



Saint Martin's

An Exceptional Independent School for Girls



**Candidate Brief: Director of Music.
Full-Time. Required for September 2019.**

School Life



Saint Martin's School is situated in a stunning twenty acre site in the centre of Solihull and located in the grounds of the historic Malvern Hall. The Hall, once owned by the Greswold family, has a unique link with the landscape painter John Constable who visited early in the 19th century.

The School was founded in 1941 and has a tradition of providing the very best education for girls from Nursery through to Sixth Form, from 3 - 18 years old. Our academic expectations are high and Saint Martin's is a school where girls succeed to the very best of their ability. Our girls grow up in a supportive community where each girl is encouraged to reach her full potential.

Our small class sizes ensure that girls are given individual attention and guidance. They are taught in a stimulating environment, with a supportive combination of both academic and pastoral care at all stages of their school life. Every girl in our care has a wide range of extra-curricular opportunities to choose from in order to promote and develop individual talents as well as new interests. Girls develop the skills, knowledge and personal qualities required to enable them to adapt to a world where the way of working is undergoing rapid change.

The school is a non-denominational Christian school where respect for others is paramount regardless of their faith or background. The enthusiasm of girls to look beyond themselves, to understand the global dimension of the world in which they live and to seek ways of helping others are important elements of our School community.

The School Motto is "The Grace of God is in Courtesy" and the Code of Conduct, written by the girls, is central to the expectations of daily life.

Our staff aim to provide an all-round education of the highest quality in a safe, happy, supportive and stimulating environment. All staff give generously of their time and energy to enhance the educational experience and to give support to the girls both in and out of the classroom. The girls are able to take part in a wide range of extra-curricular activities, enrichment clubs and educational trips to support their academic learning. Communication with parents is a high priority and contact is very much encouraged, in addition to the regular programme of progress evenings and formal reporting.

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Our School House system encourages girls to interact with their peers across all years within the school. House Points are awarded as a reward for effort, achievement and perseverance across the curriculum, sporting endeavours and also any extra-curricular activities that girls may dedicate time to. These can include participation in the School play (either on stage or behind the scenes), the annual Charity Music Concert and Debate Club. The wide range of Inter-House activities and events ensures that all girls can take an active part, whatever their interests, enabling them to feel part of the Saint Martin's community.

Academic Results

Our staff are passionate about their subjects and about sharing their knowledge with the students. The school uses baseline data to support assessment and progress, and there is an established reporting schedule to provide regular feedback to staff and parents. Our personal tutor system aims to support each student academically and pastorally.

The academic results of the girls speak for themselves. In 2018 the Upper Sixth students received a record number of top grades and all gained places in their first or second choice University. At GCSE, girls gain on average 10 GCSEs. The School was last inspected in November 2017 by ISI and a copy of the Report is also on the website.

Facilities

Our beautiful listed building, Malvern Hall, lies at the heart of our school site. The grounds behind the school hide a wealth of facilities, including separate blocks for Nursery – Year 2, Junior School and Sixth Form. We also have the Saint Martin's Arts Centre (SMArt), opened in 2012, providing a purpose built space for performing arts. Our sports facilities include 20 acres of grounds, all-weather astroturf pitches, an indoor swimming pool and sports hall.



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The Curriculum



Nursery to Year 2

Within the setting of Malvern Hall there is a safe and secure environment where the children are able to benefit from the extensive grounds. It's a happy, friendly and stimulating place to be and with the guidance of experienced teachers our children follow a broad curriculum. Working individually and in small groups they achieve their full potential.

Emphasis is put on oral fluency in the early years, in order to develop a wide vocabulary, encourage clarity of expression and foster an ability to reason. This is achieved initially through a variety of pre-reading and practical number activities which prepare the children for the more formalised schemes of Mathematics, Writing, Reading and Language Development. Science and Technology are also taught as individual subjects and are introduced at a very early stage, as is ICT. The use of computers is introduced in the Nursery and, as they progress, the children use them in all subject areas. An enrichment programme including Music, Dance, PE, Art, Craft and Drama is included in the curriculum for the whole school and, from Nursery; children also receive weekly swimming lessons. Throughout, careful attention is paid to the requirements of the National Curriculum and each child's learning is individually structured and monitored by the form teachers who liaise closely with parents.

Small classes ensure that each girl develops her aptitudes and abilities to the full, and is helped to achieve a high level of attainment, so that she may move on with confidence. Extra-curricular activities play a large part in the formation of a girl's whole personality. Consequently all girls take part in the annual play, and educational and cultural visits are arranged each year for each class. As the girls progress, there are opportunities to join Music groups and Sports teams.

