



UT VOCE ITA VITA

EXETER CATHEDRAL SCHOOL

Nursery | Pre-Prep | Prep

Music Teacher & Chorister Tutor (full-time or part-time)



For January or April 2020

Living in Exeter and the South West

Exeter is a thriving and beautiful city. It is considered by many to be the capital of the South West, and is a wonderful place in which to live and work. The city is served by three railway stations and is just over two hours from London Paddington by train and just under three and a half hours from London Waterloo. There is also an international airport with internal flights to a number of UK cities, including London, Manchester, Newcastle, Glasgow, Dublin and Norwich.

Exeter is an historic and cultural city with a broad range of modern facilities: as well as beautiful Georgian architecture, the magnificent Norman Cathedral, small winding back-streets, Roman ruins and myriad independent shops, there are cinemas, theatres, cafes, restaurants, night-clubs, a museum, swimming pools, shopping centres, a range of smart department stores and a choice of supermarkets. Many of these are just a short walk from the School, as is the Quay with its range of boutique cafés, artisan caverns and river-side bars and restaurants.

The city is home to the excellent Exeter University, and the student population brings vibrancy, bustle and a sense of energy, whilst the location of the University campus means that the city-centre and surrounding areas never feel over-populated. There is a large professional population, too, with the hospital, the university, the Met Office, and the business district attracting professionals and their families.

The housing market in the city is buoyant but affordable, with the St Leonards area being particularly popular. There are some beautiful towns and villages within striking distance (by road or rail) of the city, and a number of our staff commute. The area is very well served for senior schools.

The South West is an area of outstanding beauty, and Exeter is a short drive from Dartmoor, Exmoor, beaches, forests, hills, and any number of walks and outdoor activities. It is a wonderful place to live and we find that a good number of new families to the School have chosen to relocate to Devon to enjoy the space, the pace of life, the nature on the doorstep and, of course, the first-rate educational opportunities.

Working at Exeter Cathedral School

ECS is a happy, supportive and vibrant community of some 260 pupils and some 60 staff, of whom c40 are teaching staff. The School offers Nursery, Pre-Prep and Prep education: Nursery–Year 2 are housed in Hall House, a former Canonry nestled between the ancient city wall and the Bishop's Garden in the Cathedral Close, and Years 3–8, as well as the majority of the administrative offices, are based in the Chantry, a red-brick 19th century building in the lee of the Cathedral on Palace Gate. The School also has use of a range of buildings clustered together in the South West corner of the Cathedral Green, including a newly-refurbished Science laboratory, a newly-regenerated music and drama studio, an Art & Design department which is housed in the Old Deanery, a fully-equipped Nutrition room in the School's Coach House building, and a range of other learning spaces. A number of the School's classrooms are equipped with projectors and Smartboards, and staff have access to desktop computers and use of the School network in many classrooms and in the staff work room which is part of the staff room area.

The staff body - teaching and non-teaching - is a dynamic mix of long-serving members and newer arrivals, and there is a great deal of in-house expertise available. New staff receive a full day's induction, an induction handbook, and are mentored in their first year by an appropriate senior member of staff. The School is committed to Continuous Professional Development, whether through inset training delivered at school, through externally-run courses and conferences, or through in-house opportunities.

With the arrival of a new Headmaster in January 2016; the appointment of a new Head of Boarding; the appointment of a former hockey international as our new Director of Sport; the creation of a number of new middle/senior leadership posts; the arrival of a new Director of Music; the announcement in June 2019 of the best academic and scholarship results in the School's recorded history; and the result of 'Excellent' in all areas in our ISI inspection (May 2019), this is a seriously exciting time to be joining this ambitious School as it embarks upon the next stage of its development.

Benefits

Staff who work at ECS enjoy an enviable location, proximity and daily access to some of the country's finest architecture and choral music, a working environment which is supportive and purposeful, and the privilege of working with and for a delightful and kind set of parents and pupils.

All staff are entitled to receive a 50% remission (pro-rata for part-time staff) against tuition fees for any of their children accepted at ECS. Places for children of employees are offered according to place availability and standard assessment procedures.

Lunch is provided free of charge to staff in the dining room during term time, as is tea/coffee/fruit/weekly cakes in the staff room. Staff wellbeing is high on the School's agenda: a Wellbeing Programme has just been set up along with a series of wellbeing events and opportunities for all staff.

We accept Childcare Vouchers purchased through a registered supplier against additional services (outside the curriculum) such as After School Care/Breakfast Club and residential excursions, and the School participates in the Early Years Funding Scheme. In addition, we offer a Childcare Voucher purchase scheme through SODEXHO for staff who wish to purchase childcare vouchers through their salary (before tax and NI deductions). The School is also a member of the Exeter BID.

