

# BRIEF FOR THE POSITION OF Director of Music





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## Welcome

Malvern College is a leading independent school for girls and boys aged 13 to 18. Our focus is on encouraging academic excellence, personal growth and all-round achievement in our pupils and providing outstanding pastoral care through the impressive House system. It is a vibrant hub of activity where pupils participate in an enormous range of co-curricular that are an integral part of an outstanding holistic curriculum.

The school is proud of its high academic standards and its pastoral care. There is a broad curriculum which is intended to give all pupils a breadth and depth of experience and mastery in a range of disciplines. We have offered the International Baccalaureate as an alternative to A levels since 1992 and approximately 50% of our Sixth Form choose each course of study. Results are excellent and pupils consistently secure places at Russell Group universities, including Oxford and Cambridge and an increasing number of pupils go to top universities world-wide. Malvern College is an SAT centre.

There are approximately 660 pupils at Malvern College and over 160 at The Downs Malvern, our affiliated prep school. We are a traditional full boarding school with 80 % of our pupils boarding and weekends are busy with a full programme of activities. We seek to prepare those who study at Malvern for a world that is fast-changing, and our House system engenders a sense of community and collective purpose. Pupils eat in their Houses creating the family feel for which Malvern is well-known.

Situated on the slopes of the Malvern Hills and close to the centre of Great Malvern, the beautiful 250-acre main College campus commands striking views across the Severn Plain towards the Cotswolds. Pupils and staff live and work in an outstanding natural environment.

[www.malverncollege.org.uk](http://www.malverncollege.org.uk)



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The excellent facilities include an Arts Centre, a newly redeveloped Theatre, two tournament quality Rackets Courts, a Library, extensive sports grounds, two all-weather pitches and a Technology Centre. Our refurbished Science Centre has, alongside state-of-the-art laboratories and equipment, a lecture theatre. Our other facilities include a fantastic Sports Complex which has a twenty-five-metre pool, an eight-court sports hall, squash courts, gym, dance studio, climbing wall and rifle range. In addition, a hospitality suite and The Grub Cafe allow the College to host a variety of functions throughout the year. In September 2024 we will be opening a Sixth Form Centre in the redesigned and refurbished Memorial Library. Malvern College is a Steinway School and plans a refurbishment of our Music School in 2025, along with ongoing investment into our Boarding Houses.

The Malvern brand is globally strong: we have sister schools in Qingdao, Chengdu, Cairo, Hong Kong, and Tokyo.

Our school community is vibrant, and staff are committed and enthusiastic; all applicants are encouraged to view our website [www.malverncollege.org.uk](http://www.malverncollege.org.uk)

The academic curriculum for the Foundation Year (Year 9), is a foundation course in which pupils study a wide range of subjects, but with a focus on skill development rather than purely subject content. It is a great time to develop the wide-ranging and transferrable skills needed for the success and the FY and Remove Passports have been developed so that pupils can reflect on and chart their progress and then this continues with The Malvern Award in the sixth form. In the Remove (Year 10), pupils start their GCSE courses and Music GCSE is a popular choice. From September 2024 Malvern will be offering an 8 + 2 GCSE Curriculum to enable pupils to follow a range of tailored pathways through the GCSE years. We have been offering the IB Diploma course and A Levels in parallel since 1992 and this offers all of our pupils two routes to success with well over 95% of pupils continue to university. The IB involves pupils studying six subjects (three at higher level and three at standard level) as well as the Theory of Knowledge course, a 4000-word Extended Essay and a commitment to Creativity, Action and Service (CAS). A significant majority of our A Level pupils study four subjects or three plus one of our extension courses and the Extended Project Qualification is the most popular of these with over 50 pupils choosing this course this academic year.

Malvern's holistic curriculum provides a transformational learning environment for the whole pupil, based around the following key areas:

- Academic core-curriculum – academic and intellectual grounding and qualifications
- Super-curriculum – pupil led individualised curriculum fostering intellectual curiosity and interest
- Co-Curriculum – developing a wider transferrable skillset as well as holistic personal development. The music programme is a central to our extensive range of co-curricular opportunities and the thus to the success of our holistic curriculum.
- Pastoral underpinnings – providing a happy and healthy environment where social and emotional intelligence are developed and the key to high-performance learning.