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The Curriculum (continued)



Junior School – Year 3 to 6

The main aims are to combine well-structured learning with enjoyment and enthusiasm and to promote self-esteem and confidence.

Careful note is taken of the National Curriculum. The core subjects of English, Mathematics, Science and ICT have high profile in the weekly timetable; they are complemented by History, Geography, Religious Studies, Art and Technology. These subjects are taught by a combination of form and subject teachers. In addition all girls have lessons in Music and Drama, PE, Games, Swimming and Dance, all taken by specialist staff. Classes are small and pupils are in ability groups for the teaching of Mathematics. The Modern Foreign Languages of French, Spanish and German are taught by specialist language teachers from the Senior School.

Classrooms provide a lively and stimulating environment in which to work. Pupils use specialist facilities for Physical Education, Drama, Dance and Music and each girl uses the networked computer systems with confidence across all subject areas.

Extra-curricular activities include Choirs, including Chamber Choir and Orchestra. The Drama Club is extremely popular. There are a variety of other clubs, which encompass academic and sporting interest. Gym Club, Trampoline Club and a variety of swimming clubs are all popular. Team activities such as Tennis and Netball are popular and, for those of an artistic nature, Art and Craft Club is well attended. Further enrichment is provided by an exciting and diverse range of cross curricular trips and residential visits.

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The Curriculum (continued)



Senior School

Girls are encouraged to achieve their full potential in a wide range of academic, practical, creative and physical activities. The staff through differentiation aim to stretch the most able, while at the same time supporting those who lack confidence in some areas of the curriculum. Girls are set by ability for Mathematics from Year 7. From Year 9 the Sciences and English are also taught in sets.

Key Stage 3

All girls follow the same broadly based curriculum in Year 7 of English, Mathematics, Science, MFL, Latin Studies, History, Geography, Religious Education, Art and Design, ICT, Design and Technology, Home Economics, Music, Drama, PE and Dance. In Years 8 and 9, girls have the opportunity to study a second language, Latin or Classics. The three sciences are taught separately.

Key Stage 4

At the end of Year 9, girls currently begin a programme of studies leading generally to examination in ten GCSE subjects. Girls are encouraged to continue with as varied a curriculum as possible in order to allow both a wide choice of A Level subjects and career opportunities. All girls continue with English, English Literature and a Modern Foreign Language, and also Mathematics, Biology, Chemistry and Physics. In addition three other subjects are chosen from the following: History, Geography, Religious Education, Classical Civilisation, Latin, French, German, Spanish, Art and Design, Music, Drama, Food and Nutrition.

Sixth Form

The majority of girls study three subjects at A Level in the Sixth Form. A wide choice of subjects is offered: Business Studies, Economics, Further Mathematics, Photography and Psychology in addition to those studied in Key Stage 4. Additional subjects such as AQA's EPQ are very popular. There is extensive support given for UCAS applications and career choices, and girls have every opportunity to help develop their leadership skills by helping with the younger girls.

Each year the Upper Sixth are always successful at gaining places at top universities such as Bristol, Durham and Nottingham in a wide range of subjects from Medicine to Psychology to Urban Studies.

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Beyond the Classroom - Extra-curricular and Enrichment Activities



"An excellent programme of extra-curricular and enrichment activities supplements the taught curriculum most effectively and has a significant impact on the pupils' personal development." ISI Inspection Report, January 2013

A full programme of extra-curricular activities and trips enriches timetabled lessons. We believe in offering our pupils the opportunities to develop as individuals, the time to find talents and the support to excel. As such our extra-curricular and enrichment programme is rich and extensive.

During lunchtime and after school, girls have the opportunity to join choirs and musical ensembles, take part in drama and dance groups and be part of one of the many sports teams. In addition there are clubs to suit all interests including bridge, gardening, craft, Christmas cake decorating, Spanish and debating. There are annual concerts and drama performances for all year groups. Last year's highlights include the Alice House Nativity, the Year 5 performance of "Grimm's fairy Tales", the Junior School musical recital and the Senior School production of "Beauty and the Beast".

In addition to our many extra-curricular clubs we believe that learning takes place outside of the classroom as well as in school. Girls in Alice House learn about the outdoor environment through the "Forest School" programme. In the last year, as part of their learning the girls in Alice House and Junior School have visited the Butterfly Museum in Stratford, the design and manufacturing departments at Jaguar Land Rover and enjoyed a trip to the theatre to see "Gangsta Granny". In the Senior School the Geography department organizes field trips for all year groups, Drama students have the opportunity to see local and national productions and Art and Design Technology students visit major exhibitions in London. These trips are just a snapshot of the variety of trips on offer to girls.

