

PART-TIME HEAD OF WOODWIND – JOB DESCRIPTION

Charterhouse is seeking to appoint an outstanding musician and leader to take on the role of Head of Woodwind. Specific responsibilities will be to develop woodwind playing throughout the school, teaching across the 13-18 age range and working with other colleagues in shaping and enabling the chamber music programme. In addition, the post holder may also wish to direct the School Chamber Orchestra and Junior Woodwind Orchestra and to lead and manage a team of visiting staff. The extent of these additional responsibilities is by negotiation and these roles can be undertaken by a current member of the department - there is a considerable degree of flexibility.

**The School**

Charterhouse is a beautiful school and a wonderful place to live and work.  It was founded in 1611 and moved to its present magnificent 250 acre site near Godalming in Surrey in 1872.  Few schools have such a wonderful campus and strong community, with excellent relationships between pupils and staff. As part of our ambitious plans, the School is moving to full coeducation from the age of 13 and look forward to welcoming our girls into the Fourth Form in September 2021. There will be girls in every year group from September 2023.  The pupil roll will grow over the next decade from 820 today to around 1,000, with the increase representing additional places for girls.  With our move to co-education we aim to bring out the very best in all pupils, in all years.

**The Music Department**

For many years, Music has played a major role in the life of the School. Ralph Vaughan Williams was a pupil here, and many pupils have gone on to be accomplished professional musicians, with a regular stream of pupils entering leading universities and music colleges to continue their studies. There are five permanent music staff at the school, and twenty-five visiting instrumental teachers, most of whom combine teaching with busy performing careers. There are many chamber groups, including string quartets, wind ensembles, brass groups, jazz bands, chamber orchestra and symphony orchestra. There are also five choirs.

**As Head of Woodwind the successful applicant will;**

* Develop and enhance woodwind playing throughout the school, with the ability to teach at the highest level.
* Teach all pupils studying the instrument of which the post holder is an expert. This will either be a flautist, oboist, clarinetist or bassoonist and depending on proficiency the post holder may, by mutual consent with the Director of Music, wish to teach more than one type of instrument, allowing for greater choice and flexibility in the allocation of ensembles. The number of pupils requiring teaching may fluctuate according to natural demand.
* Lead the team of visiting woodwind teachers and develop pedagogy.

**In addition he/she is likely to include some or all of the following within their contract;**

* Direct the Concert Band, School Jazz Band and smaller woodwind ensembles and other chamber ensembles that may require a complete cross-over of instruments
* Coordinate the provision of woodwind chamber music within the school in consultation with The Director of Music and other colleagues
* Assist with Symphony Orchestra rehearsals and take responsibility for markings and/or simplification of parts where necessary
* Assist the Assistant Director of Music in implementing regular lesson observation within the Woodwind Department and to nurture all staff within the section
* Ensure pupils are happily matched with teachers and that they are both challenged and inspired
* Attract outstanding woodwind players to apply for Music Scholarships at Charterhouse
* Allocate all woodwind pupils to appropriate teachers and ensembles
* Organise the annual Woodwind Competition and regular masterclasses; at least two, annually
* Appoint with the Director of Music new woodwind teachers when positions become available
* Oversee the stock and regular maintenance of the School’s woodwind instruments
* Attend music scholarship trials and review DVDs of foreign auditions for selection.

The Head of Woodwind will have excellent teaching, coaching, directing and administrative skills. A knowledge of performance practice and period instrument techniques is also desirable.

Responsible to: Director of Music

**Main Responsibilities**

The successful applicant will want to play a full part in the musical life of the school, attending/directing concerts, masterclasses and competitions. The post will suit a professional musician happy to commit to specific hours within the week in addition to formulating a teaching timetable.

Exams are not compulsory but many pupils choose to take Associated Board and Guildhall exams and diplomas.

Music staff at Charterhouse are expected to possess a love of teaching and the personal skills to do this extremely well. They must also be inspirational through their own playing. Candidates will therefore be asked to perform and teach at interview.

**Working Arrangements**

The post involves teaching a prescribed number of pupils on an individual basis, although some degree of flexibility in numbers needs to exist depending on demand. Each lesson or “hash” lasts 40 minutes, although there is a 5-minute break between each ‘hash’ enabling pupils to move within the School.

Hours of work will take place during Quarter (term) between Monday and Friday from 8.30am to 6.25pm and on Saturdays from 8.30am to 1.25pm. Any request to teach beyond these hours must be made to the Director of Music. When working throughout a year, a music teacher is required to offer between 28 and 30 lessons per pupil per year, with absences of more than one week a term requiring negotiation with the Director of Music. Times of special events must be avoided, as publicised by the Director of Music.

**Pupil Numbers**

The School reserves the right to vary the number of hours a music teacher is required to teach at its discretion, but is normally planned according to the number of pupils expressing a wish to have individual lessons, or in accordance with other factors, such as a decision by the School to engage additional music teachers, or to reallocate pupils between existing music teachers. In accepting the post of Music Teacher, a music teacher accepts the fact that the School cannot guarantee a minimum number of hours work.

Teachers are expected to formulate their own timetables, submitting a timetable for the Term, and to give at least one week’s notice of any alteration to the pupils and the Music Department Administrator to keep a register, and to write termly reports. They are therefore required to keep accurate records of attendance, punctuality and progress of pupils. They should provide music for their pupils (which can be ordered through the School), and be proactive in encouraging their pupils to perform as regularly as possible.

A Music Teacher is also expected to prepare such reports on pupils with the framework and timescales laid out by the Director of Music. It is also expected that, as with all other school employees, a music teacher will remain current with any mandatory training, such as Child Protection and health and safety training, as reasonably requested by the School.

**Special Working Conditions**

The jobholder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School’s Safeguarding Policy at all times. If, in the course of carrying out the duties of the post, the Job Holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School’s Designated Safeguarding Lead.

**Benefits of Employment**

*Salary* Competitive hourly rate, together with an allowance as Head of Woodwind

*Benefits* Travelling expenses are paid at a rate of 45p per mile up to a maximum of 70 miles

Membership of the Charterhouse Club (sports centre)

Inclusion in Personal Accident Insurance Cover

Employee Assistance Programme

School lunches are usually available throughout the year (except when School closes)

Death in Service Benefit

*Benefits subject to eligibility criteria*:

Contributory Pension Scheme

Subsidised membership of School Golf Club

Cycle to Work Scheme

*Notice* One month during a probationary period of twelve months. Once the appointment is confirmed both parties are required to give at least one term’s notice.

**Application and Selection Process**

Application

Applications should be made in accordance with the School’s application and recruitment procedures (available on the website) and emailed to Agata Scott-Hubbard, HR Manager; email address – [agatascotthubbard@charterhouse.org.uk](mailto:agatascotthubbard@charterhouse.org.uk)

Selection Processes

If you are invited to interview this will be conducted in person and the areas which it will explore will include your suitability to work with children.

The interview process will include a requirement to perform and to teach.