



## ST MARY'S CALNE

### **Director of Music (maternity cover)** Full-time, February/March 2020

A recognised leader in the field of girls' independent boarding education, St Mary's Calne has approximately 365 girls aged 11-18, including 120+ girls in the Sixth Form. Results in public examinations are consistently excellent, with almost all of the girls going on to university, several each year to Oxbridge, to read a wide variety of subjects. As well as innovative teaching, learning and scholarship, St Mary's offers outstanding pastoral care and a vibrant, warm community.

We are looking for an experienced, enthusiastic and inspirational graduate, with outstanding inter-personal skills, to lead and manage our exceptional Music Department. We would expect the successful candidate to be able to teach the music curriculum at all levels of the school, as well as taking the lead in overseeing and developing the broad ranging programme of this key department within the school.

**St Mary's is committed to safeguarding and promoting the welfare of pupils.**

**Due to the nature of the work involved, the successful applicant will be required to undertake an Enhanced DBS check.**



**Headmistress: Dr Felicia Kirk,  
BA (University of Maryland), MA and PhD (Brown University)**

# THE SCHOOL: ITS ETHOS AND AIMS

St Mary's Calne believes in excellence in all respects. As a school community, we thrive amidst a culture of strong expectations and the education which we provide nurtures and develops the concept of high performance. The principal aim is to develop well-rounded pupils who are equipped to excel as adults.



Whilst the achievement of top quality examination results is a central tenet, since these will be a key passport for the girls in the path to their future careers in the modern world, we seek to encourage everyone (girls and colleagues) to strive for excellence in a wide range of spheres. We aim to inculcate habits for life, enabling the girls to relish the prospect of hard work; to develop and deploy the necessary qualities of perseverance and determination; to learn how to do well; to acquire the belief and self-confidence that they are capable of high performance and success – both in the short term and in the future; to instil a sense of desire and an appreciation that the future, indeed their future, lies within the grasp of their own efforts.

Extra-curricular opportunities beyond the classroom are a vital and integral part of life for girls at St Mary's Calne. They are woven into the timetable during the day, in the evenings and at weekends. We believe that both boarders and day girls benefit from all aspects of the strong boarding ethos of the school.



## BENEFITS OF WORKING AT ST MARY'S CALNE

St Mary's Calne offers an academically enriching working environment within the beautiful Wiltshire countryside, with easy transport links to Bristol, Bath and London.

Excellent and tailored continuing professional development within the department and across the school.

Highly motivated girls with lessons taught in small groups.

Competitive salaries and a contributory pension scheme.

Discounted membership of the St Mary's Calne Sports Centre.

Fee remission for daughters educated at St Mary's Calne and for sons and daughters educated at St Margaret's Preparatory School.

Complimentary meals in the Dining Hall during term time.

Free on-site parking.



St Mary's Calne is an HMC member School. HMC schools are world-leading independent schools. To find out more about what it's like to teach at an HMC school, visit: [www.hmcteachingcareers.org.uk](http://www.hmcteachingcareers.org.uk)

# THE MUSIC DEPARTMENT

Music has always held an important place at St Mary's and a significant number of alumnae have proceeded to follow distinguished careers in music and the arts. It is in the context of the school's pursuit of academic excellence that the department works to develop individual talents, while seeking to bring the whole community together through music.

There is a consistently high level of participation in music at St Mary's. The IV Form curriculum (Years 7, 8 and 9) offers a broad range of musical styles including Boogie Woogie, Spirituals, Samba, West African drumming, Songwriting, music for film, Gamelan, Minimalism, and various aspects of Western Classical Music, focusing mainly on practical music making. GCSE and A Level students follow the Edexcel Specifications. GCSE and A-level results are consistently outstanding.

