St Albans
High School
for Girls

TEACHER OF MUSIC



LOOKING FOR A NEW CHALLENGE?

Closing Deadline: 9am Thursday 28 January 2021
Interview Date: Tuesday 9 February 2021



WELCOME TO STAHS!

We are very proud of our warm and vibrant community of ambitious young people, caring and talented staff and supportive alumni and parents.

St Albans High School (we call it STAHS) is a thriving independent day school for girls aged 4 to 18. We are selective at all points of intake, and we are consistently ranked amongst the best independent schools in the UK.

Our Prep School is home to 350 girls from Reception to Year 6 and is based in the leafy village of Wheathampstead, just five miles from St Albans. With 18 acres of field and woodland, every child has the opportunity to get muddy in the outdoors, to play, to develop her passion for learning and to have fun.

Our Senior School of 770 girls from Year 7 through Year 13 is in the historic city of St Albans, only 25 minutes by train from Kings Cross/London St Pancras. The campus has a visible and audible buzz, bustling with difference; difference of opinions, difference of ambitions and difference of interests.

It is my privilege to lead a team of outstanding colleagues devoted to preparing the young people in our care to live lives of consequence, making a meaningful impact on the world. We work together in a warm and grounded spirit that is uniquely 'STAHS'. Please do see the Head's Welcome on our website to find out why STAHS is such a special place.

Mrs Amber Waite, BSc Rutgers, MSc Oxon
Head



THE SCHOOL

STAHS opened in a converted hospital on Holywell Hill, St Albans in 1889, one of many similar schools which were being established for the education of girls towards the end of the nineteenth century. We transferred to our current site on Townsend Avenue in the heart of the city in 1908, with the Prep School subsequently moving to the village of Wheathampstead in 2003. STAHS has close links with the diocese of St Albans through the Bishop and the Dean, the latter being an ex officio governor of the School. We are affiliated to the Church of England, and we warmly welcome girls and staff of all faiths or none.

The School roll is very healthy, with most year groups at or near capacity. We are always developing our facilities to ensure that we provide a modern and accessible working environment for our entire community. In early 2020 we opened our stunning state-of-the-art Sixth Form Centre, modern Dining Hall and a suite of new classrooms.

Academic life at STAHS is a rich combination of core courses, elective options, extension opportunities, hands-on and experiential learning, and practical work. We give pupils a tremendous amount of flexibility and the widest possibilities for options in the next phase of their academic and life journey.

STAHS provides an education for life. For us, this means so much more than classroom learning. Our expansive and dynamic co-curriculum gives pupils the opportunity to explore new and interesting ideas and to discover hobbies and passions that will stay with them long after they leave school.

Our relatively small size gives our pupils a real sense of community; theirs is a full and well-balanced education for life, where aspiration and drive are balanced with kindness and generosity of spirit. Our unique House system is at the heart of STAHS and is the nucleus of each pupil's School family.

As a member of staff, you will be encouraged to develop your skills and experience through our extensive professional development programme, which includes opportunities to engage in school exchanges, action research, academic partnership with local and regional schools and institutions and a variety of outreach programmes. You will be a member of a friendly and welcoming school community, and benefit from employment at a school that prioritises staff welfare.

THE DEPARTMENT

The Music Department currently comprises of four full-time academic teachers, one part-time (0.8) academic teacher, graduate musician, music administrator, conductor-in-residence and twenty-five visiting instrumental teachers covering all orchestral instruments, including the harp, as well as piano, guitar, singing and percussion.

All pupils take Music as a compulsory subject from Reception until Year 8. As well as the traditional GCSE route, we also offer an accelerated GCSE, starting in Year 9, with the opportunity to take the Silver Arts Award in Year 11. Our results are high, with 100% of GCSE grades at 7-9 and 100% A/A* at A level. Many of the students who take A level continue on to read Music at university, including Cambridge and Oxford. A high proportion of the school take individual music lessons on site and the schools hosts ABRSM and Trinity Examinations every term.

