

The Croft

Preparatory School



Director of Music and Head of Creative Arts Faculty

February 2018

The Croft Preparatory School

A message from the Headmaster:

I am delighted that you are taking the time to find out more about joining The Croft family.

Here at The Croft Preparatory School we value personal qualities as well as the ability to uphold academic excellence. We are looking for someone with enthusiasm and energy, someone who can inspire, motivate, develop and innovate.

We believe that The Croft is a special place, where children's minds are engaged, their curiosity encouraged, their imagination ignited and their lives enhanced. If you believe that you could embrace the ethos of this traditional, but forward thinking, family school and play a part in moving it on to even greater things, then we would like to meet you.

This pack can only give you a glimpse of our wonderful school; however I hope it conveys the exciting opportunities offered here at The Croft.

Marcus Cook
Headmaster



The School

The Croft Preparatory School is an independent co-educational day school for children from 2 to 11 years old, situated in a beautiful 30-acre site, in the heart of the Warwickshire countryside, on the outskirts of Stratford upon Avon.

The school has benefited from a considerable amount of capital refurbishment over the last decade, with Mundell Court, a purpose built teaching space to house the IT suite as well as dedicated classrooms for Design Technology, PSHE and Mathematics, opening in 2009 and a 600 seat Theatre and fully equipped Sports Hall opening in March 2012.

The 30-acre site provides an extensive sports field and multiple outdoor learning areas with Forest School sessions incorporated into the curriculum for all Early Years and some Pre-Prep pupils. Class sizes are traditionally limited to 20 pupils.

The whole school was inspected by ISI in June 2015, and was awarded Outstanding in all areas. The latest inspection reports are available at the following link <http://www.isi.net.schools/7110/>

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.



The Position

Julian Shortman was the first Director of Music to be appointed at The Croft School in 2004. After fourteen years of developing the music department, he is moving on to embrace fresh challenges in a new environment. Under his exemplary leadership, the Croft's music department has gone from strength to strength. The Croft School's ISI Report in 2015 stated:

Music, drama, art and sport feature strongly in the curriculum... Creativity in drama and art is excellent, and in music outstanding, with pupils demonstrating maturity in their performances well beyond their ages. The outstanding extra-curricular programme provides a stimulating breadth of experience, greatly appreciated by pupils and parents. Musical Ensembles abound and more than 140 pupils sing in choirs.

The Director of Music is currently responsible for managing thirteen peripatetic staff, overseeing the delivery of over 220 instrumental lessons each week, with over 75% of pupils in Years 2-6 learning one or more musical instruments. Tuition is offered on: cello, clarinet, cornet, flute, classical guitar, horn, keyboard, oboe, percussion, piano, recorder, alto saxophone, trombone, trumpet, violin, viola, and voice. Lessons can also be arranged for pupils to develop their skills and knowledge in music theory and aural training.

Musical standards are high, with most pupils taking examinations with ABRSM and Trinity boards as they progress on their instrument; last year, eighty-six pupils attained Grades 1-2 and fifty-one pupils attained Grades 3-6. We currently have sixteen ensemble groups, comprising of four choirs (including Staff/Parent Choir), an orchestra of 45-60 pupils, and a wide range of ensembles including Jazz Ensemble and Chamber Gamelan Ensemble. Year 6 pupils regularly attain Music Awards/Scholarships to local senior schools and, on occasion, further afield too.

The principles of the Kodály method are used as the foundation of the music curriculum. Like Zoltan Kodály, we believe the voice is the first and most important instrument, and that all children should be taught how to sing in a logical, sequential, child centred manner. Studies have shown the Kodály Method improves a plethora of musical skills; outside music, it has been shown to improve perceptual functioning, concept formation, motor skills, and performance in other academic areas. We have seen Kodály's principles transform the quality of choral singing at The Croft School.

