



Hazelwood School

Director of Music Hazelwood School

Hazelwood is a flourishing non-selective, independent co-educational Prep School for boys and girls between the ages of 4 and 13 years of age with a linked Nursery and Early Years site catering for children from 3 months to 4 years. The school is fast approaching 600 strong across both sites. Its pupils enjoy some amazing facilities including the Baily Building which opened in September 2016 with its 400 seat performance auditorium. The Prep School is set within 25 acres of countryside with far reaching views towards the Ashdown Forest and the South Downs beyond. The nearest town, Oxted, is less than one mile away and has excellent mainline rail links into London. The M25 and Gatwick Airport are also easily accessible. Further details about the school can be found on the www.hazelwoodschool.co.uk

Music is one of the defining aspects of Hazelwood School. Whether it be the inventive Year 8 Jazz Improvisation Group, the internationally acclaimed Chapel Choir or the exuberant Year 3 P-Buzz ensemble, the corridors of the school echo to the sound of merry music-making. There is a richness, a diversity and an energy for music of all eras, cultures and genres. The pupils of Hazelwood equally enjoy singing African chants and Polish folk songs. They are masterful at unravelling the composition complexities of Garage Band and of raising the roof with a percussion rendition of van Halen's *Jump!*

The Director of Music is the driving force behind this passion and excellence; it is their enthusiasm for all types of music which will inspire, energise and build towards an exciting and inventive musical future. Whilst the post will suit an individual with a number of years teaching experience, an ability to enthuse and inspire is of equal importance.

Hazelwood School is committed to Child Protection and the successful candidate will be required to obtain an enhanced DBS Certificate through Hazelwood, prior to starting work. Hazelwood School upholds British Values.

Director of Music: Job Description

Energise and Inspire

- To believe whole heartedly in music for all and to communicate this through the music making at Hazelwood.
- To promote the subject within all parts of the school by encouraging special events and performances eg masterclasses. It will be central for the Director of Music to develop an enthusiasm for music among pupils and a cohesive teaching policy among the staff involved.
- To embrace the widest opportunities to make music from the more traditional to the modern day including the opportunities of collaboration offered by The BOX innovations environment.
- To arrange suitable visits, appropriate to the subject, outside the school, or to arrange for visiting performers or speakers to visit the school, in consultation with the Head and in light of the overall volume and timing of similar visits or speakers as arranged by SMT.
- To hold regular meetings with all staff concerned with the teaching of music, either in class or on an individual basis, to exchange views and discuss techniques, and also

to pursue curriculum development. Such meetings should also include liaison with cross curricula users of, for example, the theatre and the chapel.

- To organise and lead, where appropriate, or to help other music teachers to organise and lead as wide-ranging a set of instrumental and choral groups as is possible in relation to the numbers of pupils available and their capability.
- To ensure that individuals and music groups obtain as wide a set of performing opportunities as possible, to include school concerts, attendance at local festivals, integration with drama productions, attendance at other schools and all other possibilities that may arise.
- To organise and lead the weekly Friday lunch concerts.
- To encourage all our pupils to take individual music lessons and to organise any internal instrument hire that this may involve.
- To work closely with Surrey Arts in our support of the “String Baby” programme at Hazelwood and to deal with all the administrative tasks that this may involve.

Compose and Create

- To audit and develop the Music Policy and schemes of work for each year group and ensure the publication of such. These schemes should indicate the work to be covered, sources of material, and any cross curricular links as well as standards and attainment objectives. This development will be in consultation with other colleagues, including peripatetic music staff, Director of Teaching and Learning, and the Head. The Director of Music will convene meetings of all interested parties where necessary or appropriate (see also (l) below).
- To review, source and provide appropriate and up to date teaching materials. Where necessary, exam practice materials, audition material and so forth will also be sourced by the Director of Music.
- To take responsibility for co-ordinating the teaching of music, throughout the school from Reception to Year 8.
- In light of requirements arising from the policy and schemes of work, together with ongoing audits of materials, the Head of Music will design and manage a department budget to be agreed with the Head.
- To attend local and national subject meetings and appropriate INSET courses. Applications for courses, where fees may be paid by the school, should be submitted to the Head.
- To organise the assessment of music, including grade or other examinations. This will include responsibility for devising and managing an appropriate system of record keeping appropriate to the needs of all pupils at any level.

