

City of  
London  
School

Information Pack for the position of

# Director of Music





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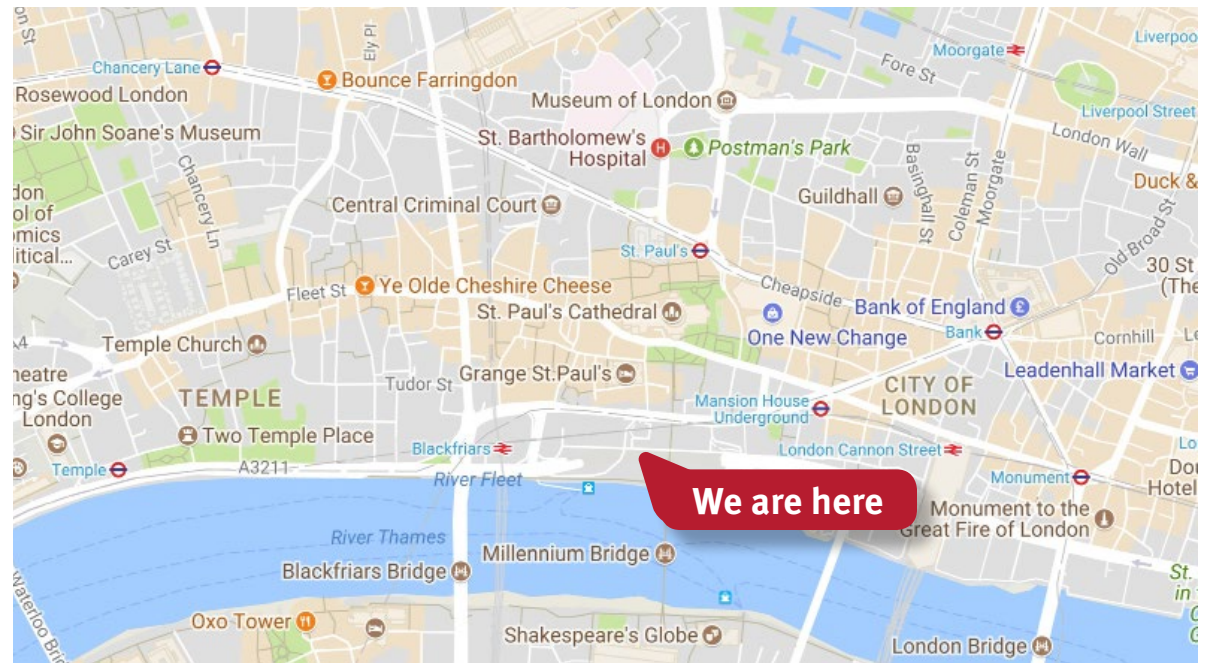
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# City of London School

We understand that for boys to thrive they must be happy. It is why we cherish individuality, shun stereotypes, and encourage every pupil to be the very best version of themselves. With a vibrant, multicultural city on our doorstep, we draw strength from difference, recognising that diverse perspectives can help answer big questions.

As a result, every member of our community is keenly aware of their responsibility and capacity to make a difference. We ensure our pupils are ready for the rapidly changing demands of the coming decades. This shows in our commitment to academic excellence and in our restless curiosity and desire to improve in everything we do.

We aim always to provide an education in the broadest sense, combining academic excellence with exceptional pastoral care, framed by an outward-looking and forward-thinking approach. We also strive to make that education available to as many talented boys as possible, through transformational bursaries for those who may not otherwise be able to afford the fees.



# Our Vision

At City of London School we intend to be...



## Kind.

*A considerate community of people who care for others as much as themselves.*



## Aware.

*A diverse community that understands our world.*



## Ready.

*A forward-looking community prepared for the 21st century.*



Kind.  
Aware.  
Ready.