The curriculum is balanced by strong practical music making at all levels of the school; this recognises the outcome of demand from 75% of the girls for individual instrumental and singing lessons. Music enjoys a privileged place at the heart of school life on major occasions such as the Confirmation Service, Carol Service and Founders' Day. In November 2018, the Chamber Choir sang David Bednall's Requiem alongside 50 alumnae, in a concert marking the 10-year anniversary of the work's commissioning for the choir. In July of last year, members of all ensembles toured to Krakow, Poland. In November 2017, the Chamber Choir sang on a live broadcast of BBC Radio 4 Long Wave's Daily Service. They have performed three services of Choral Evensong jointly with Eton College's Lower Chapel Choir since 2016, and in November of that year, both the Junior Consort and Chamber Choir, alongside numerous instrumentalists, performed at a concert which the school held in Salisbury Cathedral in memory of Sir David Willcocks, who was successively Visiting Director of Music and Governor of the school. The concert raised £25,000 for music bursaries, and the repertoire performed at that concert was recorded as a CD. In January 2019, girls performed at the Duke's Hall of the Royal Academy of Music in a concert organised by St Mary's, raising £14,500 in aid of the Armed Forces Fund; guest artists included international stars Alastair McGowan, Charlie Page, Hilary Summers and Clare Halse, and the evening was hosted by BBC Radio 3 presenter Petroc Trelawny. There are numerous other vocal ensembles including the Opera Ensemble, the Junior Choir and Junior Consort.

Instrumental music is led by the Symphony Orchestra, String Sinfonia and Big Band, supported by Strictly Strings and Wind Band, vocal ensembles, chamber groups and a band. The Music Production and Recording group provides an opportunity to make use of the extensive recording equipment in school. A vigorous programme of concerts and events both in and out of school is reinforced with strong ABRSM, Trinity Guildhall and Music Theatre practical examination entries. There are significant collaborations with the Drama department every two years, most recently in a production of 'Cabaret' in October 2017, and selections from

Disney movies (junior production) and 'Made in Dagenham' (senior production) in 2019.

There are around 20 Music and Choral Scholars in school who perform at an annual Scholars' Concert, and act as ambassadors for the department at internal and external events.

The school supports its music with excellent facilities: a purpose-built block which is well-equipped with instruments, a suite of PCs installed with Sibelius 8 and Cubase, up-to-date teaching resources and a recording studio.



Seventeen peripatetic teachers, together with a full-time Academic Music Teacher, the Director of Vocal Studies, Head of Keyboard Studies and the Music Administrator, work alongside the Director of Music to devise a challenging and stimulating music programme. The timetables of the full-time staff can be divided between teaching KS3, GCSE, and A-level music, theory classes, 1:1 instrumental and/or vocal tuition.

## EXPECTATIONS OF THE DIRECTOR OF MUSIC

The Director of Music has an overall responsibility to the Headmistress; he/she will report to the Deputy Head Academic in respect of the day to day management of the Department and work closely with him with regard to the planning of major events. He/she has overall responsibility under the Senior Deputy Head for the strategic direction and development of the Department in all aspects of its work. He/she will have a key role in organising events to promote the development of the music within the school and enrichment of student experiences.

Specific aspects will include:

### Curriculum

- Continuing to develop the curriculum throughout the school, ensuring that it is cutting-edge and in line with the aims and ethos of whole school strategic thinking.
- Being responsible for public exam results at GCSE and A-level (both on the Pearson Edexcel board).
- Promoting opportunities for all girls so that their potential is encouraged and developed.
- Teaching lessons throughout the age-range as required, and reporting on progress in accordance with the school's reporting procedures.

### Budget and Facilities

- Agreeing and managing the departmental budget effectively, in liaison with the Bursar and his staff.
- Overseeing the provision of resources across the Department.

### As a Head of Department

- Recruiting, managing and ensuring the development of all staff members in the department (currently Director of Vocal Studies, Head of Keyboard Studies & Organist, Teacher of Academic Music, Music Administrator and Visiting Music Teachers).
- Representing the Department at Heads of Department meetings; undertaking out of school visits; arranging visits by external musicians and other events where applicable, attending Parents' Meetings and following up any departmental matters which might arise from these.
- Overseeing the department's contribution to the school's supra-curriculum, including the Extended Project Qualification (AQA board).
- Ensuring that the Department plays its part in the Donaldson Weeks programme and encouraging links with other subjects across the curriculum.