The family feel of ECS extends beyond the 19th century door, and such is the School's glowing relationship with the local community that its staff are traditionally welcome to enjoy discounts at an excellent local beauty/spa business, and the School is in partnership with a local gym, where ECS staff receive discounted membership.

The School

Exeter Cathedral School is an independent day and boarding Prep School for girls and boys aged from rising-3 to 13. Founded in the 12th century as a choir school, ECS now educates approximately 260 pupils. 40 of these are the boy and girl Choristers of Exeter Cathedral, who continue the centuries-old pattern of leading the daily sung worship in the Cathedral. Nowadays, we offer a fully-rounded Prep School education to pupils from a variety of backgrounds and with a range of talents and interests, whether they be sporting, academic, artistic or musical.

We have an enviable location (right in the heart of the city and yet nestled safely in the lee of the Cathedral), an average class size of about 15 (allowing us to really know each and every pupil as an individual), a proven track record of securing places and scholarships to a range of leading senior schools, and a firm commitment to being a forward-thinking Prep School with traditional values. Above all, we are a school where people matter, and where staff and families work in partnership to help children acquire the right habits for life.

The School as a Christian Community

ECS is committed to being a loving environment in which children of all faiths and of none may grow in knowledge, understanding and confidence supported by staff who are expected to be in sympathy with the aims of a Christian school.

Membership

ECS is proud to be a member of IAPS (the Independent Association of Preparatory Schools), the CSA (Choir Schools' Association), and the BSA (Boarding Schools' Association); it is also an Associate Member of the Woodard Foundation.

The School's Aims

ECS aims to offer an outstanding Prep School experience, where the focus is on educating the 'whole child'. It seeks to do this by providing a safe, nurturing, stimulating, purposeful and gently-Christian environment in which each child is known as an individual and in which each child is mindful of, and grateful for, those around them and the part that they play in building their community. The School is an ancient foundation

with traditional values and a modern approach. It expects high standards from its pupils and its staff and is committed to rigorous academic endeavour; outstanding pastoral care and individualised attention; an exciting range of extra-curricular opportunities; a world-class musical education; and to working with families to help its pupils acquire the right values, habits and skills for life.

The Cathedral

In September 2014, ECS was made legally and financially independent of the Cathedral and is now a registered Charity and a Company Limited by Guarantee. There remains a very strong and deeply-entrenched link between the School and the Cathedral, and the two institutions work side by side to ensure the smooth running of daily life and to ensure the safeguarding and well-being of the Choristers. The School makes use of the Cathedral and its buildings for its assemblies, concerts, major events etc, but the Cathedral is much more than a venue. The School is hugely proud of its ancient foundations and links with the Cathedral, and to educate the Choristers. The Chorister Tutor is an essential lynchpin between the School and the Cathedral.

Boarding

ECS is Exeter's only independent Boarding School. In 2017 the School was accepted into the BSA (Boarding Schools' Association). Our (small - about 40 beds) boarding house is situated on the main school site and is run by a Housemistress who is assisted by a Boarding House Matron, the Chorister Tutor, and a team of Gap Tutors. There is currently a small number of full boarders, a healthy cohort of weekly-boarders, and a large number of flexi-boarders. All members of the teaching staff are expected to contribute to the boarding life of the school by undertaking a (very) few weekend duty days per annum. Resident staff are expected to undertake a weekly evening duty.

The Role

We are seeking to appoint a high-calibre individual to the post of Music Teacher & Chorister Tutor for January or April 2020. It may be possible for the posts to be held individually.

This is a rare opportunity to join Exeter Cathedral School at an exciting time in its 900-year history, and to be part of Exeter's oldest school as it embarks on the next stage of its development.

Founded as a choir school in 1179, music is absolutely at the heart of the school. Central to this is the education of the Cathedral Choristers: 18 boys and 18 girls who lead the daily worship of Exeter Cathedral.

The successful candidate is likely to be an outstanding musician and classroom practitioner (whether new to the profession – the School is ISTIP-accredited and NQT induction is offered – or an established teacher) with considerable skills in working with primary/prep-aged children, high standards, a willingness to work hard, and the ability and motivation to be a role model for pupils and colleagues at this busy and purposeful co-educational 3-13 Prep School. As Chorister Tutor, the post-holder will be in the front-line of chorister wellbeing and logistics, and the communication lynchpin between the School and the Cathedral.

The post-holder is responsible to the Headmaster via the Deputy Heads, and reports to the Director of Music (as Music Teacher) and to the Deputy Head (pupils) (as Chorister Tutor).

