

# Queen Anne's School

Appointment of

Assistant Director of Music

Full time

Applications should be marked 'Private and Confidential'



## Job Description

Post Title	Assistant Director of Music
Reporting to	Director of Music
Accountable to	Headmistress

Queen Anne's is one of the country's leading independent boarding and day schools for girls with 460 pupils, aged 11 to 18 years.

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. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). Queen Anne's School is an equal opportunities employer.

## The School

Queen Anne's is well known for its high academic standards and prides itself on providing students with high aspirations and a positive approach to learning in an environment where they can grow into motivated, decisive and self-assured individuals. The school is renowned for its rich programme of extra-curricular opportunities and excellence in the arts, drama, music and sport. Located in Caversham, Berkshire, the school is situated to the north of Reading near Henley-on-Thames and is just over 40 minutes from London by car.

As a result of Queen Anne's investing in updating and building new facilities, along with the recruitment of excellent and skilled staff, the academic results have improved alongside increasing pupil numbers.

The school takes its charitable status very seriously. Queen Anne's offers a generous number of scholarships and bursaries every year and our excellent facilities are enjoyed by members of the local community as well as by members of the school.

Further details about the school are available on our website at [www.qas.org.uk](http://www.qas.org.uk)

## The Department

Queen Anne's has an extremely lively and vibrant Music Department. The department is well accommodated with twenty teaching rooms, a Mac Suite, ensemble space, classroom, recording studio, percussion room and the main performance areas are the Taylor Hall, School Hall and Chapel. The Department recently moved into a newly refurbished area of the school and work is currently underway to finish the next phase of this development. This will include a Recital Hall and soundproofing for practice rooms and percussion/recording studio.

Music is taught at all levels in class and at IGCSE and A Level. The numbers opting for GCSE and A Level have increased considerably and interest is strong in this subject.

Particular emphasis is placed on practical music-making with performance being a major part of the life of Queen Anne's. There are three choirs, chamber orchestra, concert band, saxophone group and a big band and pupils are involved at all levels and are particularly keen to get involved. In recent years, the musicians have performed in New York, Seville, Westminster Abbey and St Peter's, Eaton Square and there are regular opportunities for them to work with visiting professional musicians through the Professional Concert series. There is an established link with VOCES8 who work with one of our vocal groups and our orchestral musicians have received coaching from the Orchestra of The Academy of St Martin in the Fields as well as having regular workshop opportunities as part of the annual Professional Concert Series.

## The Role

The post is a full-time one and would suit someone who is seeking to gain experience and to develop his or her career in the direction of a Head of Department post. The person appointed will be expected to take a leadership role within the department directing certain areas of the curriculum as well as taking responsibility for the running of ensembles and general contribution to the musical life of Queen Anne's. To this end, some of the requirements listed will give many opportunities for the successful candidate to gain experience of the role of a Head of Department in a busy music school. The involvement in the life of a boarding school is demanding but there are many rewards in having the time to be involved in so many musical activities and to work with enthusiastic and motivated students. The qualities of flexibility, initiative, humour and drive will be essential for the success of the role and is not a job for the faint hearted! However, the music department at Queen Anne's is friendly and supportive and there is lots of activity as well as laughter and enjoyment.

## Main Duties

- Teaching a full timetable of KS3 classes, examination classes, oversight of theory/aural/sight-reading skills teaching
- Lead the teaching of GCSE and IGCSE and prepare schemes of work for this area as well as maintaining the internal syllabus, setting and marking work, overseeing examination entries and coursework
- Lead the development of use of OneNote software especially at KS3 where we have gone paperless.
- Contribute to the daily running of the department including rehearsals, Chapel and concerts.
- Deputise for the Director of Music when necessary, during his absence or at the request of the Director of Music should he be unavailable
- Play an integral part in the strategic development and planning for the department
- Assist with the development of the specialist music scholar programme
- Help to promote Queen Anne's and its music department in our feeder schools
- Liaise closely with the Music Administrator in producing concert programmes, department diary and be involved in planning future events and tours
- To prepare and deliver lessons as per the curriculum requirements
- To provide a safe and enabling learning environment for pupils across all abilities
- Write regular pupil reports as per the school reporting schedule
- To work with the schools monitoring and tracking systems to consistently review pupils progress
- To act as a tutor for a group of pupils and to be fully committed to the tutor programme
- To actively engage in school initiatives including BrainCanDo
- Assist with attracting new pupils to the school by actively participating in interactive open days, new pupil taster days, open evenings and other departmental initiatives
- Attend parents' evenings and give informed feedback to parents and pupils
- To attend all departmental meetings and be prepared to share ideas and initiatives.
- Prepared to escort trips
- To perform evening duties/ lunch / break duties as required

## Essential Requirements

- Be an excellent classroom teacher who is able to inspire and energise both staff and pupils with a commitment to promoting and supporting the musical life of the school
- To have strong keyboard skills, preferably with the ability to accompany at all levels including ABRSM examinations and concert performances. Ability to play the organ to would be an advantage
- Experience of directing choirs and ensembles
- Experience of use of technology (Sibelius/Logic) within the curriculum and knowledge of music technology is also desirable
- Experience of sound recording and using a studio
- The ability to teach either: voice, keyboard or and orchestral instrument
- Develop excellence in within the department in every area and to demonstrate commitment to wider school life
- Have initiative, flair and vision to develop new initiatives within the school. This could include assisting with arranging the Professional Concert series and the newly established Conservatoire Student Recitals
- The ability to lead hymn practice and other whole-school events
- Excellent communication skills with pupils, staff and parents

There will also be a requirement to fulfil any other duties as reasonably requested by your Line Manager or the Headmistress. As part of a boarding school community there will be a requirement for teaching staff to fulfil a minimum of two evening duties between 4.30pm and 6.30pm and to commit to two Sundays a year, which may be a house trip or house cover. There is also a requirement to attend such functions and or events that include participation from pupils particularly within staff members own tutor groups, to support and encourage all those involved.

