



# The Old School Henstead

## MUSIC LEAD TEACHER

### THE ROLE

The Old School Henstead seeks to appoint an inspirational Music Lead Teacher for a full-time teaching position commencing September 2019. You will be an exceptional teacher with excellent music skills and a passion for all things musical. You will hold a degree in Music and will manage the Music Department and its Peripatetic Music staff, as well as overseeing the programme of entries for Trinity College Music Examinations. The candidate will also run successful lower and upper school choirs, musical productions and other musical activities, including music in school church services and assemblies. Experience of stage direction for musical productions is desirable.

A willingness to play a full and active role in the daily life of a busy and vibrant prep school is a necessity, as is the desire to engage in regular professional development opportunities. Experience of teaching at Early Years, Key Stages 1 and 2 and a good level of ICT skills are desirable attributes. This is a suitable role for an experienced teacher leading music in a school, but may also suit an ambitious NQT with experience directing choirs or musicals, with an active network of musical contacts.

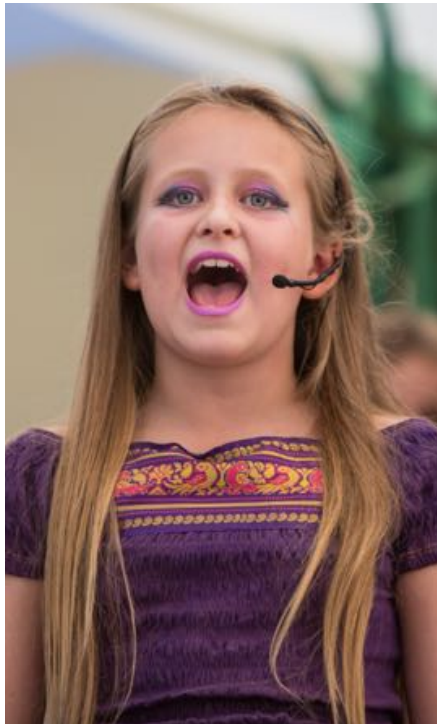


"Our children are so happy at Henstead; they always want to come to school, and are smiling both at drop off and pick up.."





## Objectives & Reporting



Line Manager for:

Peripatetic Music Staff

Reporting to:

Headmaster

Overall Objectives:

- To deliver an exciting and engaging Music curriculum to children in EYFS, Key Stage 1 and 2.
- To lead and develop the Music Department and all music activities throughout the school, including school productions, management of peripatetic staff and overseeing external examinations.



"Exceptional teaching standards and a wealth of opportunities across the whole academic, arts and sports spectrum."





## PRINCIPAL RESPONSIBILITIES.

### Principal Responsibilities:

- Deliver a broad, balanced, stimulating and differentiated curriculum to all pupils
- Manage all aspects of the Music curriculum, subjecting it to regular review, upgrading Schemes of Work in accordance to meeting requirements of external scholarship examinations or other assessments.
- Promote Music to pupils through a range of extra-curricular activities, trips and visits every year; through clubs, societies, inter-house competitions and musical events; and inviting guest speakers into School where appropriate.
- Run a successful School choir and other musical ensembles and attend all church services.
- Keep the Department up to date with the latest research, methods and syllabi for teaching and examining.
- Manage and develop the Music Rooms and all resources
- Encourage a high level of participation and achievement in Music examinations and Informal and Formal concerts.
- Liaise with Senior Schools to ensure a smooth transition and support any Music scholars.
- Liaise with parents including report writing at the end of each term.
- Promote the use of ICT in the Department
- Forge cross-curricular links with other Departments where appropriate
- Occasional out-of-hours events and church services

### Assessment, Recording, Reporting

- Assess, record and report pupil progress, socially and academically, according to School policies, taking appropriate action to remedy pupil under-performance; liaising with pupils, parents, Form Tutors, Director of Studies and the Headmaster as necessary.
- Monitor the teaching of pupils with Special Needs and Able & Talented Needs and liaise with SENCO where appropriate.

### Marketing

- Promote the work of the Music Department to the broader community in partnership with the Marketing Manager including regular contributions to the

School website, weekly Newsletters, corridor displays, open days and local, national and international press.

- Attend District ISA/IAPS meetings for Music as appropriate.