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## Music at Malvern College

Malvern College is seeking an outstanding and inspirational musician to lead Music at the College. The candidate will have proven leadership, management and organisational skills and be an accomplished performer in their own right. They will report to the Headmaster through the Deputy Head: Curriculum and line-manage the Head of Choral and Chapel Music and the College Organist, the Music Administrator, and Visiting Music Teachers. They will collaborate closely with the Head of Academic Music and with the Director of Drama. The Director of Music will be one of the most high-profile members of staff at Malvern College and will need to be comfortable representing the College to the wider community.

Alumni of Malvern College include Thomas Trotter (world-renowned concert organist) and James Vivian (organist at St George's Chapel, Windsor). The Chapel Choir sing at weekly Services in the fine College Chapel and the Chamber Choir have established a reputation for outstanding performance, including at the Barnardo's National Choral Competition. The Jazz Band also perform at a very high standard and, following the College's accreditation as a Steinway School in 2022, our best solo performers enjoy the opportunity to play at Steinway Hall in London each year.

Performance music is an important part of our holistic curriculum and the life of the College. Our twice weekly chapel services give all pupils the chance to sing, and the House Singing Competition in the first half of the Autumn term is perhaps the most keenly anticipated competition of the year and certainly has the biggest participation rate of any of the house competitions. For the specialist musicians there is a significant range of ensembles and opportunities to perform, with a variety of concerts throughout the year and one major performance concert each term. The House Music Competition is in the Spring term, and this is a chance for the full spectrum of solo performers and groups of pupils to shine. There is also a range of further opportunities for pupils to perform throughout the academic year, and musicians support a number of our key services (Remembrance and Carols) and events (Commemoration, Prizegiving and Open Days). As a Steinway School we have a significant number of excellent instruments for our pupils to practise and perform on, including a Model D concert grand, and there are pianos in each of the boarding houses. As an intrinsic part of our music programme and outreach opportunities, we are proud to host and support the National Schools Symphony Orchestra.

There is timetabled music in the Foundation Year (Year 9) which enables all pupils to gain an experience of music as part of the academic curriculum as well as engage with a variety of performance options. GCSE, IB and A level music are all available as part of the academic curriculum and there are over 200 individual music lessons each week. Malvern offers music awards (scholarships and exhibitions both at 13+ and 16+ entry points) as well as honorary scholarships to pupils who develop their musical talents during their time at the College.

A good number of Malvernians continue with their music performances after leaving the College both professionally and in a semi-professional capacity alongside their main career. There are a number of high-profile musicians, performers composers and arrangers who are Old Malvernians, and in recent years pupils have left the College to study singing at The Royal College of Music and





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The Guildhall School of Music, or piano at The Royal Northern College of Music. Ex-pupils sing with regionally and nationally known consorts.

### Management Structure

The Director of Music will report to the Headmaster through the Deputy Head: Curriculum on strategic matters but also lead their team and the provision of performance music on a day-to-day basis.

They will liaise closely with the Head of Academic Music, other members of staff and individual pupils in order to integrate the Music with the academic, co-curricular and super-curriculum programmes at the College.

### College Staff

We have a very friendly diverse staff community. Some joined Malvern straight from university, others after taking a career-change. Some have worked in an independent school before, others have not. What all our staff have in common is an enthusiasm for their subject, a willingness to be involved in the personal development of each pupil, a keen pastoral awareness of individuals and a strong commitment to the holistic nature of our curriculum.

As the College has a duty to supervise pupils around the clock during term time, our staffs' responsibilities include caring for the pupils at irregular times outside normal teaching hours. To facilitate this, and so that they can better perform their duties, a number of staff are accommodated on-site.

The College has its own salary scale, with generous additional benefits including private medical insurance and staff are eligible for fee remission at Malvern as well as at one of our prep schools.