Conduct and Oversee

- To deal sympathetically with queries from parents, or other interested parties, regarding the department.
- To ensure that music group registers are kept up to date and submitted to the office on a daily basis.

- To coordinate end of term reports and/or parent evening attendance with the peripatetic staff.
- To liaise with the Director of Teaching and Learning about all pupils' progress.
- To ensure all resources are maintained, including piano tuning and organ service.
- To organise the weekly music timetable on a rotation system, in line with the School's policy.
- To provide end of term charges to the Finance Department in a timely manner.

Accompany and Play

- To ideally undertake musical accompaniment at chapel services, lunch concerts, other whole school assemblies, music exams and any further concerts the School may take part in.
- To ensure the school as a whole is well prepared for any assembly or chapel singing, including congregational hymn practices and other whole school musical tuition.

Hazelwood School Competencies

Building Relationships

Definition: To foster and promote positive, trusting and professional relations within and beyond the school community

	What does Outstanding look like?
1	Always fosters and proactively promotes a caring, happy and productive working environment in which staff feel appreciated and motivated.
2	Always goes above and beyond the limits of their role to maximize output and staff morale.
3	Inspires pupils from all areas of the school and goes above and beyond to build relationships with children both in and out of their care.
4	Staff will look to you for advice in dealing with a variety of issues.
5	Consistently leads by example and motivates colleagues and children. Has an excellent relationship with parents and all stakeholders within the Hazelwood community. Is confident and willing to discuss difficult issues with these parties.

	What does Above Expectation look like?
1	Fully embraces diversity and is found to be very approachable and respectful.
2	Works effectively in their team and supports staff in fulfilling their responsibilities within the school.
3	Is a strong role model to pupils and creates solid relationships with the children in their care.
4	Effectively communicates with all members of the Hazelwood team including staff from different departments.
5	Has an excellent relationship with parents and all stakeholders within the Hazelwood community. Is confident and willing to discuss difficult issues with these parties.

	What does Meets Expectation look like?
1	Is approachable respectful and welcomes diversity.

2	Works effectively in their team.
3	Is a good role model to pupils and has a good rapport with the children in their care.
4	Open communicator within department or year group.
5	Has a good relationship with parents and all stakeholders within the Hazelwood community.

	What does Needs Support look like?
1	Is inconsistent in approach to colleagues and children.
2	Finds working within a team challenging and does not show evidence of supporting colleagues in fulfilling their job-role.
3	Does not consistently demonstrate good rapport with children.
4	Struggles to communicate effectively.
5	Finds relationship with parents and stakeholders challenging.

Professionalism

Definition: Shows consideration and respect for others and embraces diversity within the Hazelwood community. Demonstrates excellent professional knowledge and passion for their job role whilst maintaining high expectations of themselves and others.

	What does Outstanding look like?
1	Supports others to meet clearly communicated deadlines as well as their own. Volunteers to attend additional meetings/working parties and is always punctual.
2	Is proactive and passionate within their job role and supports others to complete tasks to a high standard as well as their own.
3	Has high expectations of themselves and others and continuously strives to improve.
4	Plenty of evidence to support CPD. Always strives to develop professionally and supports others with their own CPD.

	What does Above Expectation look like?
1	Always meets clearly communicated deadlines, attends necessary meetings and is punctual.
2	Is proactive and passionate within their job role and can be trusted/relied upon to complete tasks as set out in their job description with efficiency and enthusiasm.
3	Has high expectations of themselves and others and strives to improve.
4	A variety of evidence to support CPD and Continues to develop professional knowledge.

	What does Meets Expectation look like?
1	Meets all clearly communicated deadlines but sometimes seeks additional time/support, attends necessary meetings and is punctual.
2	Is proactive within their job role and can be trusted/relied upon to complete tasks as set out in their job description.
3	Has high expectations of themselves and others.
4	Appearance/dress in accordance with the staff handbook
5	Evidence to support CPD.

