



Bishop's Stortford College

HEAD OF WOODWIND

START DATE: SEPTEMBER 2021

BUILDING CONFIDENCE FOR LIFE

Bishop's Stortford College is one of the leading independent, co-educational day and boarding schools in the country. It is a wonderful place of learning, in a beautiful setting on the edge of a market town between London and Cambridge.



An enthusiastic, dynamic and committed Head of Woodwind is required to deliver, lead and develop the teaching of wind instruments.

Bishop's Stortford College are seeking an excellent flute, oboe, clarinet, saxophone or bassoon teacher to fill the new position of "Head of Woodwind" from September 2021. The role involves working alongside the full-time music teachers to deliver group lessons in your instrument of specialism in the Prep School, as well as some co-curricular ensemble work and other duties to support the music department as it grows.

Bishop's Stortford College Music is a well-established department with a good reputation and a busy calendar of performances in school and in the wider community. In both the Prep and Senior Schools there are bands, choirs and orchestras for all ages and all ability levels, and as part of the group instrument



programme every student in Year 4 -6 learns an instrument each week in one of their music subject periods. A large percentage also learn one or more instruments privately.

This role involves teaching four 40-minute group lessons in Lower Shell, Upper Shell Form 1 and Form 2 and 60 minutes of ensemble coaching per week during term time.

Does this sound like an interesting opportunity? Go to our website for more details.

CLOSING DATE FOR APPLICATIONS: FRIDAY 21ST MAY 2021



Judged 'excellent' in all areas by the Independent Schools Inspectorate

INTRODUCTION TO THE COLLEGE

One of the UK's top co-educational, day and boarding schools, Bishop's Stortford College is a diverse and exciting place for pupils and staff alike. Set in peaceful and spacious grounds on the edge of the market town of Bishop's Stortford, the College is easily accessible by road, rail and air.

Infectious enthusiasm and dedication are characteristics of this community that make it a stimulating place to work. There are just over 1200 pupils aged 4 to 18 years old on our spacious site, blending full, weekly and part-time boarders with day pupils.

Pupils are organised across three schools: Pre-Prep, Prep School and Senior School. Music and Sports departments together with Professional Services, work across all three schools. Professional Services incorporates Finance, HR, Facilities and Estates, IT, Marketing, Development and the Medical Centre.

As three schools in one, the College is large enough to provide an exceptional range of opportunities, whilst each part is small enough for pupils and staff to be known and valued and feel part of a community.



150+ years old



Set on **100 acres** site



Small class sizes



120+ sports teams



Indoor **swimming pool**



State of the art
fitness centre

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title Head of Strings

Terms Term Time Only

Reports to Director of Music

Hours 4 x 40-minute group lessons, 1 x 120 minute ensemble coaching per week

Overview

An enthusiastic, dynamic and committed Head of Strings is required to deliver, lead and develop the teaching of brass instruments at the college.

Main Tasks

- Be fully committed to maintaining the department's high standards, showing an inspirational approach to the subject and instilling students with a love of music in your instrument area.
- Teach 4 x 40 minute group lessons to Lower Shell, Upper Shell, Form 1 & Form 2 students per week (34 weeks per annum).
- Ensure record keeping for group lessons is up to date ensuring students have the best chance of succeeding.
- Liaising with the Director of Music to highlight student success and student areas of concern regarding progress in group lessons.
- Undertake 60 minutes of ensemble coaching per week (34 weeks per annum) in your instrument area as appropriate to your skills.
- Lead/prepare and conduct your ensemble(s) in college concerts as per the college calendar.
- Work with the Director of Music and Department Administrator to ensure good record-keeping and maintenance of school-owned instruments in your instrument area.
- Work with the Director of Music and other peripatetic staff on ideas & plans for ensuring all instruments in your instrument area have good uptake and representation.
- Identify (and help organise if appropriate) potential masterclasses and other opportunities for students in your instrument area.
- Assist the Director of Music and Department Administrator in identifying students for exam entries in your subject area.
- Assist the Director of Music and Department Administrator in identifying students for concert performances in your instrument area.
- Identifying & delivering, in discussion with the Director of Music, potential additional ensemble coaching in your area of specialism (invoiced separately)
- Possibly accompanying students (if you can - not essential for role) for concerts (invoiced separately)
- Occasional meetings with the team on delivery of group lessons and group lessons delivery in line with the teacher standards.

Additional Duties

The above list is not exhaustive but is by way of example only. Responsibilities and duties may vary from time to time as the position evolves.

A flexible approach to all aspects of this role is essential.

Safety, Health, Environment and Fire

The job holder has a duty to take reasonable care to avoid injury to themselves and to others by their work activity, and to co-operate with the College and others in meeting the statutory requirement of the HASAW Act 1974. Report all accidents and near misses on the day they occur to the line manager.

The job holder is not to interfere with or misuse any equipment provided, in accordance with the act, to protect their health, safety or welfare. Ensure your working environment is safe and comply with all College risk assessments and policy directives.

Equality and Diversity

The College is committed to providing equal opportunity to all employees and pupils. This means that employees are treated fairly, irrespective of sexual orientation, ethnic origin, religion, disability, age, gender, marital status or other reason. The job holder is expected to always comply with the provisions set out in law and the College policies on equality and diversity.

Data Protection

The job holder is required to comply with all College policies and procedures for the safe custody and handling of Personal Data that is stored and used by the College.

Employment Terms and Conditions

Full details of the terms and conditions are set out in a separate booklet that will be issued with this job description. The booklet is reviewed at regular intervals to ensure the College operates within current legislation and to take into account the introduction of new equipment, working practices and techniques. You will be sent amendments to the terms and conditions booklet when they are issued.

Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the College's Safeguarding Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to their Line Manager or the College's relevant Safeguarding Lead.

PERSON SPECIFICATION

The below essential and desirable requirements will be measured using the following:

- A covering letter
 - CV
 - Application Form
 - Interview
 - References
 - Documentary Evidence
 - Medical Questionnaire
 - DBS Application
-

Education and Qualifications

Essential

- Degree, diploma or equivalent qualification relevant to the post.

Experience and Skills

Essential

- Excellent knowledge & understanding of best practice in your instrument area
- Knowledge of exam boards and requirements in your instrument area
- Experience at working in a team in a professional & collegial manner
- Experience & skill in directing ensembles.
- Experience & skill in managing ensemble rehearsals, including scheduling & communication.
- An articulate, dynamic & confident personality, able to enthuse students in your instrument area.
- An ability to work in a way that promotes the safety & well-being of young children and young adults.
- Computer literate.

Personal Qualities

Essential

- Well organised, professional and pro-active.
- An articulate, dynamic & confident personality.
- Team player.
- Honest, polite in dealings with colleagues, students & parents, flexible, punctual and committed.

Other

Essential

- Undertake all the physical requirements of the post and use equipment according to health and safety guidelines.
- Successful candidate requires an enhanced DBS clearance.
- Able to work in a non-smoking environment.