

## Queen Margaret's, York

Queen Margaret's is a fully independent boarding (85%) and day school for girls aged 11-18, located in 75 acres of parkland, six miles south of the ancient city of York. Established in 1901, the School is proud of its traditions and Anglican foundation, whilst being forward thinking. Strong in the Arts and Sciences, QM ranks amongst the country's elite schools academically, while providing an all-round education. Art, Dance, Drama, Music and Sport are all strengths and girls are encouraged to be involved in these and many other enrichment activities. Excellent pastoral care, with an emphasis on inclusion and opportunity are hallmarks of a QM education.

### **Ethos of the School**

QM exists to provide a holistic education, underpinned by warm-hearted pastoral care, inspiring every girl to develop and flourish in a safe and happy boarding environment, empowering her to achieve her life, academic and career aspirations.

### **Our Aims**

QM is a forward-thinking school for girls who aspire to be leaders in every walk of life. QM girls take advantage of our vibrant and complementary programme of studies and activities. In doing so, they will:

- Achieve excellence inside and outside the classroom
- Develop an enthusiasm for independent thought, learning and research
- Grow with emotional maturity, social awareness and respect for individuality and difference
- Forge special friendships that will stay with them for the rest of their lives
- Be interesting, well-informed, happy and confident members of the community.

### **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 Assistant Director of Music, the Head of Keyboard Studies, Organist and Accompanist and a team of peripatetic musicians and supported by the Academic Deputy and the School Administrators.

### **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: regularly 100% A\*-A (A Level); 100% A\*-A (GCSE).

### **Individual Music**

About two-thirds of the girls in the school take individual instrumental or singing lessons each week. There are 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 currently runs 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 provides 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 talents in the School. Musicians also regularly perform at School events and Open Mornings throughout the year.

## The Head of Keyboard Studies, Organist and Accompanist

Music is an integral part of life at Queen Margaret's and from January 2018 the School will require an enthusiastic and forward-thinking professional to be the Head of Keyboard Studies, Organist and Accompanist. The successful candidate will be a gifted musician and teacher with the following:

- A strong desire to continue to raise the profile of music at QM and to develop links with feeder schools
- Creative and inspirational leadership skills
- A sympathy with the Christian faith and worship
- Excellent communication skills, and the ability to enthuse and challenge girls of all ages and abilities with rigour and good humour
- An excellent pianist, accompanist and sight reader
- A proficient organist capable of providing Chapel Services, Evensong and organ tuition
- A willingness to support and develop the enriching presence of Music outside the classroom
- The ability to work collaboratively and creatively with the Drama and Dance Departments

The Head of Keyboard Studies, Organist and Accompanist 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:

- Providing 1:1 tuition on piano and organ
- Providing organ accompaniment for all school Chapel Services
- Supporting the Director of Music in the planning, organising and implementing of all concerts and performances
- Running music theory and aural test support classes
- Taking ownership of the running of our informal concert series 'Wednesday@1'
- Providing support for girls taking external examinations including instrumental and theory grades with ABRSM and equivalents by way of rehearsals and accompaniments
- Facilitating ensemble work for piano and organ students, including duets, piano trios, piano quintets etc
- Taking responsibility for the ordering of music stock
- Oversight of the maintenance of school pianos and organ
- Assisting the Music staff in the direction, accompaniment and running of ensembles and deputising in their absence wherever necessary
- Assisting the Director and Assistant Director of Music in the musical direction of whole school musical theatre productions including répétiteur work and playing in the pit orchestra during the week of the show
- Accompanying students where necessary toward music examinations including ABRSM and academic qualifications

- Accompanying performance opportunities in Minsters, Abbeys and Cathedrals in the UK and trips further afield
- Assisting with trips to shows and other performances including preparation of appropriate risk assessments
- Mentoring Music / Choral Scholars
- Assisting in the allocating practice facilities and supervising girls' Music practice
- Assisting the Director of Music in the organisation, accompaniment and adjudication of the annual QM Musician of the Year Competition
- Attending and facilitating the promotion of school at Open Mornings and other such events
- Assisting in the planning and facilitating the outreach programme to Feeder Schools
- Liaising with Senior Tutors, Tutors and Boarding Staff to ensure the pastoral wellbeing of the girls
- Attending regular departmental meetings
- Assisting the Director of Music in the organisation of the ABRSM examinations each term
- Undertaking such other reasonable duties as directed by the Head, or the Director of Music
- Being prepared to deputise for the Director and Assistant Director of Music in classroom teaching on rare occasions

## Head of Keyboard Studies, Organist and Accompanist: Job Description

### 1. Appointment

The Head of Keyboard Studies, Organist and Accompanist 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 Head of Keyboard Studies, Organist and Accompanist reports to the Director of Music on all matters. The Head of Keyboard Studies, Organist and Accompanist may be allocated specific responsibilities within the department, e.g. leadership of a particular course, activity or ensemble. The Head of Keyboard Studies, Organist and Accompanist will be responsible for line management of the Piano peripatetic staff in conjunction with the Director of Music.

### 3. Outside the classroom

The Head of Keyboard Studies, Organist and Accompanist is expected to make a significant contribution to the extra-curricular life of the School.

### 4. Committees

The Head of Keyboard Studies, Organist and Accompanist shall attend regular Department Meetings. He/She should also attend Staff Briefing and Staff Meetings.

