



ALL HALLOWS

Preparatory School



**Application Pack
For the post of
Director of Music**

The region's leading co-ed independent Catholic prep school for pupils aged 3 to 13 years

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At All Hallows School we are committed to Safer Recruitment and therefore this appointment will depend on the successful completion of a Disclosure and Barring Service check.

Welcome to All Hallows

Thank you for your interest in the post of Director of Music at All Hallows School. We are looking for an enthusiastic and dedicated candidate to join our forward looking and dynamic school. Music is really important to us here and we are looking for someone who will share our passion and lead the department in continuing to achieve recognition for its excellence in both choral and instrumental music.



At All Hallows we believe in the unique potential of each child. We maintain high standards and plan exciting lessons, coupled with a commitment to ensuring all children have a broad range of opportunities to discover where their talents lie. Our music programme is very busy and there are numerous opportunities both formal and informal for the children to develop their performing skills. The department is supported by a team of really excellent, dedicated instrumental teachers who give a great deal of their time and talents to support our pupils. There is a great deal of support for music from the parents who are happy to invest in lessons and instruments. Music forms a part of our weekly worship in the Mass and at our whole school assemblies. This is a fabulous job opportunity!

If you are energetic, passionate about music and its power to add another dimension to the children's school experience, happy to share your own talents and to nurture those of our children, happy to make a major contribution to the life of this busy school and to work above and beyond during term time, then I would be really delighted to receive your application. As a Christian school in the Roman Catholic tradition our guiding principles are to love God and to love our neighbour and to see the inherent value in every individual. We warmly welcome children and staff from all faiths or none.

This is an exceptional opportunity to work in a happy and child-centred school where individuals really do matter. Please spend time on our website and watch our videos on YouTube and in Flickr and look through the details about the school to learn all about us. If you have any questions I am happy to chat on the phone; please call my PA Kate Blacklidge.

Annie Lee

Ms Annie Lee MA BA LTCL PGCE
Head

All Hallows' Mission

Every child has an inherent value, which is exceptional and exclusive to them. Our mission is to provide a secure, happy and inclusive community, based on the teachings of the Catholic faith, where children will develop the inner confidence and self-esteem necessary to flourish in our rapidly changing world. Whilst we protect and nurture our children, we also challenge and extend them in order to build their ability to thrive as adults in the future.

We strive to ensure that individual minds are broadened and perspectives widened. We encourage learning, independence of thought and the cultivation of self-belief, skills, wisdom and curiosity.

We are preparing each child to live life to the full, encouraging them to live responsibly and thoughtfully and to embrace, with energy and enthusiasm, the great opportunities that lie ahead. It is our sincere desire that each will use their compassion, knowledge, passions and energies to make the world a better place – and believe they can do so.

All Hallows' Aims

Spiritual

We aim to awaken the children spiritually through the integration of Catholic Christian principles into the school's everyday life, the provision of warm relationships, prayer, worship and opportunities for reflection and contemplation.

Intellectual

Through the school's teaching and learning, we aim to promote each pupil's intellectual character, cultivating their capacity to combine thinking skills with knowledge, confidence and self-esteem, to believe in the legitimacy of their own thoughts, to speak their mind articulately (but change it when required), to contest poor thinking and prejudice assertively, and enjoy the challenge of mental sparring. We foster intellectual risk-taking and curiosity, independence, resilience and effective learning habits within an ambitious, supportive learning community where individual learning profiles are nurtured and celebrated, and where all children are encouraged to strive to achieve their very best.

Personal

We aim to instil an understanding, appreciation and love of healthy lifestyle choices by offering a wide range of personal development opportunities through sports, music, drama and an extensive array of activities to supplement and enhance classroom learning. Every aspect of school life is seen as a learning opportunity and a chance to promote the development of the whole child.

Creative

We encourage children to take a creative approach to all that they do. We aim to foster diversity, critical thinking, imaginative insights and fresh ideas through ensuring children are in touch with things that inspire and excite them. We encourage children to express themselves, to collaborate, to exchange ideas and build collective solutions to complex problems.

Emotional

Happiness, confidence and self-esteem are key to living a fulfilled life and underpin great learning. We strive to develop children's emotional intelligence, encouraging resilience, effective communication skills, empathy, forgiveness and respect for others. We want our children to develop their global awareness and social responsibility, to embrace energetically and contribute to the communities and environments in which they live.