STAHS has a lively co-curricular music scene which caters for all musical genres, as well as aiming for the highest standards in musical performance. Choirs are open to all girls from Year 1 up to Year 13 and are organised by age group. There are also three auditioned choirs: STAHS Singers for Years 5 - 6, Junior Chamber Choir for Years 6 - 8 and Senior Chamber Choir for Years 9 - 13.

We have six large ensembles that take place on Thursday afternoons at the Senior School: Townsend Band (Grades I-III), Ringwood Band (Grades IV-V), Concert Band (Grade VI +), Intermediate Orchestra (Grades III-V), Symphony Orchestra (Grade VI +) and Chamber Orchestra (Grade VII+). Other groups that rehearse during the week in the Senior School include the Early Music Ensemble, Swing Band, Intermediate & Senior Flute Choirs, Lower Strings Ensemble, Guitar Ensemble, Brass Ensemble, Saxophone Ensemble, and Pop Bands. At the Prep School our weekly ensembles include: Junior Orchestra, Woodwind Ensemble, Jazz Ensemble, Guitar Ensemble, Lower Strings Ensemble, New String Band, Recorder Club and Brass Ensemble.

Chamber Music is strong at both the Prep and Senior Schools and there are currently around twenty string, wind, brass and piano trios/ quartets/quintets & sextets. All music scholars are expected to play in a chamber group as part of our scholars' programme. We also have a large number of pupils who are members of ensembles at national level including: the National Children's Orchestra, National Youth Choirs of Great Britain, National Youth Concert Band and National Youth Music Theatre.

The department aims to offer a large number of ambitious performance opportunities across the Prep and Senior Schools including our ensemble concerts, musicals and plays, as well as regular solo recitals and concerts. The department also runs regular masterclasses and competitions and regularly tours abroad.

THE ROLE

The Teacher of Music will report to the Director of Music who is based at the Senior School.

This is a fixed term position for 4 ½ terms, offered on a either;

a. A full-time basis, 2 days per week based at the Prep School and 3 days per week based at the Senior School, or,
b. A part-time basis, 3 days per week based at the Senior School, or,
c. A part-time basis, 2 days per week based at the Prep School

Please note, if applying for the full-time position, you must be able to travel between both sites.

The preferred start date for this position is April 2021, although a start date of September is welcome for the right applicant/s.



RESPONSIBILITIES

All teachers are appointed by the Head and are expected to:

- Plan and prepare relevant material to teach classes allocated to them, according to the policies of the department(s) to which they are accountable. Keep a record of their teaching.
- Set and mark pupil's work regularly and appropriately for the subject(s) taught; record marks, monitor and assess progress and write reports as required.
- Participate in the arrangements for preparing and assessing pupil's work for public examinations.
- To lead a substantial element of the extensive co-curricular music programme. This may include the opportunity to direct and run a choir, orchestra or band as appropriate to the candidate's skill set and experience.
- Attend and assist with the preparation of all major concerts and events in the music calendar including services, plays, musicals, etc.
- Support evening concerts, musical events/services and tours.
- Assist the Director of Music with the preparation of the school musical.
- Work positively and co-operatively as a member of a team to include liaising and working with colleagues in operating mark schemes, researching materials, keeping abreast of new developments and developing new courses.
- Take part in professional development including training.
- Share in pastoral responsibility for all pupils in school and especially for those in their tutor or teaching groups, liaising where appropriate with pastoral staff.
- Maintain good order and discipline among pupils, safeguarding their health and safety at all times when they are the responsibility of the school. The teacher must be familiar with the school and departmental policies on discipline and health and safety.
- Share in supervisory and general duties; uphold good standards of behaviour and punctuality among pupils.
- Attend staff meetings and participate in working groups as required.
- Attend Assemblies and as often as is reasonable other school functions, playing an active part in wider aspects of school life including extra-curricular activities.
- Attend Parents' Evenings.
- Be a part of the School's performance management programme.
- Adhere to School policies.

In addition to the above, the post holder will carry out any other professional duties as reasonably required by the Head, Head of Prep or Director of Music .