For more information, please see the School's **Strategic Vision 2019-2024**



# Teaching and Learning

Our aim is that all pupils should fulfil their potential and leave with a love of learning. Our staff are highly qualified specialists in their subjects and their own academic aspirations encourage pupils to develop their creative, intellectual and physical skills.

The teaching environment provides both challenge and enjoyment. It is designed to support individual talent and ambition and help our pupils to develop their understanding of the world.

We teach our pupils the value of constructive questioning and analysis, and give them the tools with which to interrogate the world and to form their own ideas and opinions, as well as appreciating and respecting those of others.

Good teaching and learning develops creative thought, critical thinking and problem solving, research skills, intellectual curiosity and an ability to challenge preconceptions and to think outside the box.





## Facilities

A modern, purpose-built School in an iconic location allows us to provide an attractive and dynamic learning environment for pupils and staff alike. A quiet, yet amazingly spacious building, its walls and exhibition spaces have works of art in profusion and variety – most of which are produced by pupils. Outside, to the south, flows the River Thames whilst to the north, the dome of St Paul's Cathedral is rarely out of view: it is an altogether inspiring environment in which to study and grow up. The courtyard and upper playground are particular assets, providing light, fresh air and space.

Almost all our teaching staff have their own teaching room and each of our departments has a staff common room and a full range of specialist audio-visual equipment, which is supported by full-time technicians. Inside the building you will also find a large Learning Centre and library

(renovated and modernised in 2016 as a result of generous support from a benefactor, and benefiting from a backdrop that takes in the Millennium Bridge and the Shard), a bookshop, a 200-seat theatre, a separate drama studio, numerous music practice rooms, a sports hall and a swimming pool.

Pupils also benefit from over 20 acres of sports pitches, tennis courts and running tracks at our Grove Park site in South East London. Most pupils spend one afternoon there each week.

The School has developed a Masterplan for improvements to our buildings and facilities over the next decade. This will improve provision for on-site sport and provide additional teaching and multi-purpose spaces.

# Music at City of London School

Music is an integral part of life at City of London School, and we are proud of the exceptional range and quality of provision. In the academic arena, results are strong, and pupils regularly leave the School to study Music at either university or conservatoire. The co-curriculum is rich, with a range of groups (both teacher-led and pupil-led) rehearsing on a weekly basis, and many opportunities for performance (both informal and formal) throughout the year. The School has a strong choral tradition: it educates many of the choristers of the Temple Church, and it is the Choir School for the Chapel Royal at St James's Palace.

We offer a large programme of internal and external concerts and performances. By virtue of our central location, there are regular trips to the Barbican, South Bank Centre, and the Royal Opera House, all of which are within walking distance of the School.

The department enjoys an excellent relationship with the Drama Department and recent musicals, in conjunction with girls from City of London School for Girls, have included Chess, Jesus Christ Superstar and Les Misérables.

Most pupils learn at least one musical instrument. Many are encouraged by a scheme in the First Form (year 7) which allows a pupil to have two terms' free tuition when they join the School.

The pupils are highly motivated and many also study at London conservatoire junior departments.

Current pupils are members of the National Youth Orchestra, National Children's Orchestra, London Schools' Symphony Orchestra and attend the Eton Choral Courses, Oundle Organ Summer School and Pro Corda.



# The Music Department

The Director of Music leads a large team of talented musicians, including the Head of Academic Music, the Director of Music for the Chapel Royal at St James's Palace, one teacher of Music and 26 visiting instrumental teachers (employed by the School, and teaching almost 250 boys). The department is supported by a full-time Music Administrator.

The Head of Academic Music is responsible for the delivery of curricular Music throughout the School, including university and music conservatoire entrance. The Director of Music (Chapel Royal) is a member of the department and undertakes some academic music teaching.

Examination results are strong. There are currently 36 pupils studying for their IGCSE (Cambridge Assessment) and nine doing the Pre-U course. For the last 5 years, all results have been at A/A\* or Distinction at both levels. For IGCSE, some pupils study Music as a timetabled subject; others take it as an extra option, taking the exam a year early.