Alongside the fulfilment of these interconnected themes, with a close collaboration between home and school, we seek to achieve the successful transfer to the most appropriate senior school for each of our children, taking into account their interests, strengths and character.



The Music Department

The Music Department is a very important part of the school and musical activities are valued by all staff and by the parents. The department is very busy and offers a great deal to many children, in terms of opportunities for developing self-esteem, self-confidence and the confidence to stand up and perform in public and have great fun doing so!

Curriculum Music

Class music is taught by the Director of Music who teaches Year 5 to 8, assisted by Mrs Julie Evans who is a Year 4 Class teacher but also teaches some music lessons from EYFS to Year 4. The children receive an hour a week of music lessons.

Facilities

There are two music classrooms, one of which is equipped for the younger children's needs. There is a further 3rd room with 8 Apple Macs in it for use by the older children. Instrumental lessons take place in a variety of small teaching rooms including the stand alone drum room which is the original summer house for the house. The main classroom is stocked with over 10 xylophones/metallophones/glocks, several drums (including djembes, tabla and timpani) as well as other percussion instruments and a Yamaha grand piano. A Roland recording device and more modern digital recorder are available as well as considerable cables, mics and portable sound desk which are particularly used for productions.

Instrumental Teaching Team

The Director of Music is responsible for the team of instrumental teachers who work here on a part-time peripatetic basis. 135 of our pupils learn an instrument at school. The team currently consists of the following staff:

Tim Angel	Voice & conduct the Chapel Choir
Denian Arcoleo	Classical Guitar
Andy Bull	Drums
Tim Gilbert	'Cello
Neil Hibbs	Acoustic & Electric Guitar
Helen Arcoleo	Flute & Piano
Nicky Brickley	Clarinet & Theory
Clare Clancey	Violin
Kate Gannon	Voice
Debbie Rickhuss	Piano
Charlotte Sloane-Hill	Violin
Jo Sykes	Brass

Instrumental Groups

There are plenty of opportunities for pupils to join music groups. Currently we have two brass groups, two woodwind groups, five string groups and two theory classes. There are choirs in Yr1-4, and Chapel Choir (by audition) is open to Year 5-8 pupils.

Administrative Support

The timetabling for all activities in school, including individual music lessons is done centrally by Mrs Carolyn O'Hare. She acts as an important liaison with the instrumental teaching team. There is an Office Administrator who assists with admin for the music programme. The marketing manager is also involved in the promotion of events at school and for such things as the Summer Music Course which is held here in the holidays.

Chapel

The whole school takes part in a weekly Mass in the chapel. The Chapel Choir provides the sung parts of the Mass and there are hymns as well. The choir is conducted by Tim Angel during the service and the current Director of Music plays the organ. It is not an essential attribute for the next post holder to be an organist. The school has its own bespoke hymn book and we sing a variety of modern and traditional hymns. Whole School assembly takes place on a Friday morning and a hymn is sung here too.

Concerts and Performances

Every term the music department has a programme of events which includes 9 informal Solo Showcases for either Seniors or Juniors, productions of musicals, the Chapel Choir singing at prestigious venues such as Westminster Cathedral, concerts for the whole school to take part in such as the Summer Concert. It is our wish for every child to have an opportunity to perform should they wish to.

At Christmas music forms an important part of the Infants' Nativity play and the Seniors' Carol Service. During the year there is usually at least one production; this year we enjoyed The Cherry Jumpers performed by Year 6, Pure Imagination performed by Year 4 and in the summer we will have The Lion, the Witch and the wardrobe by Year 7 and 8. The Director of Music is always involved in some aspect of a musical or play.

Music Examinations

Exams are held at school most terms and children are entered for ABRSM, Trinity or Rock School exam board. Results are celebrated in assemblies and certificates are presented. All music scholars achieve Grade 5 theory before they leave us and each year pupils achieve music scholarships to senior schools. Recently these schools have included Oundle, Downside and Dauntseys.

Saturday Enrichment

The Saturday morning programme is very strong here with activities on offer for all children in Years 6 to 8 to take part in. The Director of Music uses this time to work towards a production. Other music activities also take place including a rock group. Staff who work on Saturday mornings receive a half day of time allowance during the week.