Package

Salary: the salary will be in accordance with the School's teacher pay scale. In addition, the post-holder will enjoy the package detailed below:

Package:

- Accommodation:
 - private apartment housed within our Chapman building (EX1 postcode)
 - double bedroom, kitchen, living room, bathroom/wc, views over the Old Deanery garden
- Location:
 - Highly-desirable city-centre location
 - in the lee of the Cathedral (45-second walk)
 - a 10-second walk to our Music Department
 - a 2-minute walk from the bustling city centre
 - a 5-minute walk from the vibrant Quayside
 - a 7-minute walk from the train station
- Bills:
 - Free from all bills, charges, utilities and rent
 - Free wifi
- Meals:
 - All meals provided during term time
- Facilities:
 - Free use of the School's facilities, including music practice rooms
 - A fob-pass and access to the Cathedral 'backroom' areas, including the Song Schools
- Pensionable
- Childcare vouchers redeemable



Person specification

Qualifications

- Strong academic, musical and intellectual credentials.

Desirable Skills and Experience

- Classroom/teaching/ensemble experience
- Experience of managing and working with children, particularly in relation to pastoral care/well-being
- Experience of musical directing and/or performing
- The ability to inspire trust in and from pupils, parents, staff and the wider community
- Empathy, compassion, kindness
- A commitment to going above and beyond in order to deliver an outstanding service to the pupils
- A willingness to be heavily involved in the School's extra-curricular programme
- The capacity to inspire pupils, to maintain high standards of discipline and appearance, and to promote and model high standards
- Proven communication and interpersonal skills
- High level of literacy and attention to detail
- The ability to see the 'big picture'
- Creativity and flair
- The ability to use initiative, to spot and solve problems
- Empathy for pupils, parents/guardians, staff and the community
- A genuine passion for teaching, music and music-making, and the ability to use this effectively in the pursuit of musical excellence and inclusivity
- Empathy for the Christian ethos of the school, and for the demands made on the School's Choristers
- High-order administrative skills, including the ability to effectively manage commitments, communications and deadlines
- ICT competence
- The ability to work collaboratively and supportively with colleagues at school, at the Cathedral, and in other organisations
- Respect for the different experiences, ideas and backgrounds which others can bring to work and to teams
- A can-do attitude, a sense of perspective, a degree of grit, and a sense of humour

Job description

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

Key features of the role which are likely to fall under the remit of the post-holder include:

As a Teacher:

Learning and Teaching

Teaching to an exemplary standard, ensuring that lessons are appropriately planned, resourced, paced, and delivered, and that objectives and outcomes are differentiated according to the needs of the individual pupils;

Maintaining appropriate order, discipline, energy and calm in class to ensure effective teaching and learning;

Contributing to the schemes of work and to the development of the subject area policies;

Integrating ICT into teaching and learning and use an appropriate range of available resources;

Being aware of the specific needs of, and action required for, those pupils on the School's Learning Support Register;

Incorporating appropriate SMSC opportunities, and promoting British values, in lessons;

Maintaining an attractive and stimulating classroom environment, and to contributing to displays in the school as a whole;

Collating, marking, recording and feeding back on pupils' class work and prep, in line with School policy;

Contributing to the School's development in accordance with the School Development Plan through, for example, membership of an ECS Action Learning Community;

Communicating with parents/guardians on pupils' learning and progress, drawing attention to special skills and talents as well as to problems or difficulties;

Health & Safety

Completing risk assessments as required;

Preparing for and responding to inspections of health and safety, internal and external;

Setting a good example in all matters of Health & Safety;

Being vigilant for H&S issues and communicating them immediately with the relevant HoD and the Bursary;

Extra-curricular

Contributing to the extra-curricular life of the school;

Running at least one weekly lunch-time club and one weekly after-school club;

Taking part in the wider life of the school by, for example, attending assemblies, open days, concerts, drama productions etc. as reasonably required by the Head of Pre-Prep or Headmaster;

Pastoral

Being mindful of, and responsive to, the pastoral and wellbeing needs of all children;

Setting and maintaining clear expectations of behaviour;

Following and supporting the School's stated policies on rewards and sanctions, anti-bullying and safeguarding;

Treating all pupils with equanimity;

Reporting immediately all pastoral concerns to the Form Tutor/Head of Section, and all safeguarding concerns to the School's Designated Safeguarding Lead;

Personal conduct

Welcoming prospective parents and visitors into lessons (with the Headmaster or a member of staff designated by him) at any reasonable time;

Maintaining professional dress and appearance;

Maintaining courteous and professional spoken and written relationships with all colleagues, parents and pupils;

Being publicly supportive of the School's aims, aspirations and values;

Other

Contributing significantly to the musical life of the School by running some ensembles, promoting and supporting the work of the Music Department, and supporting musical events;

Assisting with the planning, preparation, logistics, administration and communication of School music events;

Leading School hymn practice each week;

Playing the piano (and ideally organ) for School assemblies/Morning Worship;

Carrying out staff duties according to the weekly rota;

Participating in lesson evaluation by peers and the SLT, following the set protocols;

Attending INSET training, weekly staff meetings, and parents' evenings;

Undergoing any other training as reasonably required;

Covering staff duties/lessons as required;

Following all School policies, protocols, procedures and regulations;

Undertaking other responsibilities and duties as may be reasonably requested by the Headmaster.

