

Queen Margaret's School - Teacher of Music

Information for Applicants

Queen Margaret's

Established in 1901, QM is an independent boarding and day school for girls aged 11-18. You will find us in glorious parkland about six miles south of York. But we are much more than our surroundings, we are more than a school:

We're a home from home.
A family of learning and belonging.
In a truly inspirational setting.

We are somewhere each and every girl can thrive.
Where they'll be happy and healthy.
Grow their knowledge, skills and confidence.
And make friends for life.

Somewhere that's the bedrock for success.
Opens up opportunities and possibilities.
Inspires them to forge their own future.
And gets them ready for life, whatever their calling

We nurture girls to fulfil their ambitions.
To realise their potential.
To become the best women they can be.
And give them an amazing start in life.

Girls do so much better in single-sex education and here we see our pupils engaging enthusiastically in a range of activities – academic, sport, extra-curricular and social. No airs and graces, no frills or makeup, just girls getting stuck in, and having fun while they do it. They achieve academically (outstandingly so). They come from a variety of backgrounds and, with an increasing emphasis on the support available we are proud that we are continuing to make a QM education possible for an increasingly diverse range of girls. Our girls have homes in York, Ripon, Thirsk, Newcastle upon Tyne, Inverness, Hong Kong, Madrid, Frankfurt and Bangkok and many board, not because they have to, but because they want to.

The girls are the focus of life at QM and are at the heart of everything we do. It's this focus and an individualistic approach that allows our girls to carve their own path, and flourish as formidable, independent women. To be part of our team you will want the girls to be at the heart of everything you do during your time here.

Because of that, beyond the specific requirements of the job explained below, we are looking for teaching staff with personality and the ability to motivate girls. You will be knowledgeable and passionate about your subject and put your heart and soul into developing your practice and improving on what you do. You will know the value of School life inside and outside the

classroom and know that this includes a readiness (within reason!) to be involved in events outside “normal” school hours. A team player, you are likely to want to spend time with colleagues and enjoy getting to know them and involvement in the boarding community.

Working at Queen Margaret's

We are an equal opportunities employer and actively seek applications from candidates of all genders and all backgrounds. We employ around 170 staff of whom over 90 are teachers. The majority of staff live within 30-45 minutes of the school including York, Hull, Leeds and Harrogate. Staff involved in boarding live on site although the school is unable to provide accommodation more generally for staff. We operate our own salary scale and all staff contribute to a pension scheme. Full time staff receive a discount on day fees. During term time (in normal times) meals are provided when you are on duty.

Induction leading to confirmation of QTS happens in the normal way and more general support for professional development is overseen by a member of staff with specific responsibility for this. New teachers are always allocated a mentor to help them discuss all aspects of their teaching as well as the day to day life of the school.

Working in a boarding school is an experience like no other. The sense of community is very strong and the opportunity to get to know both girls and staff is more apparent than would be the case in a day school. In non-COVID times there are lessons on a Saturday morning, but teaching staff are given a half day free in their timetable in recognition of this. Our term dates are shorter than schools in the state sector though we adhere wherever possible to the half term dates of the local authorities in order to support our staff with children of school age.

The School day starts at 08:15 and finishes at 16:30 but most girls stay after this time either because they are boarders or because they are involved in activities. There are a variety of enrichment activities and clubs on offer including Horse Riding, Squash and Tennis coaching plus clubs as diverse as Debating, Fashion, Philosophy and Swimming. We have extensive sports facilities and all girls play Hockey, Lacrosse, Netball and Rounders as well as an array of other sports. Day girls are able to stay until 19:30.

We are not a particularly selective school, we are, after all, a place where each and every girl can thrive. In 2020 76% of girls taking A levels achieved three or more A* to B grades and equally impressive 93% of girls achieved on or above their test based ALIS targets. We assess all girls on entry to the school and those in need of additional support are overseen by our PASS department. Class sizes are small with the largest classes being no more than 15 girls, many are less.

Living in Yorkshire

Yorkshire is often called “God’s own county” and many Yorkshire folk would agree. The people of the region are friendly, welcoming and down to earth with a “can do” mentality which is dynamic and uplifting.