Special Visits and Events

The music department frequently arranges special visits to other schools for such things as a Brass Day held recently at Millfield School. House Day this year involved the whole school learning a Bollywood dance routine with some Indian drummers helping them along!

House Music Competition

This annual event is a highlight of the calendar where every House sings a song and enters pupils for individual classes as well as the song class. It is a great afternoon of much exuberance and enthusiastic House spirit.



Pure Imagination (Year 4 Musical)

Job Description

Job Title Director of Music

Responsible to

- The Head
- The Deputy Head, Teaching and Learning
- SENCO for special needs

Accountable to

- The Head
- Deputy Head
- SENCO

Responsible for: The achievement of all pupils within the department
 The day to day running of the department
 The monitoring and assessment of pupils' progress
 The resourcing of the department
 The programme of activities relating to music
 The management of the team of instrumental teachers

Core Purpose: To lead and promote Music as an important part of our curriculum
 To plan and develop the Music curriculum and teach allocated classes
 To ensure that every child has suitable access to the curriculum
 To ensure that there are ample opportunities for musical performances
 To manage the behaviour and discipline of pupils in class

Professional and Leadership Responsibilities as Director of Music

- To nurture the individual child and promote the development of the whole person in accordance with the School's aims.
- The teaching of Music to pupils as required.
- To devise a curriculum for music from EYFS to Year 8
- To ensure progression in Music from EYFS through to Year 8
- To liaise with the Junior School Music teacher to provide specific expertise and professional support for Junior school music.
- To ensure a safe and positive learning environment, both inside and outside the classroom.
- To monitor the effectiveness of teaching and learning within the Music Department.
- To provide written policies for the delivery of Music
- To attend and contribute significantly to the academic meetings of the teaching staff as a Head of Department.
- To manage the Departmental budget effectively and to ensure adequate resourcing for the teaching of Music.

- To liaise with the Head of Learning Support to ensure relevant and appropriate support is made available to children within Music lessons.
- To produce subject reports for pupils within the given time-frame and according to the school's guidelines.
- To contribute to key aspects of the school's ongoing Self-Evaluation process with specific responsibility for Music.
- To communicate proactively, effectively and professionally with parents and outside agencies as and when necessary.
- To undertake weekday and weekend duties within the normal framework required of part-time/full-time teaching employees.
- To be positive, fully committed, and support the ethos and direction of the school wholeheartedly.
- To discharge all other tasks pertaining to the education and welfare of children at All Hallows as reasonably directed by the Head.
- To attend weekly Mass and take responsibility for the ensuring the music for the service is planned for the term, rehearsed and performed each week.
- To lead hymn practices as required.
- To liaise closely with the instrumental teaching team and the administrator to ensure smooth running of the lessons.
- To alert the Head to any member of staff who is leaving and to appoint replacements in line with school procedures.
- To ensure Music teaching staff are inducted into the routines of the school.
- To allocate teaching rooms to music staff.

Other Duties:

- Attend all staff meetings, open days, staff study days, staff briefings, assemblies and weekly Mass as directed by the Head.
- To ensure that schemes of work reflect current educational thinking and modern approaches to learning.
- To liaise with the SENCO and the Director of Teaching and Learning to ensure relevant and appropriate support is made available to children within Music lessons.
- To be familiar with and apply the school's marking policy
- To be familiar with all school policies relating to Health and Safety
- To safeguard the children in your classes at all times
- Maintain academic standards through assessing, recording and reporting progress.
- To work with the Registrar on the integration of new pupils into Music classes and music activities.
- Submit an annual Department Development Plan
- Submit an annual budget request
- Resource the department appropriately
- Identify training needs for yourself and for other staff teaching Music.
- Attend school meetings as directed by the Head, including Whole Child meetings.
- To provide opportunities for clubs and visits to support the pupils' work in Music.
- To provide musical activities such as choirs, instrumental groups and solo opportunities for performances throughout the year.

- Undertake risk assessments for the department
- Arrange suitable displays of pupils' work in the music classrooms
- Attend School Open Days
- Fulfil duties as requested by the Head including in the boarding house on evenings and weekends
- Fulfil any other duties as reasonably requested by the Head
- To discharge all other tasks pertaining to the education and welfare of children at All Hallows as reasonably directed by the Head.