	What does Needs Support look like?
1	Struggles to meet deadlines, fails to attend necessary meetings, and is often running late.
2	Does not demonstrate a pro-active approach to their role.
3	Lacks confidence and does not strive to reach their full potential.

4	On occasion, fails to meet the requirements outlined in the staff handbook with regards to appearance and dress.
5	Lacks evidence of CPD.

Communication

Definition: The ability and drive to share and receive information (both written and verbal), seek advice and liaise with the staff, children, parents and others within the Hazelwood community.

	What does Outstanding look like?
1	Can share sensitive information effectively in a manner suited to the circumstances and demonstrates exemplary communication skills.
2	Strives to go above and beyond a positive rapport with adults and pupils.
3	Inspires and motivates staff by setting a great example.
4	Encourages feedback and is constantly looking to improve upon advice.
5	Is an excellent role model displaying positive attitude and energy.

	What does Above Expectation look like?
1	Exhibits strong communication skills when sharing information with others / a range of audiences, ensuring both clarity and the offer of support if uncertain.
2	Builds a positive rapport with adults and pupils with ease.
3	Sets an good example to others and is a strong motivator.
4	Responds well to feedback and acts upon advice given.
5	Always demonstrates a positive attitude and energy.

	What does Meets Expectation look like?
1	Able to use positive / clear communication skills to share information suited to others / a range of audiences.
2	Able to build a positive rapport with adults and pupils.
3	Able to use communication effectively and set a good example to motivate others.
4	Able to respond appropriately and constructively to feedback including evaluating achievement, reflecting on success and learning from others.
5	Is able to demonstrate a positive attitude and energy in communicative situations.

	What does Needs Support look like?
1	Can struggle to use communication skills effectively.
2	Rapport with adults and pupils can vary.
3	Finds motivating others difficult
4	Finds constructive feedback difficult to manage and does not always follow advice of others.
5	Attitude varies in communicative situations.

Leadership

Definition: To influence and maximise the effort of others towards the achievement of our school vision and to translate this vision into reality.

	What Outstanding look like?
1	Proactively inspires other by always demanding the very highest standards of oneself and those around them.
2	Promotes authenticity, loyalty and integrity to the school and its community and positively challenges those whose values and core beliefs threaten the school vision.

3	Promotes creative thinking and innovation and actively celebrates these virtues in others. Thinks out of the box to come up with unique ideas and empowers others to turn ideas and goals into reality.
4	Encourages empathy through role modelling. Can provide unifying solution to these problems.

	What Above Expectation look like?
1	Can inspire other by consistently demanding the very highest standards of oneself and those around them.
2	Demonstrates authenticity, loyalty and integrity to the school and its community and openly promote these values and core beliefs.
3	Always strives for the very best through creative thinking and constant innovation. Thinks out of the box to come up with unique ideas and turn those ideas and goals into reality.
4	Can demonstrate empathy and understand the problems of those around them. Can provide suitable solution to these problems.

	What Meets Expectation look like?
1	Demands high standards of oneself and those around them.
2	Demonstrates authenticity, loyalty and integrity to the school.
3	Contributes to the school vision through creative thinking and innovation. Thinks out of the box to help contribute unique ideas.
4	Can demonstrate empathy and understands the problems around them.

	What Needs Support look like?
1	Lack of understanding of appropriate standards for both oneself and those around them.
2	Lacks loyalty and integrity to the school.
3	Struggles to contribute to the school vision.
4	Has little regards for those that work around them and in understanding the problems they may have.

How to apply

Potential candidates are encouraged to visit the school, although this may not be possible in the current climate. To arrange this, please contact Lorraine Ashlin, HR Manager on:

Tel: 01883 733885 (Direct)

E-mail: recruitment@hazelwoodschool.com

Applications should be submitted online via the TES. The personal statement with the application form should contain the candidate's reasons for applying for the post and mention the qualities which he/she feels able to bring to the role.

The closing date for applications – Friday 26th February 2021

Hazelwood School reserves the right to interview and appoint before the closing date.

All references will be sought prior to interview.

The school will reimburse all reasonable travel costs incurred, if in doubt, please contact the school for clarification.