Music provides invaluable opportunities to contribute to, and be enriched by, our neighbouring community. On occasions, this means pursuing opportunities to take pupils out of school to support specific community events. On other occasions, it involves opening musical events in school to the wider community. One example includes inviting musicians of all ages to participate in our annual Orchestral Afternoon, where we gather a scratch orchestra of 150 musicians. We are fortunate to have a close association with Holy Trinity Church, Stratford upon Avon, and have a history of collaborating with the Friends of Holy Trinity Church Music and local choirs to mount

Summer Choral Concerts, enabling our Senior Choir pupils to participate in performing SATB repertoire.

The school benefits from excellent resources, including an instrument hire scheme with over eighty instruments and a dedicated Music Technology suite with eleven computers. Pupils are taught to use a range of music software; composing/arranging using 'Sibelius Student' is an integral part of the curriculum from Year 4 onwards. A Music Technology Club is provided for pupils in Years 3-6 who wish to develop their skills further and result in new works being premiered in our performances; the Junior Choir has a long tradition of performing an original carol, composed by a Croft pupil, at our Carol Service.

At the beginning of this academic year a new staffing structure was introduced, designed to improve educational outcomes for children through a progressive dynamic curriculum, with clear communication lines between home and school, as well as providing improved career progression opportunities for teaching staff. Five faculties were created, with the Director of Music taking on the role of Head of Creative Arts, with the responsibility for strategically aligning the music, drama and art curricula, whilst overseeing a stimulating curriculum for each aspect. Enrichment days for each faculty are being delivered with cross-curricular themed activities and topics.

The post-holder will have responsibility for leading the Creative Arts Faculty, overseeing the work of the Art and Drama departments in addition to the music department. This is an exciting opportunity for an outstanding practitioner to build on the school's excellent reputation for the quality of its music and to strengthen the collaborative links between music, art and drama.



Job Descriptions

JOB TITLE: Director of Music

REPORTING TO: Assistant Head Academic

JOB PURPOSE: To inspire children throughout the school with a love of music and music-making. To lead the teaching of music, ensuring that planning, recording and assessment are maintained to the highest standards. To create a happy, well disciplined, stimulating and structured environment in which all children feel valued and secure.

KEY RESPONSIBILITIES:

- To lead the music department with confidence, skill and vision.
- To create a secure, happy, and stimulating learning environment maintaining high standards of organisation and discipline
- To be accountable for the full administrative running and organisation of all aspects of the music department.
- To ensure a high level of instrumental and choral provision in the school.
- To instil a non-elitist, inclusive attitude to music, whilst ensuring pupils with talent are nurtured, developed and recognised.
- To ensure pupils are appropriately prepared for scholarship awards at secondary school, liaising with parents and instrumental teachers as required.
- To line manage staff in the department and support all staff who teach within the department, appraising them as appropriate.
- To recruit, appoint and maintain a team of highly qualified instrumental teachers in line with current recruitment practices.
- To line manage the team of peripatetic music teachers and be responsible for the strategic development of instrumental music provision.
- To be accountable for, and ensure the smooth day to day running of, all aspects of instrumental tuition, supporting colleagues as appropriate.
- As an outstanding practitioner, to provide excellent leadership to teaching staff on the delivery of music, inspiring and engaging with pupils.
- To plan and teach curriculum music lessons from Early Years to Year 6, and create lively and stimulating displays in music teaching areas.
- To be accountable for delivering high levels of attainment in music matched to our pupils' abilities, promoting a status and enjoyment of the subject.
- To keep up to date with developments in music education, attending relevant courses and disseminating information to colleagues as appropriate
- To contribute to, and be supportive of the school's development plan and take accountability for identified areas of development.