The High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

PERSON SPECIFICATION

The successful candidate will be required to fulfil all of the duties, as outlined in the job description. In addition to this, the candidate should possess the following competencies which are essential to this position:

QUALIFICATIONS & EXPERIENCE	• Experience as an excellent classroom teacher • Degree level qualification in Music • Post graduate professional qualification e.g. PGCE is desirable but not essential • Experience of running musical ensembles
SKILLS & KNOWLEDGE	• A strong track record of music performance, direction or composition • The ability to present information clearly, adapting style to suit individual situation and needs • A team player, willing to be flexible and adaptable to accommodate changes in work priorities • Excellent communication skills, both written and verbal • Good literacy skills • A familiarity with Microsoft platforms is required while strong understanding of other musical IT (recording, sequencing and notation programmes such as Audacity, Soundtrap, Noteflight, SIbelius etc.) would be an advantage • Excellent time management and organisational skills • The ability to inspire confidence in the girls so that they may ask questions and articulate their own understanding • Strong keyboard skills, desirable but not essential
PERSONAL QUALITIES	• The ability to establish positive relationships with teaching and non-teaching staff and pupils • The ability to think creatively and demonstrate initiative, dealing calmly with different situations as they arise • Understand and respect the principles of confidentiality • High professional standards and expectations of pupils and yourself • A personal love of music • An interest in music education and the desire to keep up-to-date with the latest best practice and pedagogy
PHILOSOPHY AND ETHOS	• A commitment to safeguarding and promoting the welfare of children and young people. • Ability to form and maintain appropriate relationships and personal boundaries with children. • A commitment to the ethos and strategic direction of the school. • Strong support for the School's mission and values. • Be a good role model.

THE PACKAGE

SALARY	• Highly competitive (Dependent on skills and experience)
PENSION	• Teachers' Pension Scheme (TPA)
BENEFITS	• Tuition fee remission for children of the employee*
	• Continued Professional Development Opportunities (CPD)
	• Free daily hot lunches and beverages supplied during term time
	• Free use of sports facilities, including gym*
	• Death in service benefit
	• Annual flu immunisation

** Conditions apply*



APPLICATION PROCESS

HOW TO APPLY

STAHS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

STAHS recruits staff that understand and share our commitment to safeguarding and the provision of a happy, nurturing and supportive environment for all members of our community. We act to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equalities Act 2010.

To apply for this position, please download and fully complete the application form on the Vacancies page of our website;

www.stahs.org.uk/vacancies

You may also wish to include a covering letter. Please note CVs alone will not be accepted.

The school is currently restricting visitors to the school site during the COVID-19 pandemic and therefore we request that you email your completed application form to our Human Resources Department at; recruitment@stahs.org.uk If for any reason you are unable to email your application and wish to deliver or post a hard copy of your application to us please contact our HR team to make arrangements to do this in the first instance, in order that we can ensure your application reaches us safely.

Prior to applying please read the Application Form Guidance notes contained within this Information Pack. Details of our Recruitment Process are below. All questions regarding the STAHS Application and Recruitment Process must be directed to the School's Human Resources Department on recruitment@stahs.org.uk.

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APPLICATION FORM GUIDANCE

Applications will only be accepted from candidates completing the STAHS Application Form in full. CVs will not be accepted in substitution for completed Application Forms. Application Forms can be completed electronically or in hard copy. If completed in hard copy, they should be emailed or posted to the school for the attention of the Human Resources Department.

As jobs within the School involve substantial opportunity for access to children, it is important that you provide true and accurate information on the Application Form. Upfront disclosure of a criminal record may not debar you from appointment as we will consider the nature of the offence, how long ago and at what age it was committed, as well as any other relevant factors.

Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head or the Head of Prep. If you would like to discuss this beforehand, please telephone in confidence to the Head or the Head of Prep for advice. Please disclose any unspent convictions, cautions, reprimands or warnings.

Note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account.

Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service ("DBS") for the post. Additionally, successful applicants should be aware that they are required to notify the School immediately if there are any reasons why they should not be working with children. This includes any staff who are disqualified from childcare or registration.

The Childcare (Disqualification) Regulations 2009 apply to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of eight AND to those who are directly concerned in the management of that childcare.

STAHS takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect their suitability to work with children must notify the School immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings they may receive.

Staff and/or successful candidates who are disqualified from childcare or registration may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the Head or Head of Prep for more details.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

STAHS has a legal duty under Section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent duty risk assessment.