The School is only 20 minutes away from the beautiful and historic city of York, voted the Best Place to Live in the UK by the Sunday Times. Property prices are reasonable, (like anywhere, there are variations) and there are many picturesque villages and market towns in the Yorkshire region which make an attractive base for those enjoying the great outdoors and a Yorkshire welcome, as well as those who want to access the high quality arts venues in the region or, indeed the magnificent Yorkshire coast.

York is a major transport hub with frequent trains to London (you can be there in less than 2 hours), Leeds, Manchester, Newcastle and Edinburgh. There are also good road links via the A1, M1 and M62 so the area feels at the heart of the UK. We might be biased but there are few better places to live and work

The Music Department

Music is an integral part of the life of Queen Margaret's, with a thriving department which not only caters for music as an academic discipline but also as a major contributor to the school's enrichment programme. The department consists of the Director of Music who is assisted by the Head of Keyboard Studies, a Teacher of Music (this role), a School Administrator and a team of 16 peripatetic music teachers. In the academic year 2020/2021 we have had to adjust both our curriculum and its mode of delivery as the School both anticipated and reacted to changing guidance in relation to the COVID-19 pandemic. Our sincere hope is that by September 2021 the musical life of the School will have returned to something very close to normal. The description below in part represents the position that we plan to return to.

Academic Music

All girls in Years I-III study Music in the curriculum. GCSE and A Level Music courses are offered, currently with WJEC Eduqas at both GCSE and A Level. Class sizes are small and results are always high.

In Key Stage 3 the girls at Queen Margaret's follow a varied programme which equips them with the practical skills and theoretical knowledge needed to enjoy engaging with music. Building confidence, communication, rehearsal and ensemble skills are core to the approach and lessons are always fully inclusive and hands-on. As they progress, students get increasing opportunities to work in small groups to develop independent learning skills. For example, 'Just Play' ensures that all girls have functional skills at the Piano, Guitar and Ukulele. Other topics include Jazz, Find Your Voice, Taiko and African Drumming, Songwriting and Garageband.

GCSE Music in Key Stage 4 not only gives an excellent foundation for further study at A Level but also imparts a wealth of transferable and lifelong skills including analytical essay writing, creativity through composition and confidence fostered through performance and ensemble projects. Students emerge as more rounded and capable musicians and our small class sizes mean that they benefit from individual support throughout the course. The course covers a stimulating and exciting breadth of study, from the historical eras of Baroque, Classical and Romantic Music to Jazz, Rock and Film Music. Lessons are often characterized by hard work, laughter and it is often a joy to see the GCSE class develop a close bond through a shared love of Music and support for one another's performances throughout the course.

Our students can expect a stimulating and rewarding course in Key Stage 5 designed to challenge, enrich and further develop keen musicians. Whilst a natural option for vocational musicians, it is also a highly valued A Level among Universities due to the academic rigours of the course, with students demonstrating resilience, commitment to their craft and a breadth of both creative and analytical skills. Students study classical and popular compositional techniques, supported with one-to-one tuition in this area. Academically, studies include the development of the Classical Symphony, Rock and Pop, Aural Analysis Skills and 20th Century styles (Neoclassicism, Impressionism and Expressionism).

Individual Music

About two-thirds of the girls in the school take individual instrumental or singing lessons each week. There will again be regular opportunities for the girls to perform in concerts and competitions both inside and outside QM and all are encouraged to join ensembles. We host termly examinations for both the Associated Board and Trinity Music qualifications.

Ensemble Music

The School anticipates that we will once again run the following groups: Chamber Choir, Cantiamo, Vocal Consort, QM Orchestra, Dynamics (training orchestra), Cello Group, Flute Group, Jazz Group, Wind Band, Rock Band and various Chamber Music groups. There are numerous collaborations with the Dance and Drama departments and the school stages a musical every year.

Religious Music

The Chamber Choir will provide music for Chapel Services (three each week). Special services are held for St Margaret's Day, Advent Sunday, Service of Lessons and Carols, Anglican and Roman Catholic Confirmation Services, Ash Wednesday, Passiontide, Ascension Day, Founder's Day, Old Margaretians' Day and Speech Day. Choral Evensong and Eucharist services are interspersed with Morning and Evening Prayer on Sundays in full term; the repertoire is varied. Annual visits by the Chamber Choir to Cathedrals and Abbeys also form an important part of their work, recently including York Minster and Durham and Bradford Cathedrals.