- To manage departmental budgets for instrumental hire, classroom resources and events/ensemble rehearsals, including authorising invoices from relevant peripatetic teachers, where appropriate.
- To ensure the department is ready for ISI inspection at all times and participate in the inspection process as deemed necessary by the Senior Leadership Team.
- To provide regular opportunities for pupils to perform, at assemblies, informal recitals, concerts and whole school events.
- To arrange repertoire for all whole school events; these will include weekly assemblies, end of term services, informal concerts, and special events.
- To plan, co-ordinate and execute music events, and the musical aspects of whole school events such as Carol Service and End of Term Services.
- To organise and arrange occasional small or larger group activities, workshops, visits and visitors into school which support the teaching and learning of music.
- To accompany pupils and ensembles within the department as required.
- To provide a rich, varied and high quality extra-curriculum for music, encompassing instrumental ensembles and choirs, and lead some, but not all groups and ensembles.
- To maintain assessment records and report on pupils' progress and development, as required.
- To collaborate with colleagues in the delivery of school plays and productions by finding and arranging suitable repertoire, and providing musical accompaniment as required.
- To promote the school by developing external community links and networking with other local schools.
- To attend parent evenings, meetings, training and external courses, as required.
- To enter wholeheartedly into the life of the school, supporting colleagues and parents for the benefit of our pupils

JOB TITLE: Head of Creative Arts Faculty

RESPONSIBLE TO: Assistant Head Academic

<p>Job Purpose: Heads of Faculties are senior members of teaching staff with responsibility for ensuring that the standard of learning expectations, activities and outcomes are consistently high within their respective faculty.</p>
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KEY RESPONSIBILITIES:

Teaching

- To undertake the normal responsibilities of a class and/or subject teacher
- To plan and teach high quality lessons and sequences of learning within the timetable in line with the school's plans, curriculum and schemes of work.
- To assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- To participate in arrangements for preparing pupils for external examinations, as required.
- To supervise and teach any pupils where the person timetabled to take the class is not available to do so, as required.

Strategy and development

- To contribute to and regularly review the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's ethos, values and vision.
- To contribute to planning improvement which will translate school aims and policies into actions
- To work with others on curriculum and/or pupil development to secure coordinated outcomes within the faculty area.

Management of staff and resources

- To contribute to the recruitment, selection, appointment and professional development of other teachers and support staff within the faculty area
- To contribute to good management practice by ensuring positive staff participation, effective communication and procedures.
- To ensure the effective procurement and deployment of resources within the faculty in order to achieve best value for money.
- To co-ordinate the work of Heads of Department within the faculty area to ensure appropriately scaffolded curriculum coverage delivers a holistic provision
- To lead professional development within the faculty by modelling best practice and ensuring that all staff working within the faculty understand the standards required
- To participate in arrangements for their own further training and professional development, and, where appropriate, that of other teachers and support staff including induction.

Communication

- To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's educations and wellbeing.
- To communicate effectively with staff at all levels within the school.

Additional Leadership Responsibilities

- To lead and direct a faculty (subject/s) in order to maximise learning opportunities and outcomes.
- To lead in the strategic and operational development of the subject/s through participation in school improvement mechanisms.
- To advise and assist the Senior Management Team and the Executive Leadership Team as required in the exercising of their functions including attending meetings and making reports.
- To ensure pupils and staff working within the faculty area are challenged to achieve their full potential
- To set and maintain high standards of learning and achievement by:
 - Reviewing and developing the curriculum policy in the subject/s
 - Monitoring and evaluating the quality of planning in the subject/s by other teachers
 - Observing teaching and conducting learning walks in the subject/s in order to evaluate strengths and areas for further development, or the impact of school improvement work.
- To lead on the sharing of good practice to support development of teachers and support staff in the subject/s.
- To evaluate relevant assessment information for individuals, groups or cohorts by leading on the analysis of performance data within the subject/s; identifying individuals who are, or who are at risk of, underachieving and co-ordinating intervention strategies within the subject/s in liaison with the SENCo.
- To identify issues in the subject/s for further development by monitoring the implementation and effectiveness of subject/s improvement plans.
- To review and coordinate the deployment of resources in the subject/s.
- To report on progress, achievement and standards in the subject/s to staff within the faculty as well as to the Headmaster and governors, as required.
- To arrange and promote relevant subject activities to promote pupils' enthusiasm and interest.

These lists of responsibilities are not exhaustive and the employee may be required to perform duties outside of these briefs as is operationally required and at the discretion of the Headmaster.

