The department's Du Pré Society takes our young musicians to concerts around the capital on a regular basis.

Over 150 instrumental lessons take place each week at the College. Pupils are encouraged to

take ABRSM examinations here and we host examiners in the Spring and Summer Terms.

There is a wealth of weekly ensemble rehearsals and clubs offered by the department. Choirs include Chamber Choir, Senior Choir, School Choir (for Years 7 – 9) and Year 7 choir, which run throughout the year. Instrumental ensembles include Orchestra, Senior Ensemble, Brass Ensemble, Flute Choir, Year 7 Ensemble and String Ensemble. The department has a thriving chamber music programme. Ensembles are encouraged across a number of year groups and Visiting Music Teachers are encouraged to coach ensembles in their specialism.

Music Scholars make up a vital and much respected pupil voice in the department. Scholarships are awarded at 11+ and 16+ under assessment led by the Director of Music. Scholars run ensembles and sectional rehearsals; they perform frequently at major College events and facilitate performances when requested.

The Department is closely linked to our Prep School, hosting joint projects and workshops during the academic year. The department is at the forefront of major College celebrations (the Christmas Carol Service, Founder's Day and Annual Gathering), promoting pupils' talents and facilitating creative opportunities.



The role and the person

The Director of Music will manage and direct the Music department, including permanent and peripatetic staff, in order to enable the department to offer excellent academic classroom teaching and learning, high quality instrumental teaching, and a superb programme of public performance opportunities for pupils.

It is expected that the Director of Music will teach most year groups and will have a reduced teaching timetable commensurate with the responsibilities of this post. The Director of Music reports to the Principal and the Senior Tutor.

Person specification

We expect that the Director of Music will be:

- An accomplished musician and teacher of high calibre who will engage and enthuse, promoting significant musical progress and attainment in the curricular and extra-curricular life of the College. The ability to teach across all key stages and have the level of musical scholarship and up to date subject knowledge and experience to cover all components of the GCSE and A-level course is imperative.
- A first-rate administrator who will have his/her finger firmly on the pulse and hand on the heart of the department. The ability to manage the physical and human resources, including peripatetic staff, excellently and to administer effectively external practical Music examinations, public examinations and a comprehensive programme of public performance will again be imperative.
- Visionary, and have the ability to develop new opportunities through which pupils can excel musically, for example in choral music, orchestral music, chamber music and a variety of ensembles involving different genres.
- An able conductor and 'MD' who understands the significant demands of rehearsal and preparing public performances and celebrations of high quality.
- An accomplished keyboard player with the ability to coach and accompany repertoire enjoyed by high achieving singers and instrumentalists.
- An excellent communicator who will develop and strengthen 'pathways' to opportunities outside the College for able musicians.
- Up to date with current teaching and learning trends that nurtures successful musicians of the future and develops a lifelong love of music for all.
- Fully committed to collaboration and the extra-curricular life of the whole College.
- Willing to contribute to the pastoral life of the College – all teachers at Queen's are required to act as a Form Tutor.

Director of Music job description

The Director of Music shall:

- give strategic direction to the development of Music at the College, both within the curriculum and outside it.

- liaise with other staff and members of the senior management team.
- manage the department effectively, in particular organising the appointment, DBS checks (in liaison with the Bursar), teaching, and performance review of peripatetic staff.
- be a proactive channel of communication between parents and peripatetic staff regarding all aspects of instrumental teaching.
- take responsibility for the departmental rooms and their contents, including ICT.
- supervise Music examinations, making suitable arrangements for candidates to be accompanied.
- arrange a comprehensive programme of public performance opportunities for pupils, whether individually or in ensembles, covering a wide range of genres.
- lead Music Scholarship assessments at 11+ and 16+, and advise the Principal on awards.
- ensure that Music Scholars are appropriately challenged and monitored in their musical lives at the College.
- support and promote congregational singing at the College, and share in playing the organ or piano at Prayers.
- exploit opportunities for pupils to hear excellent musicians perform outside the College through the running of the Du Pré Society, and establish links with outside agencies to benefit pupils' musical education.
- encourage pupils to participate in local and national events to promote College Music.
- liaise effectively with other departments, especially the Drama department, and with the Prep School.
- organise with the Principal the central celebrations of the College's year (the Christmas Carol Service, Founder's Day and Annual Gathering) and arrange for pupils to play/sing at open days.