General Responsibilities

- Attend all staff meetings, open days, staff study days, staff briefings, assemblies and weekly Mass as directed by the Head.
- Participate in and contribute to the general well-being and professional development of the staff and the school.
- Help maintain and improve the ethos and performance of the whole school for the benefit of pupils by:
 - keeping up to date with all school policies that relate to the education and care of the pupils paying particular attention to policies relating to Safeguarding and the welfare of the children in the school
 - supporting pupils and colleagues by attending a range of productions, functions and charity events
 - being aware of individual pupils' personal problems in order to act confidently and consistently alongside colleagues and maintain a common and agreed approach
 - covering lessons and duties for absent colleagues
 - arranging visits out of school for pupils and attending such visits
 - attending parents' evenings and preparing subject reports in accordance with the reporting schedule.
 - contributing to the extra-curricular programme

Confidentiality

It is expected that all school employees will understand that our work is confidential and that personal details about children and families should not be discussed outside the school.

Professional Standards

- Communicate regularly and freely with the Head and other colleagues.
- Be ready to listen to and to try new ideas and working practices.
- Be professional at all times
- To maintain high personal standards of appearance, behaviour and punctuality.
- Request permission from the Head for any absence from school and to give notice to those concerned in good time so that cover can be arranged for any absence.

Person Specification

Qualifications and experience required

- Graduate with qualified teacher status and/or high level musical qualifications
- Evidence of continued professional development
- Familiarity with up to date educational practice
- Evidence of being an excellent classroom practitioner
- Excellent musicianship and instrumental skills

Other skills required

- Strong Keyboard skills
- Ability to rehearse and conduct a variety of instrumental and choral groups
- Ability to inspire a love of music in all pupils
- Ability to relate positively to children from the age of 4 to 13 years
- Excellent communication skills
- Excellent interpersonal skills
- Ability to plan, monitor, evaluate and review own practice
- Strong organisational skills
- Initiative
- Lots of energy
- Effective time management

Personal qualities

- Positive and forward thinking
- Efficient and well organised
- Willingness to contribute to the whole school community
- High standards and expectations
- Ability to work in a team and to promote music at the same time
- A solution focussed approach to working in a busy school
- Able to motivate pupils and colleagues
- Enjoy the company of children
- A sense of humour and enjoyment at work

How to Apply

The post is for September 2016 or as soon thereafter.

Application Form

- Applications will only be accepted from candidates completing the enclosed Application Form in full. CVs will not be accepted in substitution for completed Application Forms in the absence of good reason. Equal-opportunities and child protection policy statements are available on request from the school.
- This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.
- Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.
- You will be required to complete a Disclosure from the Disclosure and Barring Service
- We will seek references on candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although you may where appropriate answer 'Not Applicable' if your duties have not brought you into contact with children or young persons.
- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or Department for Education Children's Safeguarding Operation Unit.

Invitation to Interview

- If you are invited to interview this will be conducted in person and the areas, which it will explore, will include suitability to work with children.
- All candidates invited to interview must bring documents confirming educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.
- All candidates invited to interview must also bring with them:
 - a current driving licence including a photograph or a passport or a full birth certificate
 - a utility bill or financial statement showing the candidate's current name and address
 - where appropriate, any documentation evidencing a change of name.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

Conditional Offer of Appointment: Pre-Appointment Checks

- Any offer to a successful candidate will be conditional upon:
 - receipt of at least 2 satisfactory references
 - verification of identity and qualifications
 - a check at Department for Education List 99
 - a satisfactory DBS Enhanced Disclosure
 - verification of professional status such as QTS Status
 - (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)

- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance
- verification of medical fitness in accordance with DCFS Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training
- satisfactory completion of the probationary period.

Please note:

Where a candidate is:

- found to be on Department for Education List 99, or the DBS disclosure shows he/she has been disqualified from working with children by a Court; or
- found to have provided false information in, or in support of, his/her application; or
- the subject of serious expressions of concern as to his/her suitability to work with children
- the facts will be reported to the Police and/or the Department for Education Children's Safeguarding Operation Unit.

*Equal opportunities for all.
Positive about disability.*



Guitars in the Colonnade