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### Job description

#### Job Title

Director of Music

#### Responsible to

Deputy Head: Curriculum ultimately to the Headmaster



#### Purpose of the post

- All aspects of the administration and delivery of practical and performance music at the College.
- Provision of an exciting and engaging music programme as part of the College's Co-curricular programme including working with other departments e.g. the Drama and Musical Theatre teams, where appropriate.
- Facilitating and inspiring the provision of music in the pupil-led Super-curriculum.
- Leadership of instrumental and singing teachers and ensemble leaders in maintaining the highest musical standards and developing best practice in their teaching and leadership.
- Leadership and mentoring of pupils studying practical music to engender rehearsal, performance and musical leadership / role modelling at the highest possible level.
- Developing an extensive range of external music opportunities that serve our local community and drive admissions including, but not limited to:
  - a diverse holiday programme of music courses, events, concerts and tours
  - a musical outreach programme, that might be in collaboration with local and regional organisations, and in accordance with the school's charitable status and aims, e.g. a Saturday Music School programme for external musicians.
- Lead the National Schools Symphony Orchestra programme in collaboration with the commercial team
- Through their own continuing musical practice, inspire, engage and promote music both within and outside of the College.

NB It is not anticipated that this role includes any academic teaching.



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## **Safeguarding Responsibilities**

- Promoting and safeguarding the welfare of children and young persons with whom you come into contact; and
- Reporting any safeguarding concerns, including low level concerns, to the Designated Safeguarding Lead or their Deputy in a timely manner.

This post involves significant contact with children and the post holder will be responsible for children. The post holder will be considered to be in regulated activity.



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### The Malvern Qualities

All staff are expected to model and promote our Malvern Qualities which are:

- Resilience
- Self-awareness
- Open-mindedness
- Kindness
- Collaboration
- Risk-taking
- Curiosity
- Ambition
- Independence
- Integrity
- Humility



### Hours and Benefits

This is a full-time post. Working term time 34 weeks plus 6 weeks during the holidays, total of 40 weeks per year.

- Contributory pension scheme with Scottish Widows (successful candidates will be auto enrolled after successfully completing 3 months service).
- Fee concessions for Malvern College and The Downs Malvern.
- Free meals during periods of duty, including daily lunches in boarding houses with other staff and pupils.
- Generous membership terms (family and personal) for the College Sports Facility.
- Free on-site parking
- Cycle-to-Work scheme.
- Personal Accident Insurance cover.





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## Application Process

Applicants may contact Mr Stephen Holroyd, Deputy Head: Curriculum to discuss the post if they wish. Mr Holroyd can be contacted by email: [stephen.holroyd@malverncollege.org.uk](mailto:stephen.holroyd@malverncollege.org.uk)

Full details of working at Malvern College and our Application form can be found on our website: [www.malverncollege.org.uk/Job-Vacancies](http://www.malverncollege.org.uk/Job-Vacancies)

Applications consisting of an online application form including a supporting statement should be submitted via the TES website. Any queries regarding the application process please contact the Human Resources team either via email [humanresources@malverncollege.org.uk](mailto:humanresources@malverncollege.org.uk) or by phone 01684 581647.

## The selection process will involve:

In addition, running an ensemble practice session, you will be interviewed by the Headmaster and the Senior Deputy Head and the Deputy Head: Curriculum.

You will also meet more informally with:

- those in charge of a range of the College's ensembles
- a number of visiting music teachers
- a range of pupils in the College currently involved in performance music at a high level
- a representative group of House staff
- other members of the Senior Management Team

The selection process and interview questions will relate to the details given in this job description, in particular 'The School', 'The Job' and 'Person Specification'. 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 we will take up in advance of your interview.

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## General Requirements

*In accordance with the provisions of the Health and Safety at Work Act 1974 (as amended) and the Management of Health and Safety at Work Regulations 1999 (as amended) you must take reasonable care not to endanger yourself or other persons whilst at work. You comply with Malvern College's legal duties for Health and Safety.*

*It should be noted that the above list of duties and responsibilities is not necessarily a complete statement of the duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.*

*Malvern College is committed to safeguarding and promoting the welfare of its pupils and expects all employees to share this commitment. Employees must, at all times, have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004 (as amended) and Keeping Children Safe in Education (as amended) and be fully aware of, and understand, the duties and responsibilities that apply to their role in relation to these requirements. All employees must attend appropriate training in accordance with College and local Safeguarding Board stipulations.*

*This post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are 'spent' unless they are 'protected' under the DBS filtering rules) in order to assess their suitability to work with children.*

*Malvern College exists to provide a quality all round education for pupils aged 13 – 18 and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates must be prepared to undergo child protection screening and an Enhanced DBS check.*

*You will be required to provide proof of your identity, right to work in the UK and qualifications during the selection process. We will seek references on short-listed candidates that 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 before interview. An online search will also be carried out as part of due diligence on all short-listed candidates.*