



Loretto

Head of Junior School Music

Job Description

Loretto seeks to appoint an outstanding Head of Junior School Music to lead and inspire our Music offering in this busy and vibrant School. The successful applicant would begin in August 2018 and fulfil core aspects of the role from that time, the role will be 0.8 FTE, Monday to Saturday.

The Head of Junior School Music is responsible to the Head of Music at Loretto Senior School. This involves implementing the Junior School's policy on Music, which emphasises participation, enthusiasm, performance and the early nurturing of musical skills. The Head of Junior School Music will meet with the Head of Music at the Senior School and the Head of the Junior School on a termly basis to discuss the planning, progression and assessment of Junior School Curricular Music.

The relationship between Junior School Music and Senior School Music is vital to the development of Music across Loretto School, ages 5-18. Close co-ordination between the Head of Junior School Music and the Head of Music at the Senior School is essential. Some teaching in the Senior School will also be required.

Duties and Responsibilities:

1. Management

- Work with the instrumental coordinator to oversee the Visiting Music Teachers
- To supervise practice arrangements for pupils.
- To discuss and agree expenditure for the Junior School Music Department on an annual basis with Head of the Junior School
- To liaise with the Head of Music at the Senior School to further develop long term plans for whole school music at Loretto.

2. Curricular Teaching

- To teach whole class music lessons to all classes in Years 4-7 in the Junior School.
- To prepare prospective music scholars for the Senior School Music Scholarship assessments in February.
- Assessing, recording and reporting on the development, progress and attainment of pupils
- To regularly revisit and revise Junior School music policy in coordination with Early Years music teacher.
- Communication and consulting/meeting with the parents of pupils on education matters
- Participating in any arrangements for the appraisal of his/her performance and that of other teachers
- On occasions you may be required to assisted with teaching at the Senior School

3. Review: Further Training and Development

- Regularly reviewing your method of teaching and programmes of work
- Participating in arrangements for your further training and professional development as a teacher

4. Educational Methods

- Advising and co-operating with the Head of Junior School and the management team on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements

5. Discipline, Health and Safety

- Maintaining good order and discipline among the pupils and safeguarding their health and safety when they are on the School premises and when they are engaged in authorised School activities elsewhere

6. Examinations

- Preparing pupils for examinations which the Junior School deems suitable for its pupils
- Recording and reporting on the results of examinations

7. Supervision of Choir and Ensembles

- To supervise choir practice (1 hour per week).
- To supervise whole school singing (30 minutes per week).
- To support and encourage the formation of ensemble groups as dictated by the strengths and skills of the pupils.
- To arrange a termly concert to showcase the talents of Junior School musicians.

8. Representational Events

- To provide the musical direction at school events including:
 - the annual School Musical
 - the annual Junior Play
 - Chapel Services and the annual Carol Service
 - Nipper Songfest
- To provide musical accompaniment for pupils at concerts, double and assembly performances and in practical examinations (ABRSM, LAMDA).

9. Pastoral Role

- The Head of Junior School Music will not have responsibility for a Form or Tutor group but will be expected to provide a level of guidance, oversight and advice to all JS musicians and their parents.

10. Meetings

- The Head of Junior School Music will be required to attend:
 - Monday staff meetings
 - Whole staff meetings (where appropriate)
 - All Y4-7 parent consultation evenings
 - The annual parent VMT consultation evening
 - All Junior School INSET days

Hours of Work

The Head of Junior School Music will be expected to be available to run the Junior School Music Department at the following times from Monday to Friday 8.30am to 5.00pm and Saturday mornings 9.15am to 12.15pm.

General Information

Loretto's distinctive ethos and atmosphere are moulded by its unusual history and its willingness to stand by its convictions. The Senior School (12-18) and the Junior School (3-12) have traditionally been deliberately small and virtually entirely boarding. Over recent years, in common with most boarding schools, Loretto has adapted to changing parental demand by going fully co-educational (from 1994 at the Junior School and 1995 in the Senior School) and through admitting a higher proportion of day pupils.

Loretto has always placed great emphasis on each pupil being known individually by fellow pupils and by staff, particularly the Headmaster: the ideal of a school as a family is considered achievable. The distinctive philosophy of Loretto, shaped by the formative early Headmaster, Dr Hely Hutchinson Almond, stressed the importance of full development of mind, body and spirit within a community based on the dictates of reason.

Loretto Senior School remains primarily a full boarding school, with an increasing number of day and flexi boarding pupils. Our boarding school ethos, facilities and atmosphere allow the development of the whole person to be pursued fully. In the Senior School there are currently almost 400 pupils living in six Houses (three boys' Houses and three girls' Houses for boarders). There is one co-educational House for day pupils.

Staff at Loretto School are expected to contribute fully to the School's extensive academic, pastoral, and extra-curricular programmes. The academic, pastoral, and extra-curricular timetable includes teaching on Saturday mornings and weekend and evening duties. All staff act as academic tutors to about ten tutees.

The School operates its own salary scheme, based on the Scottish Scale but with recognition of the extra duties and responsibilities with which staff are involved in a boarding school.

The children of members of staff can be educated at Loretto as day pupils at substantially reduced fees.

All members of staff, except those who opt out in writing, must join the Scottish Public Pensions Authority Superannuation Scheme, which is identical to the equivalent schemes in the rest of the UK. Previous contributions and rights under such schemes are transferable. Staff contribution levels can be accessed through the SPPA website (www.sppa.gov.uk).

Application

Further details of the application process are available on request from Mrs Jacqui Wayth, Executive Assistant to the Headmaster at headmastersea@loretto.com or on 0131 653 4441.

Interview Procedure

Only those best fulfilling the job specification will be shortlisted. You may be interviewed by some or all of the following: Headmaster, Head of Junior School, Head of Senior School Music, Artistic Director, Assistant Head (Academic).

The selection process and interview questions will be structured around the information given above. You will be asked to explain any discrepancies or anomalies in the information you have provided either on the application form or in your covering letter as well as any issues arising from references which will have been taken up before your interview. Questions may be asked about child protection procedures and your suitability to work with children. The School is not able to enter into correspondence with unsuccessful applicants about why they were not appointed or interviewed.