



BRIDEWELL ROYAL HOSPITAL

KING EDWARD'S SCHOOL WITLEY & BARROW HILLS SCHOOL

Job Description - Head of Keyboard

Following a re-structuring of management within the department, the opportunity now exists to appoint an outstanding and inspirational pianist to further improve pupils' playing standards and raise the profile of music within one of the School's leading departments where standards are already high and numbers are thriving. Music is an integral part of School life at King Edward's.

Overall Purpose

To lead, develop and promote keyboard playing, learning and teaching across both schools of the Bridewell Foundation. The postholder will support the Director of Music in leading and delivering a programme which is effective and engaging and which supports the Schools' aspirations fully to embed music-making in school life.

Generic responsibilities of Heads of Department at KESW and BHS

To deliver coherent, well-balanced programmes and procedures throughout the School in academic and pastoral capacities for pupils of all abilities. To ensure that pupils' learning is at the heart of their departmental leadership and that every pupil is supported to achieve his or her fullest potential. To safeguard and promote the welfare of children.

Reporting to: Director of Music (DoM)

Location: King Edward's School

Direct reports: 3

Hours of work: Full Time

KESW is a vibrant community of committed staff and pupils full of enthusiasm and excitement. The School offers a rich learning environment where we encourage pupils to excel, where we support them through a wealth of learning opportunities, embedding independence of mind, integrity and an enjoyment of all aspects of school, both academic and co-curricular. We are also keen to nourish and develop our staff through focused professional development tailored to the needs of our individual teachers, allowing each one to flourish and enrich both subject knowledge and pedagogy. Our colleagues are involved in research projects, Masters' programmes and are offered regular opportunities to extend their academic and pastoral knowledge and skills through INSET.

We celebrate success and model a culture of aspiration, intellectual curiosity and appreciation for the different skills and knowledge that all contribute to the education of rounded, happy pupils who will leave KESW equipped to seize opportunities, relish challenge and build for themselves happy and fulfilling lives.

As a manager, the Head of Keyboard will strive:

- To take responsibility for pupil outcomes at public exams and development in their knowledge and understanding, with other members of department;
- Develop clear strategies that enhance great practice and improve good practice;
- Foster habits of excellence and a culture of thinking in all colleagues and pupils ;
- To encourage and act on suggestions from the DoM and accept, and act on criticism;
- To be innovative and flexible, seeking continuing improvement and be prepared to challenge existing approaches through making considered alternative suggestions;
- To be accessible, approachable, positive and encouraging to all employees, as well as pupils;
- Delegate appropriate responsibility and/or accountability to employees and provide support as required to avoid failure and achieve success;
- Support and encourage self-development of the team and the individuals in it;
- Be able to admit mistakes and be supportive of employees who make mistakes to encourage a “no blame culture”;
- Act as a role model to embed and share good practice;
- To take responsibility for adherence to the Schools’ standards of behaviour in classrooms by maintaining high standards of discipline, where necessary using the recognised systems of sanctions;
- Develop positive, productive relationships to nurture self-belief and confidence in pupils;
- Protect the fabric of the classroom, furniture and display areas, ensure that classrooms are left tidy after each lesson;

In order to be an effective manager, the Head of Keyboard should have:

- Knowledge of the Schools’ structures;
- knowledge of examination board specifications and wider academic developments in the relevant subject(s)
- knowledge of how to set individual performance and development objectives;
- Deep subject knowledge inspired by engagement with and enthusiasm for the subject;
- Effective time management skills;
- A commitment to fostering and supporting both their own personal development and that of their line reports.

Specific Responsibilities

- Ensure that the department reflects the values and mission of the Foundation;
- Promote the department and the subject both within and beyond the Schools’ communities;
- Contribute to the wider intellectual life of the community through direct delivery and encouragement of colleagues in delivery of co-curricular activities, clubs and societies;
- Liaise with DoM to ensure continuity of approach and to provide background information on any relevant pupils and to report any relevant information on pupils to DoM;
- Manage departmental resources both physical and on-line, ensuring they are relevant, up to date and fit for purpose.
- Take a lead in the development of keyboard learning, playing and teaching across both schools;
- To look after keyboard music in the library and ensure that the department is fully resourced with appropriate music for ensembles and individual lessons;
- To assist with, and direct ensembles as asked by the DoM;
- To develop and direct keyboard ensembles across both schools;
- To oversee the maintenance of the schools’ keyboard instruments;
- To stretch and challenge all pupils, especially music scholars, ambassadors and prefects;
- To arrange masterclasses and concerts as asked by the DoM;