As Chorister Tutor:

- Being an ambassador for the well-being and welfare of the Choristers
- Being a bridge of communication between the School and the Cathedral (and vice versa) and with Choristers' parents
- Being a point of contact for Choristers and their parents on pastoral/well-being matters
- Being a point of contact for Chorister parents about Chorister routines and logistics, and communicating with them routinely, as appropriate
- Ensuring a workable, sustainable, effective and safe routine for Choristers (vis-à-vis moving from School to Cathedral and vice versa)
- Escorting Choristers to/from rehearsals, services and concerts, as agreed with Cathedral DoM, the Head of Boarding and the Headmaster. This includes occasional weekend times and includes the safe and supervised 'handing over' of responsibility (including to/from parents/duty staff) and appropriate signing-in/out
- Responsibility for the supervision of Choristers in the periods around services/concerts (eg coffee, intervals)
- Planning and communicating the logistics (including supervision) of any 'extra' services/concerts (eg Diocesan and other concerts, occasional events), and being responsible for the supervision of the Choristers at these times
- Communicating proactively and professionally with the School and Cathedral all matters (as appropriate) relating to Choristers
- Accompanying Choristers on tours/trips as appropriate
- Meeting regularly with the Deputy Head (pupils)
- Attending, contributing to and minuting the weekly 'Welfare Meeting' that takes place between School and Cathedral staff
- Attending the Department of Liturgy and Music 'dates meeting' and Exeter Cathedral Choir Association meetings to represent the best interests of the Choristers and of the School

- Playing a role at Chorister recruitment days
- Creating and Communicating the programme of supervision and activities for the Choristers' 'choir term' schedule, including undertaking the lion's share of the supervision during choir term. The post-holder is required to be resident and (in accordance with the rota) on duty during Holy Week (until Easter Monday), and for a c5-day period in the run-up to Christmas (including Christmas Day)
- Attend Chorister Family lunch on Christmas day
- Attending the termly Calendar Meeting
- Liaising routinely with the Head of Lower Years, the Head of Upper Years, the Head of Boarding, the Cathedral DoM and the Deputy Head (pupils) about the well-being of Choristers, and ensuring the best possible care of the Choristers
- Responsibility for the Chorister Handbook, the Probationer Induction Programme and the Probationer Training Record
- Be a resident member of staff

Review:

The job specification will be reviewed as part of the appraisal/professional development cycle. Any changes can only be made by agreement with the Headmaster.

How to Apply

Closing date for applications: 12 noon on Monday 4th November 2019.

Interviews for shortlisted candidates are likely to be held in the week beginning 11th November 2019.

Applications should include a letter (max 2 sides of A4) to the Headmaster outlining motivation and suitability for the post, a completed application form and details of three referees. Early applications are encouraged: the School may interview and appoint at any stage.

Applications should be sent to:

Mrs Rosie Hankin, Support Services Office Administrator, Exeter Cathedral School, The Chantry, Palace Gate, Exeter, EX1 1HX or emailed to r.hankin@exetercs.org.

Further information about the interview process will be sent to shortlisted candidates.

All shortlisted candidates will be required to present original copies of identification documents and qualification certificates at interview. Proof of ability to work in the United Kingdom will also be required at interview.

In addition to each candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviour;
- Attitudes to the use of authority and maintaining discipline

Safeguarding and Safer Recruitment

ECS is committed to safeguarding and promoting the welfare of children and expects all employees to share this commitment. Applicants for this post must be willing to undergo child protection screening appropriate to the post, including reference checks with current and previous employers, a declaration regarding Disqualification from Childcare and use of the Disclosure and Barring Service (DBS). If you are shortlisted, any relevant issues arising from your references will be taken up at interview. Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Headmaster designate or the Bursar. If you would like to discuss this beforehand, please telephone in confidence to the Headmaster designate or the Bursar for advice.

Equal Opportunities

Exeter Cathedral School is an equal opportunity employer. Its policy is to ensure that no job applicant or employee receives less favourable treatment because of race, colour or nationality, sex, sexual orientation, marital status, age, religion or disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. Selection criteria and procedures are frequently reviewed to ensure that individuals are selected on the basis of their individual and relevant merits and abilities. All employees are given equal opportunities and, where appropriate, special training to progress within the School.