### 5. Assembly and Chapel

The Head of Keyboard Studies, Organist and Accompanist will be required to provide organ accompaniment for all school Chapel Services and attend, wherever possible, at all full school gatherings including Assemblies, Mark Reading and Speech Day.

### 6. Plan of Day, Diary and Bulletin

The Head of Keyboard Studies, Organist and Accompanist 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.

### 7. Professional Development and Appraisal

The Head of Keyboard Studies, Organist and Accompanist 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.

**8. Parental Contacts**

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

**9. Rewards and Sanctions**

The Head of Keyboard Studies, Organist and Accompanist shall ensure that expectations regarding behaviour and attire are closely monitored and implemented and clearly communicated to girls. The Head of Keyboard Studies, Organist and Accompanist should issue rewards and sanctions in line with the School Policy.

**10. Safeguarding**

The Head of Keyboard Studies, Organist and Accompanist shall be fully aware of the School's Safeguarding Policy. He/She should be aware of how to contact the Designated Safeguarding Lead and not hesitate in communicating concerns regarding Child Welfare to him/her as appropriate.

**11. Conduct**

The Head of Keyboard Studies, Organist and Accompanist shall be aware of and adhere to the School's Staff Code of Conduct.

**12. Marketing**

The Head of Keyboard Studies, Organist and Accompanist, 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 including open days. It is hoped that the Head of Keyboard Studies, Organist and Accompanist will offer ideas, through their department or at the marketing Forum, regarding the marketing of QM.

**13. Request for Absence**

The Head of Keyboard Studies, Organist and Accompanist shall make any requests for absence during term time in writing (letter or email) to the Director of Music, who will make consistent and transparent judgements based upon the best interest of the girls and the School. Sufficient notice must be given. To attract working professionals of the highest quality, isolated professional engagements are permitted providing they do not come at the expense of the candidate's ability to fulfil their role.

**14. 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 Head of Keyboard Studies, Organist and Accompanist will be eligible for membership of the Teachers' Pension Scheme.

**15. Meals**

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

**16. School Fees Remission**

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

**17. General Duties**

The Head of Keyboard Studies, Organist and Accompanist should have an interest in and willingness to support all School activities and should be available to listen to girls and to deal promptly with concerns and difficulties. It is expected that the Head of Keyboard Studies, Organist and Accompanist will undertake a number of duties, from time to time, for the better running of the School, as directed by the Head and Director of Music. Such duties might include supervising Private Study, assisting with the running of a House by attending events and dinners, organising travel plans.

**18. Notice**

The Head of Keyboard Studies, Organist and Accompanist is required to provide 1 full term's notice to terminate his/her employment.

**Person Specification: Head of Keyboard Studies, Organist and Accompanist**

<b>Qualifications</b>	A good honours degree in music	Essential
	A Higher qualification in music	Desirable
	Qualified teacher status/extensive teaching experience in the classroom	Desirable
<b>Qualities</b>	The ability to inspire students and sensitively challenge underperformance	Essential
	A creative, inspirational and enthusiastic teacher to students of all abilities	Essential
	An inspirational rehearsal practitioner	Essential
	A genuine desire to develop girls to their fullest potential	Essential
	A team player who keeps the best interest of the department and the girls at the forefront of their actions	Essential
	Demonstrably self-reliant, resilient and adaptable.	Essential
	Evidence of the ability and willingness to contribute to the wider school community outside of the classroom	Essential
	Willingness to commit to and foster the values and ethos of the School in line with the school's Strategic Plan	Essential
	An approachable manager who is sympathetic to both the needs of the instrumental staff and the girls	Essential
	Ability to actively seek out and develop new opportunities for girls to experience music	Desirable
<b>Skills, Knowledge and Experience</b>	Outstanding keyboard skills, musicianship and sight reading	Desirable
	Extensive experience of individual tuition in piano and organ to the highest standards	Essential
	A sensitive accompanist	Essential
	Ability to advise on and improve students attainment during répétiteur work	Essential
	Excellent and up to date subject knowledge	Essential
	Ability to prepare students for theoretical and aural examination	Essential
	Experience of preparing practical assessment of music to a very high standard at GCSE and A Level	Desirable
	High levels of competence in the use of ICT for teaching and administration	Desirable
A commitment to safeguarding and promoting the welfare of children	Essential	

**Terms and Conditions of Employment**

The following particulars do not form any part of an offer of employment. Terms and conditions, which will incorporate the Staff Handbook, will be documented in due course.

1. The appointment will be subject to a probationary period of one term which may be the subject to review and extension. The school is required to give the appointee one month's notice to terminate the appointment during the first term of the appointee's employment or up to the end of the probationary period, whichever is the later, and one term's notice thereafter.
2. The appointee is required to give the school notice of his/her intention to leave this post as set out in the Teacher job description.
3. The appointee shall be entitled to the statutory minimum holiday entitlement (currently 28 days) 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 of the Head and Academic Deputy including attendance at Training Days and Results Days, as required, you will not normally be required to work during normal school holidays.

4. The School's sick pay policy is non contractual and is available in the Staff Handbook (The QM Red Book).
5. No work outside QM should be undertaken without permission of the Head.
6. The normal hours of work are 08:15 – 17:30 (Monday – Friday) and 09:00 – 12:00 (Saturday). Clubs, societies, matches, practices, duties, training days and parents' meetings may, necessarily, extend these times.

Queen Margaret's is committed to safeguarding and promoting the welfare of children and young persons and candidates must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.