Overnight and residential trips are organised for girls of all ages. These include "sleepovers" in school, outdoor pursuit weekends at PGL, a visit to London for girls in Year 6, the ski trip, the Classics trip to Bath and the annual Sixth Form cultural trip which was to Japan in October 2018.

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Music

The Music Department at Saint Martin's is staffed by two members of staff, one of whom has responsibility for delivering the academic and extra-curricular programme in Alice House and the Junior School for Key Stages 1 and 2. The Director of Music in the Senior School is responsible for delivering the academic and extra-curricular programme for girls in Key Stages 3 and 4, and in the Sixth Form, and for overseeing the day to day running of the Department.

Girls in Year 7 currently have two music lessons per week, and girls in Years 8 and 9 have one period per week. Key Stage 3 students follow a specially devised programme designed to broaden their music awareness and to give them tools to analyse, create and perform their own and others' compositions. Currently both GCSE and A Level students follow the EDUQAS specification.

The two academic members of the Department are supported by a team of 11 specialist Visiting Music Teachers, who in addition to orchestral instruments also teach Guitar, Piano and Voice. There is a strong uptake of instrumental lessons by the girls, many of whom regularly take grade exams from ABRSM and Trinity Guildhall.

There is a range of musical ensembles for the girls to develop their musicianship, such as the Orchestra, Wind Band, String Group, Senior Choir, Lower School Choir and Chamber Choir. These ensembles provide the music at School Services, Concerts, Prize Giving Ceremonies, Recitals and other high profile School events. Each year group has a Music Scholar who has additional responsibility for promoting Music in School.

The Department runs a weekend residential course at Ingestre Hall every March, where girls can focus on developing their musical skills, and subsequently perform in the annual charity concert. The Music Department regularly collaborates with the Drama Department on musical productions, most recently *Beauty and the Beast*. There is also a staff-student choir where staff and older students can join together in harmony singing for a range of musical performances. There is also an inter-house Arts festival every 2 years where girls can get involved in a range of musical and dramatic performances as part of the school house system.

We encourage the girls to participate in local Solihull Music Groups to further enhance their Musical development. Girls have also performed in the community, notably singing carols at a local care home and performing at the switching on of the Christmas lights. They have also sung in the local church for our annual Commemoration and Carol Services. We also welcome guest musicians to work with the girls, most recently Paul Phoenix (an ex Kings Singer) for a vocal workshop, and a local University lecturer to extend the girls' performance skills.

Benefits of working at Saint Martin's

We value our staff and are committed to providing a good working environment for all staff and encouraging them to feel part of the Saint Martin's family. There are many benefits to working at the school, including:

- Free parking on site
- Excellent lunch provided during Term Time
- Pension scheme
- Professional development opportunities
- Wellbeing activities, such as staff swimming sessions and running clubs



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The Senior Leadership Team

The Senior Leadership Team (SLT) at Saint Martin's School has six members; the Head, the Director of Finance and Operations, the Director of Development, the Head of Nursery – Year Six and two Deputy Heads in Senior School.

One Deputy Head takes responsibility for the academic life of the school and the other Deputy Head has responsibility for safeguarding, behaviour, co-curricular activities and day to day running of the Senior School. The Deputy Heads are expected to be flexible in approach and have a desire to take on new roles or exchange responsibilities for their own professional development or the changing needs of the School. The ability to show extensive initiative with appropriate communication and collaboration is crucial.

Whilst specific responsibilities are allocated to individual members of the Team, we work closely as a team whereby all have a holistic awareness of the School. We are all, therefore, able to contribute to debate and decision making from an informed position and, if needed, we can carry out each other's roles. The Team is committed to the strategic leadership and management of the school and maintains a corporate responsibility for the formulation and implementation of all matters of whole school policy.

The Senior Leadership Team co-ordinates formulation of the ongoing development plan that is agreed by the Governing Body and is subsequently responsible for its implementation.



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Job Description

Director of Music – Full Time

THE ROLE

The Director of Music is responsible for the leadership, development and management of the Music department throughout senior school (11 – 18), ensuring that each pupil is positively encouraged to develop her potential to the full according to the stated aims of the school.

These professional duties are to be carried out as circumstances may require, under the reasonable direction of the Head, and as delegated to the Deputy Head.

Line Manager – The Deputy Head (Academic)

The Director of Music has the general responsibilities listed below.