The School also acts as a centre for ABRSM and Trinity practical examinations.

The department is housed in a dedicated area overlooking the River Thames. Concerts are held in Great Hall which seats 600. It is adjacent to the department and has a magnificent 3 manual Walker Organ as well as a Steinway Model D piano. The department owns a large

stock of instruments, which the departmental administrator and instrumental teachers maintain. In addition, there is a recital room (that doubles as a teaching room) and is used for smaller concerts, one other large teaching room and a music technology studio with workstations running Logic-Pro and Sibelius. A suite of nine rooms is used for individual lessons and for smaller rehearsals.

The annual Carol Service is held in the Temple Church.

Currently, pupils are members of First and Second Orchestra, Junior and Senior String Orchestra, Jazz Orchestra, Junior Swing Band, Senior and Junior Flute Choirs, Senior and Junior Brass Ensemble, Chamber Choir, Close Harmony Group, Folk Group, Saxophone Group, Oboe Ensemble and Clarinet Choir.

Music Scholarships are available and application is highly competitive, attracting strong candidates. Currently a pupil in the Sixth Form is an Organ Scholar.



# Choristers at CLS

We are the Choir School for the Chapel Royal at St James's Palace, and their weekday rehearsals take place in the Music Department. The choir is run from the School, with the recruitment being overseen by the Director of Music (Chapel Royal) with members of the School's management team.

We also educate many of the choristers from Temple Church. Benefitting from our central location, other pupils sing as choristers at Southwark Cathedral, the Old Royal Naval College Chapel, Greenwich, or in the newly formed Temple Youth Choir.



# The Director of Music

Following the retirement of Paul Harrison, after 13 years of exceptional service, City of London School is looking to appoint an inspirational and creative professional to lead its thriving Music Department from September 2020.

The successful candidate will be an excellent musician, with a strong track record of teaching and/or musical direction at all levels. They will also be determined to enthuse young people – from diverse backgrounds and with differing levels of musical expertise – with the joy of music, and the potential that it offers for both educational achievement and personal development.

They will be committed to building on the School's reputation as a centre of musical excellence, catering for varied interests. They will seek to nurture and develop the School's musical partnerships (for example with the London Youth Choir), exploiting both the opportunities offered by the School's enviable location, and its association with the City of London Corporation's Family of Schools, and City of London School for Girls, in particular.

They will have outstanding organisational and leadership skills, alongside the ability to cultivate warm and collegiate working relationships. They will nurture their colleagues' professional development and cultivate an environment in which initiative is welcomed, participation is prized and standards are high.

They will be ambitious for the Music Department itself, whilst also demonstrating commitment to the contribution that the department can make to the realisation of the School's Strategic Vision.



## Job Description

Job Title	<b>Director of Music</b>
Start date	September 2020
Salary	<b>£34,460 - £60,250</b> p.a. plus responsibility allowance and timetable allocation (City of London School pay scale 2019/20)

## The Director of Music

- The Director of Music is responsible for providing professional leadership and management of all aspects of the musical life of the School, in order to secure the highest standards of musical achievement and progress for all pupils, and in order to support the School's Strategic Vision. To this end, the post-holder will be able to inspire pupils and staff alike with a love of music of all kinds.
- The Director of Music will be bold, creative and innovative, but respectful of School and musical tradition.
- The Director of Music will be a highly competent practising musician and have experience in conducting orchestras, choirs and/or other musical groups.
- The Director of Music line-manages the Head of Academic Music, the Director of Music (Chapel Royal) in relation to their musical duties in the School, other music teachers (including all visiting music teachers, and their recruitment) and the Music Administrator.
- Close liaison is required between the Director of Music and the Head of Academic Music to ensure that departmental responsibilities are appropriately allocated, and that lines of responsibility and accountability are clear.
- The Director of Music is responsible to the Head for the overall performance of the Music Department, and is line-managed by the Deputy Head (Co-Curriculum and Operations).