### School Policies

- To act within the Staff Handbook and Staff Code of Conduct.
- Promote and safeguard and welfare of pupils and staff according to the School's Health and Safety, Fire Safety, and Safeguarding regulations and guidelines.

Fulfil other reasonable duties as directed by the Headmaster.

This job description is subject to review and change as necessary.



## Personal Specification



### Personal Specification (Knowledge, Skills & Attributes)

#### Essential requirements for the role:

- Degree in Music
- Imagination, commitment and ambition to inspire pupils to enjoy and participate in Music
- Experience as a performer
- Experience of leading school productions
- Excellent piano keyboard skills
- Flexible and proactive attitude to work
- Ability to communicate clearly and effectively
- ICT Literate
- High standard of personal presentation
- A positive and enthusiastic attitude
- Excellent planning skills
- Driven to deliver excellence in all performances

#### Desirable requirements:

- Experience as a Head of Department or a Senior Manager
- Qualified Teacher status

The job holder must be sympathetic with the Christian ethos of the school.



"... inspiring staff whose dedication is reflected in such highly motivated and well-rounded children."





## Salary and Benefits



### Salary and Benefits

#### Salary

Competitive salary, depending upon experience and qualifications.

#### Pension

The position holder will be eligible to be a member of the Teachers' Pension Scheme or The Old School Henstead Group Pension Scheme.

#### Remission of Fees

A generous remission of fees for any children attending the school.

#### Holiday

The statutory minimum holiday entitlement under the Working Time Regulations 1998 which is to be taken during School holidays. In addition, the position holder is not normally required to work during normal School holidays other than Staff Development days. Public holidays occurring when the School is in session will be working days.



"...the children are included in everything, from sports teams to school plays."



## The School's Aims & Values



In a secure and caring environment and as part of a happy childhood, The Old School Henstead seeks to provide the opportunity for every child to become a lifelong and resilient learner. We aim to do this by:

- encouraging our children to seek excellence in all that they do
- supporting them in developing their intellectual, aesthetic, creative, physical, spiritual and emotional capacities to the full
- nurturing the development of a sound moral framework
- providing a rigorous and appropriately challenging academic curriculum, complemented by regular opportunity for adventure and personal development
- encouraging each child to be mindful of the needs of others and of the world around them.
- All that we do at The Old School is underpinned by a Christian ethos and we welcome children of all faiths and none. Our core values of confidence, resilience, empathy, adventure, teamwork and excellence guide us to be the best that we can be.
- As a preparatory school, a core aim is to prepare pupils to be successful when they leave us for senior school.



"Exceptional teaching standards and a wealth of opportunities across the whole academic, arts and sports spectrum."





## THE SCHOOL DAY.

The school day starts at 8.30 for Nursery children and 8.35 for pupils in Reception year upwards, with registration at 8.45am. Children may be pre-booked into the early morning Breakfast Club, which opens at 7.45am. Children arriving early (at any time between 8.15am and 8.35am) may be looked after until 8.35am, when they go to their classrooms.

- Morning break is from 10.50am to 11.10am
- Lunchtime starts at 12.00pm for the Early Years Foundation Stage up to 12.40pm for the Upper School.
- Afternoon break (lower school only) is from 2.30pm to 2.45pm.

Children in Reception to Year 2 who need to wait until 4.10pm are cared for in a supervised activity or prep session. After this additional care is provided until 5.30pm Monday to Friday for children in all year groups.

Our term dates and calendar of events can be found on our website.

### After School Clubs

A range of supervised activities takes place after school each day, for children in Reception upwards.

The activities on offer vary from term to term. Examples include: Mini-Engineers, Archery, Wire Sculpture, Spy School, Arts & Crafts, Computing, Athletics, Rugby, Rounders, Cricket, Football, Netball, Hockey, Multi-Sports, Unihoc, Dodgeball, Tennis and Pony Club.



## TEACHING AND LEARNING.

The Old School Henstead is driven by our determination to provide pupils with a tailor-made learning experience of the highest standard. Whilst focussing on the core subjects, the teaching at The Old School Henstead is committed to ensuring that every pupil maximises their potential through inspiring, motivating and enriching learning opportunities. Our curriculum is designed to inspire and challenge all pupils, with teaching adapted to meet the varying needs of our students.

We aim to teach children how to grow into positive, responsible people, who can work and co-operate with others, whilst developing knowledge and skills in order to achieve their true potential. Above all, we believe in making learning fun. We believe in engendering a love of lifelong learning in every child that passes through the school.

Small class sizes, excellent teaching and an insistence on traditional values of hard work and good manners help all pupils at The Old School Henstead to achieve high academic standards.

We cater for pupils of all abilities, offering specialist support where needed at both ends of the ability spectrum.

In Early Years (Reception) and the Lower School (Years 1 and 2), the children are taught in their class base by their class teacher for the majority of subjects. In the Upper School, from Year 3 onwards, the majority of subjects are taught by subject teachers.

Detailed Curriculum Maps for Years 1 to 6 can be found on the school's website.

### Assessment

Assessment for Learning plays a vital role in ensuring that every pupil makes excellent progress. We encourage pupils to take responsibility for their own learning, to be involved as far as possible in reviewing the way they learn, and to reflect on how they learn – what helps them learn and what makes it difficult for them to learn.

We ensure that every child knows where they currently are in their learning and what they need to do in order to improve. Assessment takes many forms at The Old School Henstead: from informal classroom discussions and the marking of pupils' work to the data provided by thorough standardised assessments. We believe that to really assess children, you must first try to understand them for who they are – individuals.





## PASTORAL.

### Assemblies

Assemblies are an important starting point of the day at The Old School Henstead. Our assemblies are designed to inspire pupils to appreciate all that life has to offer and to settle for nothing less than their very best. Every morning children from Reception upwards attend assemblies which are themed – on a termly basis – around the Christian ethos and core values of the school. In addition to whole school assemblies, there are also House assemblies, Show and Tell assemblies and pupil-led form assemblies.

### Forms

The Form Teacher (Early Years and Lower School) or Form Tutor (Upper School) plays a vital role in the daily life of each pupil. The Form Teachers and Tutors are the first point of contact for any queries or concerns.

Pupils are registered by the Form Teachers and Tutors every morning and spend time together at the end of each day. Contact with Form Teachers and Tutors is encouraged and can be arranged through the school planner (Years 3 to 6), message book (Reception to Year 2), via email or in person at the beginning or end of day. Regular form updates are posted on the form's *Schoolology* page. Each form has a mascot that is awarded weekly to the pupil who best demonstrates the core values of the school.

### Houses

The school has an active house system that encourages pupils to interact and collaborate with pupils outside their own year group. Weekly house assemblies form a basis for a wide range of house activities including sports competitions, artistic and cultural pursuits. House points are awarded

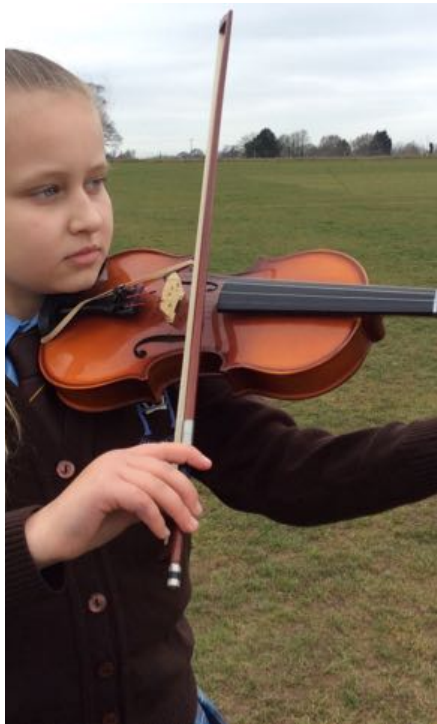
for good work and behaviour, which contribute to the end of year award of the Inter-house Cup.

### School Council

The School Council has two representatives from every year from Year 1 to Year 6, with Reception joining in the Summer Term. New representatives are elected every term. Designed to give all the children in the school a voice, class representatives meet every week to inform the Council of any issues or ideas generated by their classes. There are often good suggestions for improvements around the school and in the classrooms, plus some wonderful ideas for learning. Minutes are taken, which are communicated to the Headmaster. It is a real opportunity for the boys and girls to contribute to the development of the life of the school.



## The Arts - Music



Music making is a very important part of life at The Old School Henstead.

The School Choirs rehearse every week and lead the singing in the daily assembly and at our regular services at St Mary's Church. In addition to this we have, over the years, been very proud of the achievements of the choir at local, regional and national music festivals. The choir also frequently sings at local events and have raised money for many charities including *CLIC Sargent*, *Children in Need* and *East Anglian Air Ambulance*.

Every child also has weekly music lessons with our specialist music teachers. Children all learn to play the recorder during these lessons and many children also take advantage of the many peripatetic music teachers who visit the school to receive specialist tuition in piano, voice, woodwind, brass, strings, guitar, ukulele and percussion.



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## The Arts - Drama



In keeping with The Old School Henstead's focus on building our pupils' confidence, social skills and awareness of others, the Drama syllabus provides an approach which is both structured and adventurous. With drama games, improvisations, role play and practice of specific elements of Drama, the children are equipped to meet not only the challenges of regular performance and presentation within the broader curriculum of the school, but also in their ensuing educational experience.

The Junior and Senior Summer Shows, our traditional climax to the year, are produced at an exceptional level of professionalism by talented and dedicated staff and include every child from Nursery to the top of the Senior School, at an appropriate level of performance. The Shows always provide a memorable send off for our leavers.

We also offer LAMDA tuition in the Upper School.



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## WHAT OUR PARENTS SAY.

“We saw such a difference in our daughter when she joined The Old School Henstead, having spent two years in our local primary school. She grew so much in confidence, both with her academic studies, but also in sport and music.

Our children are so happy at Henstead; they always want to come to school, and are smiling both at drop off and pick up. Can't ask for more than that!

I have no doubt the children have met friends for life at Henstead, as have we, as parents. The Old School really is a unique “family”, who not only want the best for our children, but also instill the real life values of teamwork, support and confidence.

Being a relatively small school, all the children are included in everything, from sports teams to school plays. Without the pupils even realising, this ensures that those

who are less able can develop their skills, those who are less confident become more so, and most importantly, the children learn about teamwork, and the importance of supporting each other.

A small school with a huge beating heart.”

“Exceptional teaching standards and a wealth of opportunities across the whole academic, arts and sports spectrum have given my children the confidence, assertiveness and independence for a solid foundation in their education.

The residential trips are fantastic - exciting, adventurous, team building, trust, leadership, independence.

A small, friendly environment gives the children opportunities to get involved in all aspects of school life.”

“(My son) has increased in confidence since being at The Old School Henstead. From a child that would shy away from new experiences to one who will try everything put before him.”

“The Old School Henstead raises all the children in its care to be more than they can be.”

“My child's attitude to learning has excelled since starting at The Old School Henstead. As parents we have noticed how much more confident and well-mannered our son has become. My son's enthusiasm for his school is reflected in all that he does.”

“We are delighted to have chosen The Old School Henstead. It is wonderful to see our son look forward to school with such enthusiasm and watch him thriving in a positive and encouraging environment.

A real strength of the school is the inspiring staff whose dedication is reflected in such highly motivated and well-rounded children.”





## HOW TO APPLY.

If you would like to apply for this role, please download the Application Form and complete it electronically. Email it, together with a covering letter of no more than two pages, addressed to the Headmaster, explaining your reasons for applying and how your experience matches the job brief. There is no need to submit a CV. If possible, please send your application form and letter as PDF files. All applications will be acknowledged by email.

Potential applicants are invited to speak to the Headmaster for further information about the post and the school. (Please email your contact numbers to [office@theoldschoolhenstead.co.uk](mailto:office@theoldschoolhenstead.co.uk))

**Closing Date for Applications**  
**4pm Monday 12 November**

### Email

[office@theoldschoolhenstead.co.uk](mailto:office@theoldschoolhenstead.co.uk)

### Telephone

+44 (0)1502 741150

### Address

The Old School Henstead  
Toad Row  
Henstead  
Nr Beccles  
Suffolk  
NR34 7LG

### Website

[www.theoldschoolhenstead.co.uk](http://www.theoldschoolhenstead.co.uk)

*The Old School Henstead is committed to the protection and safeguarding of children and young people, therefore, all candidates will be required to undergo an Enhanced DBS check.*

*We may take up references before short-listing has taken place, which will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications.*



@OldSchoolHstead



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The Independent Association  
of Prep Schools



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