General Responsibilities as Director of Music:

1. Ensuring that the highest standards of teaching and learning are achieved;
2. Facilitating the highest quality of relationships between staff and between staff and pupils; being responsible for behaviour management of the department;
3. Planning, implementing and reviewing the curriculum taking account of the National Curriculum where relevant; updating as necessary department schemes of work;
4. Ensuring that assessment is both regular and thorough and that full records of work done by members of the department and pupils are kept;
5. Assisting with the appointment and induction of new department staff; development and training of departmental staff and, as necessary, throughout the School; participation in professional review and development arrangements; participation in INSET;
6. Holding regular departmental meetings and arranging for minutes to be kept and distributed;
7. Representing the department in all matters within the school related to the curriculum within department, full staff and other meetings;
8. Liaising with other departments and sections in the school and ensuring continuity and progression between sections of the school and key stages.
9. Liaising with the Head and/or Deputy Head in all matters concerned with the timetable and curriculum;
10. Liaising with members of the Leadership Team as necessary;

11. Future development of the subject within the school; departmental strategic planning;
12. Agreeing annual objectives; preparing an annual budget; keeping the department within its budget; preparation of annual report for Head;
13. Ensuring that the stock and equipment are well cared for and economically used;
14. Supervising the work of support staff, if relevant, and ensuring that cover work is set in case of staff absences;
15. Ensuring the safety of pupils and staff with reference to the school's Health and Safety policy;
16. Ensuring that the departmental rooms present a stimulating environment;
17. Organising Key Stage 3, GCSE, A Level and other examination entries, with the Examinations Officer where relevant; devising appropriate entrance examination papers and mark schemes for prospective pupils and marking, as necessary;
18. Supporting and contributing to the extra-curricular and enrichment programmes of the school; participating personally in clubs/activities; encouraging and developing departmental involvement.
19. Organising setting arrangements within the department if relevant and communicating them to parents;
20. Implementing the school's ICT policy;
21. Writing and/or overseeing the writing of subject reports and other communications with parents; liaising with parents as necessary.

Additional Responsibilities

1. To be a Form Tutor to an assigned form (if needed) and to carry out related duties in accordance with the school's stated procedures.
2. Other agreed responsibilities, if relevant.

General Duties

1. To carry out a share of supervisory duties in accordance with published programmes;
2. To participate in appropriate meetings with colleagues and parents relative to the duties and responsibilities listed above;
3. To attend Open Days, Progress Evenings, Staff Meetings etc;

4. To support and be involved in the House system;
5. To undertake all tasks as requested by the Head within your level of skills and ability.

Specific Responsibilities as Director of Music:

1. To line manage the peripatetic music teachers and hold regular meetings with them.
2. To liaise with the KS1 / KS2 Music Co-ordinator.
3. To work closely with the Drama department providing music for the school productions.
4. To lead and contribute significantly to the extra-curricular music programme (Choirs, Orchestras, Musical Ensembles).
5. To organise music for school events (Carol Services, Commemoration Service, Prizegiving Ceremonies, Concerts etc.)
6. To organise visiting examiners from external exam boards eg ABRSM and Trinity Guildhall as required.
7. To provide music for assemblies in the form of hymns and background music.
8. To assist with the recruitment of Music Scholars throughout the school and to mentor and support them in School.
9. To take music out into the community to promote Saint Martin's School.
10. To organise residential trips / choir and orchestral tours.

The successful candidate will ensure that the standards of Teaching and Learning are maintained at a high level, leading meetings and help to represent the Department within the school.

All staff are required to share general supervisory duties. There is a busy programme of Open Days, parents' evenings, staff, department and committee meetings, and all teachers are expected to attend all those meetings which are relevant to them.

NOTE:

The Job Description may change along with the needs of the organisation and in consultation with the job holder.

NS -Revised January 2019

Person Specification – Director of Music

	Essential	Desirable
	These are qualities without which the applicant could not be appointed.	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria.
Qualifications	<ul style="list-style-type: none"> • A strong academic background and a good honours degree or equivalent in Music. • PGCE or other teaching qualification. 	<ul style="list-style-type: none"> • Other relevant professional qualifications
Experience	<ul style="list-style-type: none"> • Experience of teaching Music in KS3 as well as GCSE and A Level. • Leadership and management experience. • Experience of leading and managing a team. 	<ul style="list-style-type: none"> • Experience of being a form tutor. • Experience of using iPads / technology in the classroom
Skills / Knowledge	<ul style="list-style-type: none"> • Excellent teaching, communication and interpersonal skills. • Up to date knowledge of national and curricular requirements in Music • Efficiency and reliability. • Excellent time management skills • Ability to lead and manage a team • Active support of the ethos and aims of the school. • Ability to play piano to a high standard. 	<ul style="list-style-type: none"> • Excellent ICT skills • Willingness to develop the use of ICT in teaching and learning
Personal Qualities	<ul style="list-style-type: none"> • Motivation to work with young people • Emotional resilience • Positive and flexible attitude • Ability to contribute to the extra-curricular activities of the department • Enthusiasm and energy for the subject • Willingness to be involved in musical extra-curricular activities 	<ul style="list-style-type: none"> • Willingness to be involved with school events and to engage with the wider school community