Concerts

Regular concerts are an important showcase for music at QM with the main programme containing a Christmas Concert, Summer Concert and a Speech Day Concert. We have a programme of quarter-termly leave out concerts showcasing a particular year group in correspondence with parents' meetings. There are also Wednesday @1 concerts which are used to showcase the musical

Teacher of Music

A dynamic and effective full time teacher of Music with excellent communication skills is required from September 2021.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ● Good Honours Degree in Music ● PGCE/QTS/Extensive Classroom Teaching Experience 	<ul style="list-style-type: none"> ● Demonstrable sense of responsibility for own Continuing Professional development
Experience	<ul style="list-style-type: none"> ● A proven record of success teaching Music up to and including A level ● Evidence of successful classroom practice in a secondary context ● Experience of supporting the extra-curricular programme of a Music Department ● Experience of leading extra-curricular ensembles and overseeing performance opportunities 	<ul style="list-style-type: none"> ● Experience of teaching Music Technology ● Ability to play Organ or offer other instrumental skills beyond piano
Skills	<ul style="list-style-type: none"> ● The ability to function as an integral member of a teaching team. ● An attitude which supports an open and encouraging team climate. ● The ability to use a variety of ICT techniques effectively in teaching. ● Advanced musicianship skills ● Competent pianist – able to accompany pupils 	<ul style="list-style-type: none"> ● The ability to employ and teach a variety of approaches and skills in Music. ● An understanding of music technology and use of recording software and equipment ● Experience of teaching in virtual learning environments or desire to learn ● Ability and willingness to undergo training to drive the School Minibus

<p>Knowledge</p>	<ul style="list-style-type: none"> ● Sufficient knowledge and understanding to teach Music across KS3-KS5. ● Knowledge and understanding of a wide range of musical genres ● An ability to support pupils in compositional exercises ● Well-developed ICT skills, including the ability to apply these in a practical setting. 	<ul style="list-style-type: none"> ● Knowledge of the Eduqas Music specification ● An awareness of recent developments in Music teaching. ● Willingness to learn and acquire new knowledge in response to changing syllabi, set works and student needs ● Understanding of the importance of data in driving achievement.
<p>Personal</p>	<ul style="list-style-type: none"> ● Creative and inspirational practitioner who is approachable and enthusiastic about music making ● Excellent time manager, conscientious and self-motivated ● Effective communicator, orally and in writing. ● Relates well to colleagues, students and parents. ● Uses initiative and takes responsibility. ● Resilience and ability to work under pressure and to challenging deadlines ● Willingness to take a full and active role in the extra-curricular life of the department. 	<ul style="list-style-type: none"> ● Adaptable and willing to share new ideas

Teacher: Job Description

The Teacher of Music will work with and report to the Director of Music in all aspects of the musical life of the school. This will include the successful candidate being involved in:

This will include the successful candidate being involved in:

- Teaching Music in the curriculum, including Key Stage 3, GCSE and A Level including overseeing performance and composition coursework tutorials, clinics, preparation, completion and moderation
- Direction and conducting of ensembles

- Planning and arranging repertoire
- Supporting the Director of Music in the planning, organising and implementing of the enrichment and extracurricular programme of the Music Department including concerts, trips and music festivals.
- Supporting the rehearsal and performances of Musical Theatre Productions including performing in the pit band as appropriate according to skillset.
- Assisting the Director of Music in the organisation, accompaniment and adjudication of the annual QM Musician of the Year Competition
- Accompanying students in performances
- Organising performing opportunities in Minsters, Abbeys and Cathedrals in the UK and trips further afield
- Organising trips to concerts, shows and other performances including preparation of appropriate risk assessments
- Mentoring a group of Music/Choral Scholars
- Providing support for girls taking external examinations, including instrumental and theory grades with ABRSM and equivalents
- Providing support in the allocation and management of practice facilities and supervising girls' Music practice
- Assisting the Director of Music and Head of Keyboard Studies in the management of VMTs. This may include dealing with low level concerns from girls, parents and staff, assisting in timetabling, coordinating resources and teaching spaces, communicating and reinforcing good teaching practices within the VMT team and deputising for the Director of Music when necessary.
- Attending and facilitating the promotion of school at Open Mornings and other such events
- Liaising with Senior Tutors, Tutors and Boarding Staff to ensure the pastoral wellbeing of the girls
- Attending regular departmental meetings
- Supporting the Director of Music and Head of Keyboard Studies in the organisation of the ABRSM/Trinity examinations each term
- Undertaking such other reasonable duties as directed by the Head, or the Director of Music, customarily carried out by full-time members of staff, including staff duties, cover etc.

1. Appointment

The Teacher is appointed by the Head, subject to enhanced DBS clearance, receipt of satisfactory references and completion of a medical questionnaire (and medical examination where applicable), the costs of which will be met by the school.

2. Line Management

The Teacher reports to the appropriate Head of Department on all matters. The Teacher may be allocated specific responsibilities within the department, e.g. leadership of a particular course, activity or club.

3. Teaching

A full time teacher is expected to teach curriculum lessons for c22 hours each week. As a Teacher of Music there is flexibility to account for time spent outside the curriculum. A teacher is required to participate in a rota of cover for absent colleagues and to aim to cover departmental lessons from within the department as far as is possible and if appropriate.

4. Outside the classroom

The teacher is expected to make a significant contribution to the extra-curricular life of the School and to carry out duties in line with the School's policy in this regard – this currently involves a full-time teacher in the delivery of other duties in an academic year. Such duties might include supervising private study, assisting with the running of a House by attending events and dinners, running clubs, organising travel plans or escorting girls to the station.

5. Committees

The Teacher shall attend regular Department Meetings and represent the department from time to time on school committees. He/She should also attend Staff Briefing and Staff Meetings.

6. Assembly and Chapel

The Teacher shall be present, wherever possible and regardless of non-contact time, at all full school gatherings, including Assemblies, Chapel Services, Mark Reading and Speech Day.

7. Plan of Day, Diary and Bulletin

The Teacher shall be aware of the School's Plan of the Day, term dates (including training days) and calendar entries, as detailed on the School website and refer to the regular bulletin updates.

8. Professional Development and Review

The Teacher shall participate fully in the school's professional review process and seek opportunities to progress their development as a teacher through training, lesson observation and discussion.

9. Parents' Meetings

The Teacher shall attend Parents' Meetings, regardless of whether they occur at times when the teacher would not normally be in school.

10. Mentoring

The Teacher will be allocated a Mentor (another member of teaching staff) with whom he/she should aim to meet regularly to discuss their work and role within the School. The Director of Studies will also be available to listen to concerns and be ready to give active and/or moral support.

11. Parental Contacts

The Teacher shall write reports for girls, as instructed by the Head of Department, following school and departmental policies at times as set out in the calendar. The Teacher should also be prepared to contact parents, under the guidance of the Head of Department on other specific matters, as appropriate.

12. Rewards and Sanctions

The Teacher shall ensure that expectations regarding behaviour and attire are closely monitored and implemented and clearly communicated to girls. The Teacher should issue rewards and sanctions in line with the School Policy.

13. Conduct

The Teacher shall be aware of and adhere to the School's Staff Code of Conduct.

14. Marketing

The Teacher, like all other members of staff, is responsible for the marketing of the school through their contact with girls, parents, visitors and outside organisations and through the conduct and contributions they and any girls in their care make whether in or outside School. It is hoped that the Teacher will offer ideas, through their department or at the marketing Forum, regarding the marketing of QM.

15. Inspection

The Teacher shall be prepared for inspection, either by the Deputy Head (Academic) or external Inspectorate, by reviewing and understanding School policies, up-dating lesson plans & documents and ensuring girls' work is marked and annotated with detailed feedback which enables girls to make significant progress.

16. Tutorial System

The Teacher may be allocated a number of tutees, with whom they should meet each week. The Teacher shall keep records of the tutorials and attend Year Group meetings with other Tutors, as requested by the Senior Tutor (see 'Tutor: Job Description').

17. Request for Absence

The Teacher shall make any request for absence during term time through the electronic absence form on the VLE. This is automatically sent to the Deputy Head (Academic), who will

make consistent and transparent judgements based upon the best interest of the girls and the School. Sufficient notice must be given. If the Teacher is unable to come into school due to illness or other reason she/he should email staffabsence@queenmargarets.com before 8am on the day of absence outlining the reason for absence with the cover work provided, where possible.

18. Salary and Pension

Queen Margaret's has its own competitive salary scale. The salary for this post will reflect the responsibility attached to the role. The Teacher will be eligible for membership of the Teachers' Pension Scheme if currently available for new recruits to the school or otherwise such other scheme as the School may operate from time to time.

19. Meals

Food and refreshments are provided during term time during the hours of duties when girls are in School.

20. School Fees Remission

An appropriate school fees remission package is available for the daughter(s) of the Teacher, during their time at Queen Margaret's at the discretion of the Head.

21. General Duties

The Teacher should have an interest in and willingness to support all School activities and will be required to contribute by taking up responsibility under the duty rota. The Teacher should be available to listen to girls and to deal promptly with concerns and difficulties.

22. Safeguarding and Child Protection

Queen Margaret's is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding policies and procedures at all times. Staff members must be aware of how to contact the Designated Safeguarding Lead and not hesitate in communicating concerns regarding Child Welfare to the DSL or DDSL as appropriate.

23. Health and Safety

All staff at Queen Margaret's are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety, report all accidents and incidents, raise concerns through their line managers, and address minor physical problems by reporting them as maintenance requests through the School's internal ticketing system on the VLE.

24. Equality and diversity

Staff at Queen Margaret's are expected to promote equality of opportunity for all girls and staff, both current and prospective, and to support an environment that values diversity.

25. Promoting British Values

Queen Margaret's recognises the importance of placing emphasis on fundamental British values in the curriculum and all other aspects of School life. These values reflect the ethos of the school and all members of the community have a role to play in delivering the values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs. All subject areas, and all non-teaching staff, are responsible for promoting these values when opportunities arise.

26. Data Protection

All staff at Queen Margaret's have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the School, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role at the School, shall not be kept for longer than is necessary for that purpose or those purposes in accordance with the Data Protection Act 2018 and the Queen Margaret's Privacy Policy.

27. Policy awareness

All staff are required to be aware of the School's policies and procedures from time to time which are set out in detail in the Red Book on the VLE.

28. Notice

The Teacher is required to provide 1 full term's notice to terminate his/her employment.

Terms and Conditions of Employment

The following particulars do not form any part of an offer of employment terms and conditions will be confirmed in the successful candidate's letter of appointment.

- This is a full-time appointment. The appointee will receive a salary following the School's own pay structure for their role as Teacher of Music, paid in monthly instalments in arrears from the agreed date of appointment and is inclusive of holiday pay. All academic staff (whether full or part-time) are expected to attend INSET and staff meetings at the start of each term prior to the return of the girls.
- The appointee shall be entitled to the statutory minimum holiday entitlement (currently 28 days) calculated pro rata which is to be taken during the School holidays. In addition, and subject to all duties being fulfilled and responsibilities being met to the satisfaction, including attendance at Training Days and Results Days, as required, the appointee will not normally be required to work during normal school holidays.
- The School's Family Leave, Sick pay and Staff Behaviour (including whistleblowing) policies are available in the Red Book on the VLE and copies can be made available on request
- Smoking is not allowed in any of the School buildings or on the School site.

The Application Process

Should you require any further information please contact the Director of Music Dr Samantha Horseman by email shorseman@queenmargarets.com.

All applications must be made on the school's application form available on the website and submitted with a covering letter explaining what you will bring to the role addressed to the Head and delivered to her PA Louise Capponi at lcapponi@queenmargarets.com.

Applications will close at 09:00 am on Monday 1 March and the timing and format of interviews etc. will be confirmed shortly thereafter.

All employees of Queen Margaret's are responsible for promoting and safeguarding the welfare of children and young persons and must adhere to and ensure compliance with the School's Safeguarding Policy.

Queen Margaret's School

Escrick Park

York YO19 6EU

www.queenmargarets.com