## Leadership and Management of the Department

- Striving for excellence in all teaching and learning, and encouraging and enabling other members of the Department to do the same through professional development and monitoring.
- Enhancing and embellishing the experiences for the girls with relevant and stimulating opportunities.
- Organising appropriate assessment across the department to ensure that pupil progress can be monitored effectively.
- Overseeing, with the assistance of the Music Administrator, the day-to-day administration of the departmental timetable and activities; being responsible for the entries for external examinations.
- Taking overall responsibility for the department's practical and theory examinations on ABRSM, Trinity College London and London College of Music boards.
- Planning, overseeing and promoting musical events, such as the Fourth Form Music Competition and the Company (House) Music Festival.
- Rehearsing and directing the Chamber Choir and Orchestra and work with other ensembles as required.
- Overseeing the provision of music within daily Chapel services.
- Working closely with the Drama Department on musical projects as required.
- Promoting links with the wider community through participation in the Calne Music and Arts Festival, other local festivals, and concerts in the UK and overseas.
- Promoting liaison between partner preparatory and primary schools, and making appropriate use of information provided on transfer.
- Recruiting and auditioning Music and Choral Scholars at 11+, 13+ and 16+ and closely overseeing their progress and development when they are members of the school.
- Planning the music calendar on a termly basis, ensuring good variety of opportunity and a manageable workload for the staff and pupils involved.



## PERSON SPECIFICATION

### Essential

- University Graduate in Music
- A well-qualified, experienced and inspiring Music teacher with a track record of success
- Experience of teaching Music as an academic subject
- Experience in directing and conducting choirs and orchestras to an exceptional standard
- Willingness to collaborate effectively with other members of staff
- Excellent communication skills
- Motivation to work with young people
- Good IT skills
- Willingness to participate in the wider life of a boarding school
- The ability to tutor girls and be pastorally aware of their needs
- The ability to use initiative and solve problems
- The ability to relate effectively with pupils and their parents
- The ability to be flexible and work independently
- The desire to develop professionally on a continuous basis.

### Desirable

- Knowledge and experience of the relevant GCSE and A Level Specifications (Pearson Edexcel board)

# EXPECTATIONS OF ACADEMIC TEACHING STAFF

Most importantly, we are looking for an enthusiastic, energetic and well-qualified teacher who will inspire his/her pupils and who can engage sympathetically with young people. He/she will: make an active contribution to the department; stretch pupils of all abilities to achieve their potential; encourage pupils to learn by making the subject taught both interesting and accessible; be innovative and dynamic in order to ensure the effective delivery of the curriculum. Our pupils' success in acquiring new abilities, skills and understanding depends crucially upon the quality of teaching which we are able to offer.



St Mary's School has an innovative approach, incorporating Connected Teaching and Learning. This is based around the seven attributes of a St Mary's learner which seeks to encourage the girls to be: Proactive Learners; Inquisitive Learners; Creative Thinkers; Confident Learners; Collaborative Learners; Robust Learners and Reflective Learners. These attributes are interwoven into all areas of school life. Members of the teaching staff are expected to embrace this culture of being at the forefront of girls' education through, amongst other things, attending regular CPD sessions and demonstrating an openness to new ideas.

All members of staff are expected to commit to the boarding ethos of the school which includes supporting the extra-curricular life, as well as taking on the role of a House tutor within a boarding House on one evening a week. This provides a key interface between the specific academic work of the classroom and the broader life of the boarding community.

In particular at St Mary's, we pride ourselves on our focus on the needs of individual girls. This is underpinned by the tutorial system in which all members of the academic staff play a full part, looking after a number of Tutees in different year groups; these tend to be drawn from the particular House in which each member of staff tutors.



## TEACHING STAFF ROUTINE DUTIES AND COMMITMENTS

St Mary's School holds all teaching staff to the highest standards in accordance with DfE guidance on teacher standards:

'Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up to date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.'

