



## DIRECTOR OF MUSIC APPLICATION PACK



<b>The Role:</b>	<b>Director of Music</b>
<b>Start Date:</b>	<b>September 2020</b>
<b>Reporting to:</b>	<b>Headmaster</b>
<b>Salary:</b>	<b>Competitive</b>

# Welcome to Arnold House

Dear Applicant

**Thank you for your interest in the role of Director of Music at Arnold House.**

The School was founded in 1905 in St John's Wood. It is an independent preparatory school for boys from 5 to 13, and a member of IAPS (the Independent Association of Preparatory Schools).

Arnold House aims to provide an education of breadth and excellence and to serve the boys' best interests across the ability range. We aim to do so in a supportive, purposeful and stimulating environment, to provide a foundation for the boys' development within a Christian ethos, to help them mature into well-rounded individuals by developing their enjoyment of music, the arts and sport, and to promote good citizenship through the virtues of courtesy and industry.

The School's strengths include:

- a broad and balanced all-round education
- boys are enabled to develop as individuals
- a strong academic tradition
- a recognition that the School has a religious life
- an underlying spirit of tolerance
- kindness and good manners exemplified in relations between boys, staff and parents
- traditional values
- a spirit of competition
- strong pastoral care
- a happy family-oriented school.

Boys move on to many of the UK's most sought after senior schools, both day and boarding, including City of London, Eton, Harrow,

Mill Hill, Radley, Rugby, St Paul's, Tonbridge, UCS, Westminster and Winchester.

Comments from our recent ISI report include:

'The quality of children's academic achievement is excellent... pupils are confident in their abilities and show themselves to be very capable of working cooperatively and independently.'

'The quality of leadership and management is excellent. Senior leaders provide a clear educational direction for the school. The recently revised management structure creates an effective collegiate ethos that makes good use of the leadership skills within the school... the school has a clear strategy and identified budget for the professional development of staff.'

The full report can be downloaded from: [www.arnoldhouse.co.uk/isi-inspection-reports](http://www.arnoldhouse.co.uk/isi-inspection-reports)

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## The Curriculum

**In all year groups, the School endeavours to ensure that there is parity between each pair of classes making up a year group. The composition of each class is changed every two years to ensure social refreshment and academic balance. Setting is used in some subjects in some year groups in order to secure some structured differentiation.**

The School aims at an ideal class size of 20 or fewer. Small classes allow a good degree of personal attention for each pupil. Classes in Years 1 to 4 are taught by form teachers for most subjects with specialist teaching in PE, IT, French, Music, Drama and Art. From Year 5 onwards, all subjects are taught by specialists.

In the early years, emphasis is

placed on the acquisition of the basic skills of literacy and numeracy, but balance and breadth in the curriculum are not neglected. As a boy's education progresses, the curriculum is steadily enriched in preparation for his senior school. Arnold House takes a long-term view of a boy's education; each year marks a progressive step up the school towards the final goal of Common Entrance or Scholarship at 13 years of age. A carefully structured, long-term approach avoids the risk of a boy being put under inappropriate pressure at any stage in his career at the School.

Boys are taught mathematics, English, science (biology, chemistry and physics), physical education, team games, art, music, IT and

religious studies throughout the school. French, as a spoken language, is taught from Year 1, with an emphasis on writing and reading emerging in Years 3 and 4. Pupils start Latin in Year 6, and some learn Ancient Greek from Year 7. In Years 1 and 2, the humanities are covered in topic lessons; history, geography and religious studies emerge as separate subjects in Year 3. IT is taught as a separate discipline to all year groups. Boys have Drama lessons in Years 1-6. The main academic subjects are taught in such a way as to reach the higher tier standards set by the Common Entrance syllabus and for some boys 13+ scholarship examinations.

# Music at Arnold House

The overall aim of the Music programme at Arnold House is to encourage and promote boys' enjoyment of music making in a wide variety of contexts. Music here is taught as a dynamic, evolving and practical subject, geared to all abilities and enthusiasms. It helps to build the boys' self-confidence and social skills and gives them tremendous satisfaction when performing and creating music as an integral part of their educational experience at Arnold House.

The Music department currently comprises the Director, who teaches Year 3-8, a class teacher, who teaches Year 1 and 2, and 11 peripatetic instrumental teachers. The department is situated in a self-contained suite of rooms. The main class teaching room is equipped with PCs and electronic keyboards. In addition we are fortunate to have a bespoke performance theatre at our premises at Canons Park which is used for concerts, performances and plays throughout the year.