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. Where you have no previous employment history, we may request character references which may include references from your school or university.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if you have been appointed, and a possible referral to the police and/or DBS.

RECRUITMENT PROCESS

INVITATION TO INTERVIEW

Applicants will be short-listed according to the relevance and applicability of their professional attributes and personal qualities to the role. Short-listed applicants will then be invited to attend a formal interview at which their relevant skills and experience will be discussed in more detail.

All formal interviews will have a panel of at least two people chaired by a member of Senior Staff, one of which will hold accredited Safer Recruitment training status The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made by the Head or Head of Prep as to whether or not an interviewer should therefore withdraw from the panel.

Should the Head or Head of Prep have a conflict of interest, the non-conflicted party shall decide whether the conflicted party should withdraw from the panel.

The interviews may be conducted remotely due to the Covid-19 pandemic and government guidelines at that time, and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring documents confirming any 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 by you from the awarding body.

All candidates invited to interview must also bring each of the following with them:

- A passport, current driving license including a photograph or a full birth certificate. If interviews are conducted remotely, candidates will be required to scan and email a copy of this to the HR Department ahead of their interview.
- A utility bill or financial statement issued within the last three months showing the candidate's current name and address.
- Where appropriate any documentation evidencing a change of name.
- Where the candidate is not a citizen of a country within the European Economic Area or Switzerland, proof of entitlement to work and reside in the UK.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient. If you do not have the required documentation please contact our Human Resources Department on recruitment@stahs.org.uk and a full list of valid ID will be provided.

Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

CONDITIONAL OFFER OF APPOINTMENT: PRE-APPOINTMENT CHECKS

Any offer to a successful candidate will be conditional upon:

1. Receipt of at least two satisfactory references (if these have not already been received).
2. Verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK.
3. Satisfactory completion of Prevent training, Child Protection training and KCSIE questions before joining the School.
4. A satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS.
5. For a candidate to be employed as a teacher, a check that that the candidate is not subject to a prohibition order issued by the Secretary of State.
6. For a candidate who has lived or worked outside the UK, a check using the NCTL's Teacher Services System that a candidate is not subject to any teacher sanction or restriction.
7. Verification of professional qualifications.
8. Verification of successful completion of a statutory induction period (for teaching posts - applies to those who obtained QTS after 7 May 1999) where relevant.
9. Where the successful candidate has worked or been resident overseas within the last five years, such checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside the UK can be considered.
10. Satisfactory medical fitness.
11. Receipt of a signed Staff Suitability Declaration form showing that you are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009; and
12. If you are undertaking a leadership role, evidence that you have not been prohibited from participating in the management of independent schools.

Any delays to the receipt of paperwork / documentation which affect the clearance of pre-employment checks will result in a delayed start date.

It is the School's practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the School in strictest confidence. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role ie proposed workload, extra-curricular activities, layout of the School.

STAHS is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.

REFERENCES

We will seek the references referred to above for shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.

If you have taught overseas we will seek a reference from the employer confirming the candidates suitability and proficiency as a teacher.

If you do not wish us to take up references in advance of the interview, please notify us at the time of submitting your application.

All referees will be asked if the candidate is suitable to work with children.

The School will compare any information provided by the referee with that provided by the candidate on the application form.

Any inconsistencies will be discussed with the candidate.

CRIMINAL RECORDS POLICY

The School will refer to the Department for Education document, 'Keeping Children Safe in Education' and any amended version in carrying out the necessary required DBS checks.

The School complies with the provisions of the DBS Code of Practice, a copy of which may be obtained on request.

FEEDBACK

Due to the volume of applications received, we are unable to provide feedback on an individual basis except for candidates who have been interviewed.

RETENTION AND SECURITY OF RECORDS

The School will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data Protection Policy. Copies of DBS certificates will not be retained for longer than six months.





Senior School
St Albans High School for Girls
Townsend Avenue
Hertfordshire
AL1 3SJ

Prep School
St Albans High School Prep
Codicote Road
Wheathampstead
AL4 8DJ



Tel: 01727 853 800

www.stahs.org.uk/vacancies

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