# Specific responsibilities

## Leadership and Management

- The Director of Music has responsibility for:
  - » Overseeing and directing all matters relating to music within the School.
  - » Promoting and ensuring a high profile of music with the School, its extended community, and beyond (regionally and nationally).
  - » Leading the annual departmental review process, ensuring a full contribution from the Head of Academic Music.
  - » Overseeing all budgeting matters relating to the Music Department.
  - » Overseeing the maintenance and upkeep of the fabric and contents of the Music Department, including instruments and IT equipment, and overseeing all aspects of Health and Safety within the department.
  - » Contributing to and promoting the collegiate philosophy that underpins the activities of the Music Department, delegating responsibilities as appropriate.
  - » Assigning members of the department in an appropriate way to deliver a broad and vibrant co-curricular offering, that caters for boys with different interests and musical backgrounds.
  - » Managing a team of specialist teachers, supporting all aspects of their professional development, in conjunction with the Head of Academic Music.

- » Overseeing and directing the work of the visiting music teachers, with support from the Music Administrator, including supporting their professional development.
- » Participating, as required, in the wider management of the School, contributing to pastoral teams and School committees, as appropriate.

## Teaching

- The Director of Music has responsibility for:
  - » Contributing to the high-quality teaching and learning of Music throughout the School, including teaching a reduced timetable and being experienced in using music software in the classroom.

## Events

- The Director of Music has responsibility for:
  - » Co-ordinating the programmes of rehearsals, performances, concerts, services, and other musical events.
  - » Working with the Directors of Music of the City of London School for Girls and other City of London Corporation schools to deliver a programme of joint concerts, services and other performances.
  - » Co-ordinating a suitable programme of musical visits and tours.

## Admissions, Marketing and Partnership

- The Director of Music has responsibility for:
  - » Assessing applications from prospective Music Scholars at all entry points, including listening to and observing the performances of candidates.
  - » Contributing to the School's marketing and development of its reputation.
  - » Developing and maintaining links with local feeder schools, through regular visits and communication, in order to promote music at the School to prospective pupils and their parents.
  - » Actively supporting the School's partnership programme, including, but not limited to, the managing the relationship with the London Youth Choir.
  - » Working with relevant members of the Senior Management Team and other staff to expand the reach of the School's partnership work, and to fulfil the aims of the Partnership Strategy.
  - » Supporting, where required, the Director of Music (Chapel Royal) and Deputy Head (Pastoral), who have overall responsibility for leading and managing all aspects of the School's relationship with the Chapel Royal, as directed by the Director of Music (Chapel Royal).
  - » Providing appropriate musical support for a range of School events, including those co-ordinated by the Admissions and Development & Alumni Relations departments.

## Other

- The Director of Music has responsibility for:
  - » Promoting and protecting pupils' welfare through all aspects of their contribution to School life, following safeguarding and health and safety guidelines.
  - » Contributing to the Spiritual, Moral, Social and Cultural development of pupils.



# Specific duties for all teachers

## Teaching

- » Planning and preparing of courses and lessons.
- » Assessing, marking, recording and reporting on the development, progress and attainment of pupils.
- » Promoting the general progress, and well-being of individual pupils and groups of pupils.
- » Communicating and consulting with the parents of pupils, both formally at parents' meetings and informally.
- » Exercising proper care of teaching materials, equipment and rooms.
- » Following the agreed policies in the Departmental Handbook with regard to such matters as programmes of study, teaching methods, differentiation, S.E.N.D. and homework.

## Assessments and Reports

- » Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

## Appraisal

- » Participating in the School's appraisal arrangements as appraiser and/or appraisee.

## Further Training and Professional Development

- » Reviewing teaching methods and programmes of work, and participating in arrangements for further training and professional development.
- » Attending two INSETs per year.

## Educational Methods

- » Advising and co-operating in the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment.