In addition to the specific requirements of the Director of Music role, there is a general job description for Heads of Department at Queen's and this is given below.

Head of Department job description

The Head of Department leads and takes responsibility for teaching and learning of their subject across the College in order to ensure that each pupil reaches her full potential. The Head of Department is expected to work closely with other members of their department, with colleagues from other departments, and with the Heads of Section and senior management. As a significant middle manager, a Head of Department is expected to lead by example in their commitment to excellent pastoral care and their contribution to the co-curricular programme at the College.

WHOLE COLLEGE STRATEGY AND DEVELOPMENT

- To promote and uphold the principles and policies of the College.
- To write annually a departmental development plan and a report on public examination results, both for presentation to the governing Council.
- To monitor public examination results in connection with available data on individual pupils.
- To attend meetings of Heads of Departments and any other sub-committees or working parties, as required by the Principal.

CURRICULUM MANAGEMENT

- To take responsibility for production of detailed and suitable Schemes of Work and ensure these are reviewed and updated on at least a yearly basis.

- To monitor national developments in education, particularly those which affect external examinations.
- To ensure that subject information is updated for GCSE and A-level options booklets.
- To organise regular (at least fortnightly) department meetings and ensure that these are minuted and minutes distributed.
- To supply information required in connection with examination timetables, or any other published materials.
- To ensure that internal examinations are set and marked by the required date and that results are entered into the school management system.
- To liaise with the Senior Tutor over matters relating to the timetable.

PUPILS

- To liaise with the Heads of Section, Senior Tutor and Pastoral Deputy Head, as appropriate, on the academic progress of pupils.
- To ensure that assessment across the department is regular, thorough, meaningful and consistent in order to monitor standards achieved and progress made by all pupils.
- To ensure that material supplied for references, particularly for UCAS, is helpful and supplied by the required date.
- To provide subject-specific university preparation programmes for pupils in the Senior College in conjunction with the Assistant Head and Senior Tutor.
- To provide academic support and extension outside of lessons (eg co-curricular clubs, visits, revision classes and enrichment activities for the more able, including academic scholars), working with the Learning Support Co-ordinator where appropriate.

STAFF MANAGEMENT

- To organise and direct the teaching of the subject and to plan, coordinate, monitor and manage the work of other teachers within the department (to include lesson observations), in line with the Principles of Education of Queen's College.
- To oversee the marking and assessment practices of colleagues in the department through regular work scrutiny, as per the College policy.
- To assist the Principal in the appointment of new staff to the department.
- To participate in the College professional development and review programme.
- To assist in the ongoing professional development of colleagues in the department.
- To support new colleagues in the department during their induction year, including NQTs new to the profession.
- To ensure that reports written by the department are completed on schedule and written according to the style guide, proofreading reports if requested and if necessary.
- To help co-ordinate cover work in the event of staff absence.

RESOURCES

- To maintain an up to date department handbook.
- To agree an annual budget with the Bursar and Principal and ensure that spending does not exceed the budget.
- To be responsible for the ordering, maintenance, storage and use of books and any other materials used in the teaching of the subject.
- To oversee and develop provision for the subject in the library, in liaison with the College Librarian.
- To ensure that all required procedures related to health and safety are followed within the department and when arranging educational visit

Applying for the role

Applications should be made on the Queen's College application form, with the names and contact details of three professional referees (to include your current or most recent headteacher if you are or have been employed in a school), and accompanied by a supporting covering letter. Please do not send CVs or apply directly from the TES online.

The application form, together with other useful information, can be obtained from the Principal's PA, Miss Gemma Nicholson (gnicholson@qcl.org.uk) or can be downloaded from the College website (www.qcl.org.uk).

Completed application forms and covering letters should be sent via email (preferably) to the Principal's PA (gnicholson@qcl.org.uk) or by post to the Principal's PA, Queen's College, 43-49 Harley Street, London W1G 8BT.

The deadline for applications is noon on Tuesday 20 February.

The interview process will be held in two rounds and will include teaching a curriculum lesson (for which a full briefing will be provided), taking a rehearsal, a written task and a series of interviews which will include a presentation.

Candidates will also be given a tour of the College and have the chance to meet other members of the department, including some of the visiting music teachers.