All employees are required to assist the School where necessary in applying UK Border Agency policy with regard to overseas students. These duties include giving information, when requested, to allow records to be kept on pupils' visas and attendance, as well as other matters.

Note: This job description is not a comprehensive definition of the post. It will be reviewed as part of the cycle of appraisal, and it may be subject to modification or amendment at any time after consultation with the holder of the post.

## Personal Specification

	Essential	Desirable
<b>Education Attainment</b>		
Relevant degree in Music	Yes	
<b>Knowledge &amp; Experience</b>		
Excellent subject knowledge	Yes	
Assist with preparation of exams or scholarships	Yes	
Understanding of teenage children	Yes	
Experience in educational environment	Yes	
A passion for the subject	Yes	
<b>Skills and special aptitudes</b>		
Highly effective communication skills	Yes	
Able to define boundaries	Yes	
Manual dexterity		Yes
Time Management	Yes	
Confident IT skills	Yes	
Ability to use IT in the classroom	Yes	
Artistic ability		Yes
<b>Interests</b>		
Intellectual	Yes	
Physically active	Yes	
Community	Yes	
<b>Disposition and personal Qualities</b>		
Resilience and stamina	Yes	
Reliability	Yes	
Commitment to wider school life	Yes	
Discretion, diplomacy and confidentiality	Yes	
Impartiality of judgement	Yes	
Empathy	Yes	
Self-reliance and self-motivation	Yes	
Enthusiasm	Yes	
Flexible	Yes	
<b>Circumstances and training</b>		

Prepared to attend internal and external training days	Yes
Driving licence and own car	Yes
First Aid Qualification	Yes
Ability to drive a mini bus	Yes
Health and Safety Training	Yes

## Outline Pay and Conditions

A competitive starting salary will be offered in accordance with experience and qualifications. This salary will be reviewed annually.

The school campus provides an attractive environment. Members of staff benefits include Pension Scheme, Child Care Voucher scheme, School fee reduction where appropriate and excellent training and Inset opportunities. Members of staff have the opportunity to use the school sport and leisure facilities.

Queen Anne's School is an ILM (Institute of Leadership and Management) accredited centre for training.

The appointment will be conditional on a satisfactory enhanced DBS disclosure and the person appointed will be required to work in accordance with the School's Policy for Child Protection.

## The Application Process

Please supply a completed application form and a letter detailing why you should be considered for this role along with a current CV addressed to:

**Mrs Judith Tremayne**

HR Manager

Queen Anne's School

Henley Road, Caversham

Berkshire, RG4 6DX

Alternatively, please email [hr@gas.org.uk](mailto:hr@gas.org.uk)

# QUEEN ANNE'S SCHOOL

## **Subject Teachers**

Subject teachers support all aspects of the department and give assistance to the Head of Department in his/her professional leadership and management of their department to meet the aims of Queen Anne's School, to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all pupils.

### **Objectives**

- To share in all aspects of school life, not simply those relating to the department.
- To secure high standards of teaching and learning in the subject.
- To ensure that practices improve the quality of education provided, meet the needs and aspirations of all pupils, and raise standards of achievement.
- To evaluate the effectiveness of teaching and learning, the subject curriculum and progress of pupils.
- To understand how the subject contributes to school priorities and to the overall education and achievement of our pupils.

### **Skills**

- Decision-Making Skills – the ability to solve problems and make decisions.
- Communication Skills – the ability to communicate with a range of staff, pupils and parents.
- Self-Management Skills – the ability to plan time effectively and to organise oneself well.

### **Strategic Direction and Development of the Subject**

- Contribute to the shared understanding of the importance and role of the subject in contributing to pupils' spiritual, moral, cultural, mental and physical development.
- Use data to identify pupils who are underachieving and where necessary implement plans of action to support these pupils.
- Analyse and interpret relevant national, local and school data, research and inspection evidence to support departmental development.
- Take responsibility for writing schemes of work.
- Support the Head of Department in the creation of departmental objectives and other information requested by the Deputy Head – Academic.

### **Teaching and Learning**

- Ensuring curriculum coverage, continuity and progression for all pupils.
- Ensuring that all pupils are well prepared for public examinations and other external assessments.
- Evaluating the teaching of the subject and using this analysis to identify good practice and areas for improvement.
- Ensuring effective development of pupils' individual and collaborative study skills necessary for them to become more independent in their work.

### **Leadership**

- Aim to achieve constructive working relationships with pupils.



- Establishing clear expectations and constructive working relationships among staff who teach the subject through team working, and developing an acceptance of accountability.

#### **Efficient and Effective Deployment of Resources**

- Ensuring the efficient and effective management and organisation of learning resources.
- Using accommodation to create an effective and stimulating environment for the teaching and learning of the subject.
- Ensuring that there is a safe working and learning environment in which risks are properly assessed.