## Discipline, Health and Safety

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

## Meetings

- » Participating, as required, in meetings which relate to the curriculum, administration or organisation of the School, including pastoral arrangements.
- » Attendance at Staff Day meetings is obligatory.

## Cover

- » Supervising and, when appropriate, teaching any pupils whose teacher is not available to teach them. This is arranged using the cover system.

## Public Examinations

- » Ensuring familiarity with the current public examination requirements in their subject; participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments and participating in arrangements for pupils' supervision during such examinations.

## Form Tutoring and Co-Curricular Activity

- » Being involved in the form tutoring, pastoral and house systems as required.
- » Participating in the various co-curricular activities offered, appropriate to his/her interests and skills. NQTs are usually allocated to a form as Assistant Tutor in their first year at CLS.

## Duties

- » Carrying out weekly duties as directed by the Senior Deputy Head.
- » Carrying out non-tutor duties for those staff who are not tutors.

In addition to those listed, the post holder will also be expected to undertake all professional duties as outlined in the Contract of Employment.



## Other Duties for all teachers

- The post-holder is responsible for safeguarding and promoting the welfare of children and young persons for whom they are responsible or with whom they come into contact. They must adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out their duties, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report these concerns to the Designated Safeguarding Lead.
- The post-holder is responsible for actively seeking to implement the City of London Corporation's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
- The post-holder is responsible for actively seeking to implement the City of London Corporation's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.





# Person Specification for all teachers

## Qualifications

- » Well qualified graduate in the appropriate subject discipline.
- » DfE recognised QTS is highly desirable.
- » **Method of Assessment:** production of certificates, references and interview.

## Experience

- » Several years' experience of teaching the subject at an appropriate level is required.
- » Experience of a post of responsibility already held is highly desirable.
- » **Method of Assessment:** contents of application form, interview and professional references.

## Knowledge

- » Knowledge of the subject (as shown by qualifications and interview).
- » Proven track record of teaching the subject successfully from Lower School to A-level, including Oxbridge preparation.
- » **Method of Assessment:** contents of application form, interview and professional references.

## Skills

- » Good oral and written communication skills.
- » Effective classroom management and organisation to ensure a positive and safe learning environment.
- » Engaging classroom presence with excellent subject knowledge and a passion for encouraging wider debate

and research, with the ability to encourage active and independent learning.

- » Effective planning, assessment and record keeping.
- » An appreciation of pupils' differing needs and an ability to employ flexible teaching strategies, as appropriate.
- » The ability to work as part of a team and to develop and maintain positive relationships with teaching and support staff.
- » The ability to develop and maintain positive relationships with parents and outside agencies.
- » The ability to incorporate relevant EdTech into teaching and learning.
- » The ability to accept and respond positively to constructive criticism.
- » **Method of Assessment:** contents of application form, interview and professional references.

## Commitment

- » A desire to develop his/her professional knowledge, skills and experience in order to maximise pupils' achievement.
- » A willingness to contribute to the overall life and well-being of the School.
- » Involvement in pastoral system or other School co-curricular activities.
- » **Method of Assessment:** contents of application form, interview and professional references.

# How to Apply

An application form is available from the School website which should then be emailed to [HR@cityoflondonschool.org.uk](mailto:HR@cityoflondonschool.org.uk).

All candidates must include a letter of application addressed to the Head. Your letter should be no more than two sides and should clearly outline your suitability for the role with reference to the Job Description and Person Specification. You should also explain clearly why you want to work at City of London School. **Do not include a CV.**

Closing Date: **Noon Tuesday 12 November 2019**

Interviews will be held on **19 and 25 November 2019**

*We reserve the right to appoint before this deadline and encourage early submissions.*

Short-listed candidates will have three interviews, will be asked to teach a lesson and will be given a tour of the School.

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City of London School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Further information about the School and recent ISI inspection reports are available on our website. [www.cityoflondonschool.org.uk](http://www.cityoflondonschool.org.uk)



# City of London School

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