All Croft employees are expected to support the aims and ethos of the school through building and maintaining positive and constructive relationships with pupils, parents and colleagues in order to maximise pupils' development. Staff are expected to participate fully in school life including, but not limited to, attending meetings, training and development sessions and working collaboratively and cooperatively for the benefit of pupils.

Person Specification

	Essential Attributes	Desirable Attributes
Qualifications and Training	<ul style="list-style-type: none"> • Good honours degree, preferably in music. • Qualified Teacher Status • Commitment to professional development, and training in the Kodály method as the primary means of delivering the music curriculum 	<ul style="list-style-type: none"> • Additional qualifications in music performance. • Relevant in-service training. • Previous training and experience of using the Kodály method
Experience	<ul style="list-style-type: none"> • Previous experience as Director of Music. • Proven line management experience, including leading others to deliver high quality lessons/tuition. • Relevant and recent music teaching experience. • An outstanding classroom practitioner with ability to teach music from Early Years to Year 6. • Experience of directing a range of ensemble/solo performances. • Previous experience of close and effective collaboration with Art and Drama departments. 	<ul style="list-style-type: none"> • Teaching experience in a similar type of school. • Knowledge of primary music curriculum • Experience of managing Art and Drama departments • Experience of preparing pupils for secondary school music scholarship standard.
Professional Knowledge and Understanding	<ul style="list-style-type: none"> • Aspirational vision for music education. • Excellent subject knowledge. • Proven experience of successfully directing choral/instrumental groups. • Knowledge and understanding of assessment procedures to monitor progress. • Knowledge of legislative and statutory requirements relating to Equal Opportunities, Health & Safety, SEND and Child Protection. 	<ul style="list-style-type: none"> • Proven experience of choir and instrumental direction of large groups.
Skills and Abilities	<ul style="list-style-type: none"> • Excellent administration skills. • Highly organised, with an attention to detail. • Experience of preparing, co-ordinating and leading large scale musical events. • Proficient user of technology to aid learning in the classroom. • Ability to produce, proof read and edit reports. • A creative and imaginative approach to teaching and learning. 	<ul style="list-style-type: none"> • Experience of using IT as an integral part of delivering a music curriculum • Ability to play a range of other instruments • Composition skills

	<ul style="list-style-type: none"> • Ability to manage own time and that of others effectively • Excellent interpersonal, organisational and communication skills. • Skilled practitioner able to work as part of a team whilst undertaking a lead role • Able to use notation software to arrange professional standard music for ensemble work. • Competent keyboard skills, able to sight-read and accompany talented musicians proficiently. 	
Personal Qualities	<ul style="list-style-type: none"> • Hard working with high expectations. • Able to balance the pursuit of high standards through rehearsal with a positive and enthusiastic approach at all times. Enthusiastic and resourceful with a "can do" attitude • Ability to motivate others. • Approachable and empathetic. • Excellent interpersonal, organisational and communication skills. • Exemplary personal and professional integrity and loyalty. • Able to deal sensitively with children and parents. • Sympathy with and ability to maintain the ethos of the school. 	

The Croft Preparatory School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service. The school is an equal opportunities employer. The school is a member of IAPS.

Further details

Salary

Competitive and to include fee remission at The Croft Preparatory School, if applicable.

Pension

The school is a member of the Teachers' Pension Scheme.

Interviews

These will take place on Tuesday 13 and Wednesday 14 March 2018.

Application Deadline

Monday 5 March 2018, Noon.

Application Form

The Croft Application Form must be completed in full before the application can be considered. Any discrepancies or anomalies in the information provided or issues arising from references will be discussed at the interview. Completed application forms can be returned either via post or email to jobs@croftschoo.co.uk.

Address

The Croft Preparatory School, Alveston Hill, Loxley Road, Stratford upon Avon, Warwickshire CV37 7RL

If you have any queries please do not hesitate to contact the school on 01789 293795 or by email to office@croftschoo.co.uk.