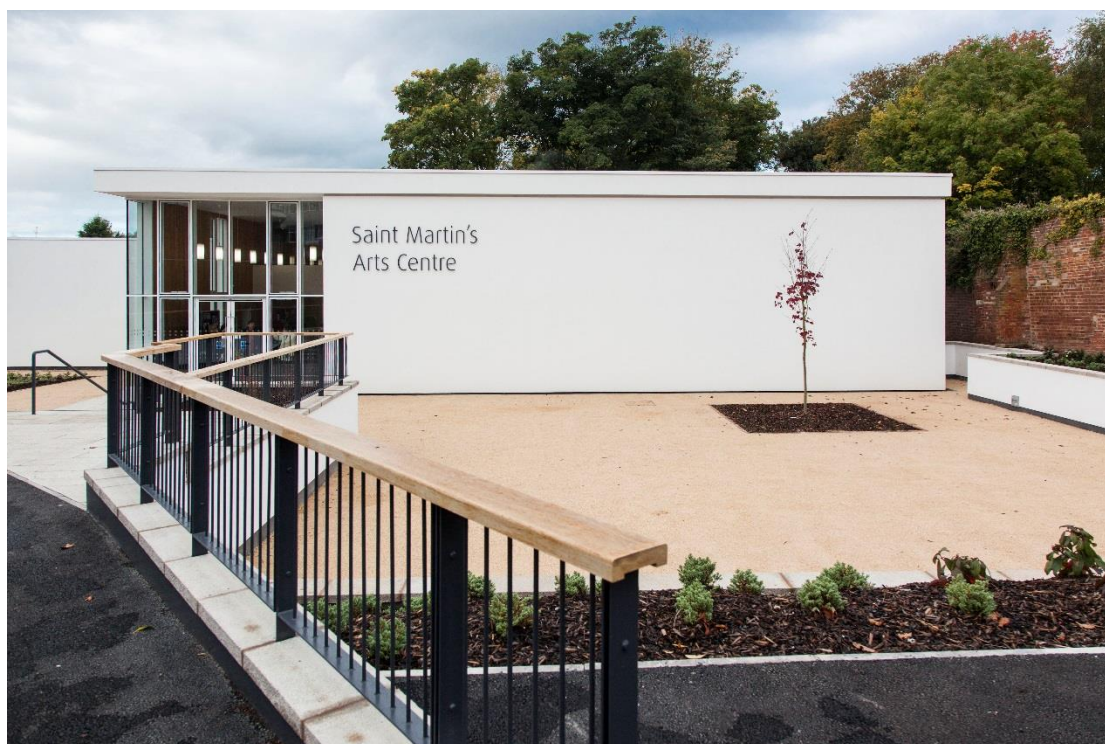
**Safeguarding
Children,
young People
and vulnerable
adults**

- Commitment to safeguarding and promoting the welfare of pupils
- Ability to form and maintain appropriate relationships and personal boundaries with young people.
- You will be suitable to work with children and young people (this will be verified prior to appointment)

Measurement may include application form, interview(s), documentary evidence and testing / observation.

NS. February 2018

Remuneration & How to Apply



The Application Form

All candidates are requested to fill in the application form as otherwise their application cannot be considered. Please submit your application by 12 noon – Monday 4 February 2019.

References and the Interview Procedure

References will be sought for shortlisted candidates before the interview and it may be the case that previous employers are approached for information to verify particular experience or qualifications. Any anomalies in the information provided or issues arising from references will be taken up at interview.

Shortlisted candidates will have an informal tour of the school, meet with staff and teach a lesson as part of the interview procedure; there will also be a formal interview and assessed tasks.

It is expected that interviews will be held week commencing Monday 25 February 2019.

Safer Staff Recruitment

Saint Martin's is a school committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to provide a disclosure from the DBS at an enhanced level. The interview for the post will include questions about the safeguarding of children and young people and the applicant's suitability to work with children.

Interview expenses

Claims for reimbursement of candidates' reasonable travelling expenses within the UK will be paid.

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