- To expand the number of pupils taking individual music lessons across both schools.
- Teach the timetable allocation of groups across the age and ability range as agreed with the DoM;
- Ensure that pupils are taught according to their individual needs and abilities, following exam syllabus as appropriate and set by the DoM;
- Be a dynamic and inspirational teacher, with a successful and excellent teaching history, able to perform to a very high standard;
- Develop an extensive library of teaching strategies that inspire enthusiasm and confidence in our pupils;
- Contribute to the development of teaching and learning materials for use by the departmental team;
- To attend a (currently virtual) departmental planning meeting once a term;
- Prepare pupils for examinations and provide evidence of their progress toward their expected grades to the DoM;

Person Specification

As well as being an accomplished musician, the Head of Keyboard should be:

- A visible and respected ‘ambassador’ of King Edward’s and Barrow hills school communicator
- An excellent and highly qualified organist
- A highly competent accompanist both on the piano and the organ
- Innovative and flexible, ready to collaborate within and across departments and subject specialities
- Able to demonstrate Christian values and show integrity
- Able to inspire confidence, enthusiasm and motivation in staff and pupils
- Delegate appropriate responsibility and/or accountability
- A ‘role model’ of good practice in areas of the role, including effective teaching.
- A well-qualified practitioner
- Self-motivated and innovative
- Unflappable and highly flexible, a team player with a good sense of humour

and should have:

- Enthusiasm, skill and commitment to high quality, inspiring teaching
- The ability to teach the prescribed syllabus and enter pupils for Associated Board exams as appropriate
- Passion and enthusiasm for the subject and an ability to motivate pupils to play
- Willingness to contribute to the co-curricular programme by developing instrument activities
- Ability to work on own initiative
- Ability to prioritise and work to deadlines with a ‘can do’ attitude
- Excellent interpersonal and communication skills, written or oral
- An appreciation of, and dedication to, the importance of safeguarding

Any other duties may be expected as appropriate to the post holder’s grading and ability. This post is subject to an annual performance review.

This job description will be reviewed as appropriate in consultation with the post holder.

Terms and Conditions: The Schools’ have their own salary scales, which provides generous remuneration. Children of staff may be educated at King Edward’s Witley and Barrow Hills School as day pupils at a very significantly reduced rate of fees, subject to household means-testing.

FURTHER INFORMATION:

King Edward's Witley

The School: Founded in 1553 by Royal Charter in the City of London, King Edward's is the operational arm of Bridewell Royal Hospital, a charitable foundation with assets in excess of £30m which provides for children in need of a boarding style of education. In 2019-20 the Foundation provided support to over 52 pupils to attend the School.

King Edward's Witley is a co-educational boarding and day school for around 400 pupils, around 35% of whom board. Main entry points at 11+, 13+ and Sixth Form.

Around 31% of pupils are from abroad, from over 40 different countries. There is a Sixth Form of 98, most of who go on to universities, including Oxford and Cambridge. At the same time the curriculum is deliberately broad and suitable for pupils of differing abilities. The School has become known for its innovative approach, including in 2004 the introduction of the International Baccalaureate Diploma, now its predominant Sixth Form curriculum, alongside A-levels for some who wish to specialise earlier. The Head is a member of HMC.

The Area: King Edward's Witley occupies 100 woodland acres on the edge of Witley, a village on the borders of Surrey, Sussex and Hampshire. It is about twelve miles from Guildford and four miles from Godalming. Witley station is on the Portsmouth to Waterloo railway line and the journey from London takes just under an hour by train. The School is 45 minutes by car from both Heathrow and Gatwick airports. The area is a noted beauty spot and the School is surrounded by woodland, heathland and commons. Local amenities include the Yvonne Arnaud Theatre in Guildford and the School is within close proximity of London and the south coast. There are good shopping facilities in Haslemere, Godalming and Guildford.

Barrow Hills

Set in 33 acres with excellent facilities, BHS is a co-educational, Christian, day school for around 200 children aged 2-13.

In 2015 BHS became the second school of the Bridewell Royal Hospital Foundation. This exciting merger of their governing charity with the Bridewell Royal Hospital brought closer ties to King Edward's Witley. It allows for the possibility of continued education from nursery to university across the two schools and, on a practical basis, allows the children at Barrow Hills to access facilities beyond the reach of most stand-alone preparatory schools.

Within the family of two schools, however, Barrow Hills continues to be an autonomous preparatory school preparing children at 11+ and 13+ for a broad range of senior schools, including King Edward's.

Further details of both schools are to be found in the Independent Schools' Year Book or on their respective websites: www.barrowhills.org and www.kesw.org

Child Protection: Both schools are 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.