The vast majority (80%) of pupils in

Year 3 and above learn an instrument. Arnold House has a strong tradition of ensemble playing and choral singing. Over 20 groups and choirs rehearse each week, including Junior String Orchestra, Senior Orchestra, Jazz Band, Rock Band, recorder, flute, clarinet, and more. Three choirs rehearse each week: Junior, Senior and Chapel Choir.

The Director of Music coordinates the work of the peripatetic teachers and organises timetables for individual lessons. They manage arrangements for boys to take external music exams twice a year.

They also work closely with the Head of Drama to direct the musical element of plays and productions.

The Chapel Choir leads the worship at church services at least twice



a term. Other musicians and ensembles perform at main concerts in the autumn and summer terms and each year group has an informal concert once a year. Boys regularly achieve music awards (Scholarships) to their chosen senior schools.

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## Supplementary Information

**We are looking for an excellent musician and teacher who is enthusiastic, talented and highly organised, to lead our thriving Music department. The successful candidate will demonstrate that he or she has the ability and experience to organise the complex work of the department and inspire all pupils in their musical endeavours.**

At Arnold House classes are small, with a maximum of 20 boys in each of the two forms in each year group.

Teachers at Arnold House are paid

according to the school's own highly competitive salary scale, this is set above the maintained sector's scale for London teachers, in recognition of the fact that teachers 'go the extra mile' in a school such as ours by contributing to sports, drama productions, trips, clubs and other activities. Lunches and refreshments during the day are offered to staff free of charge.





# Job Description

Arnold House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Director of Music is responsible to the Headmaster for leading and developing all aspects of musical education and performance throughout the school, including:

- Planning and coordinating the Music curriculum for all year groups and teaching Music to Years 3-8
- Appointing visiting instrumental teachers in consultation with the Headmaster
- Organising timetables for the visiting instrumental staff and monitoring their performance biennially
- Providing information for parents on the availability of instrumental tuition, organising taster sessions and recruiting pupils
- Organising three concerts per year to showcase the musical talent of the pupils
- Organising 'informal concerts' for each year group each year
- Conducting/directing the senior orchestra, senior choir, Chapel choir and junior choir
- Overseeing all ensembles, organising rehearsal times and personnel and helping with rehearsals where necessary
- Organising and conducting/directing the musical content of all church services with the Deputy Headmaster, Academic
- Overseeing the preparation of boys for senior school music scholarships
- Overseeing the organisation of Associated Board exams
- Accompanying pupils, playing in assembly and directing musical productions
- Collaborating with the Head of Drama on the musical aspects of school plays
- Managing budgets and purchasing resources in collaboration with the Bursar
- Ensuring all departmental documentation is up to date and used as a working document by all members of the department
- Ensuring that the department's section of the website and intranet is up to date
- Ensuring that each member of the department is aware of the information with the departmental handbook
- Ensuring new members of the department are given appropriate guidance and support
- Ensuring that appropriate IT software is wherever possible made available and used
- Contributing to Heads of Department meetings



# Person Specification

Qualifications and Experience	Essential	Desirable
Good degree	✓	
Qualified teacher status		✓
At least one year's teaching experience	✓	
Experience of leading a Music department		✓
Experience of organising pupil concerts and performances	✓	
Evidence of excellent level of musicianship	✓	
Evidence of excellent organisational skills	✓	

Learning and Teaching	Essential	Desirable
Evidence of effective teaching	✓	
Confidence in integrating the use of IT into the curriculum	✓	
Evidence of being a reflective practitioner and a desire to keep improving the learning experience of the boys	✓	
Ability to evaluate the pastoral needs of the boys and to always be mindful of their wellbeing	✓	
Ability to plan and teach lessons which match the learning needs of all	✓	
Evidence of excellent marking and feedback to pupils	✓	
Willingness to contribute to the wider life of the school	✓	

## How to Apply

**Application Closing Date:** 12pm Tuesday 28th January 2020

**Interviews will be held:** Week commencing Monday 3rd February 2020

**Start date:** September 2020

Please read our Recruitment, Selection and Disclosure Policy & Procedure, complete an application form, and send a covering letter to [recruitment@arnoldhouse.co.uk](mailto:recruitment@arnoldhouse.co.uk).

[arnoldhouse.co.uk](http://arnoldhouse.co.uk) explaining why you feel you are suitable for the role

In the case of any queries, please contact Frances Peel Yates, HR Administrator on 020 7266 6998.

Arnold House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

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