In addition, a full-time member of teaching staff can expect:

- To teach 20 lessons per week; staff are expected to be in school for 28 out of a total 33 lessons so they are available for cover and other duties) this allows staff to have a morning and afternoon off). Part-time staff members are expected to be in school for the same proportion of non-contact time as teaching time.
- To be on the premises to check pigeonholes and daily information boards before the start of school.
- To check email at several points during the day.
- To set and mark work in accordance with Departmental guidance.
- To invigilate, set and mark internal exam papers.
- To prepare girls for public examinations as appropriate.
- To write reports and grade sheets in accordance with the guidance issued by the Deputy Head Academic.
- To be a Tutor to a number of girls up to a maximum of 8.
- To take a share in Cover and other duties.
- The equivalent of one day off per week, made up of either one full day or two half days (e.g. one Saturday morning and an afternoon). However, staff should be in school on the first and last day of term, even if this falls on their allocated day off.
- To be a House Tutor with an evening duty once a week.
- Evening, weekend and other duties allocated by the Senior Deputy Head or Deputy Head Pastoral.
- To be in school prior to the start and end of terms as required. When arranging holidays and other commitments outside school, staff should avoid the part weeks at the beginnings and ends of terms as CPD frequently takes place at this time. Any request for absence during this time needs to be submitted directly to the Headmistress.
- Cover for absent colleagues as required.
- A salary will be paid at the appropriate point on the St Mary's Pay Scale. For all new members of staff, the first six months of employment is a trial period for both parties. The normal one term's notice to terminate the contract is not applicable until after that period.



All members of staff are expected to have proper regard for the school's safeguarding policy and procedures, including update training. The above applies to part-time teaching staff on a pro-rata basis.



# FURTHER DETAILS AND HOW TO APPLY

Further information about the school may be viewed on the website: [www.stmaryscalne.org](http://www.stmaryscalne.org)

Informal visits to view the school and Music Department may be arranged around our Half Term break: closing Friday 25th October, returning Wednesday 6th November.

In order to ensure that all applicants are assessed equally and fairly, and to ensure compliance with our safer recruitment procedures, applications will only be accepted on a school application form which can be downloaded from the website or can be sent on request. Please contact:

Mrs Karen Turner  
St Mary's School  
Calne  
Wiltshire SN11 0DF

Email: [teacher.recruitment@stmaryscalne.org](mailto:teacher.recruitment@stmaryscalne.org)

Tel: 01249 857 338

Your fully completed application form, together with a covering letter, should be sent by email to: [teacher.recruitment@stmaryscalne.org](mailto:teacher.recruitment@stmaryscalne.org)

**Email is very much our preferred method of receiving applications** and receipt of an application will be acknowledged as soon as possible.

**Closing date for applications: Midday, Monday 11th November 2019**

**Interview date: Wednesday 20th November 2019**

All members of staff are expected to have proper regard for the school's safeguarding policy and procedures, including up-to-date training. Extracts from the school's policy follow.

## EXTRACT FROM ST MARY'S CALNE CHILD PROTECTION POLICY

We are dedicated to safeguarding and promoting the welfare of our boarders and day girls, regardless of age, ability, race, culture, religion, sexuality or background. We follow the child protection procedures set out by the Wiltshire Safeguarding Children Board (currently transitioning to Local Safeguarding Partners) and have regard to statutory guidance issued by the Department for Education *Keeping Children Safe in Education, 2019*. Our policy takes full regard to *Working Together to Safeguard Children 2018 (WT)*, *What to do if you are Worried a Child is Being Abused (2015)* and the *National Minimum Boarding Standards (2015)*.

At St Mary's Calne we have a 'Nominated Governor' to take leadership responsibility for the school's safeguarding arrangements.

### What is safeguarding?

Safeguarding can be defined as promoting the health, safety and welfare of all pupils.

Safeguarding is the responsibility of all adults, especially those working or volunteering with children. The school aims to help protect the children in its care by working consistently and appropriately with all relevant agencies to reduce risk and promote the welfare of children.

### Staff:

- are advised to maintain an attitude of 'it could happen here' as far as safeguarding is concerned
- should always act in the best interest of the child.

### What is child protection?

Child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm.