



EATON HOUSE THE MANOR PRE-PREP

JOB DESCRIPTION

HEAD OF MUSIC (MATERNITY COVER)

Required for September

HISTORY, AIMS AND ETHOS

The Eaton House Group of Schools was founded in 1897, previously known as Eaton Gate School, and has expanded to two sites in London: Belgravia and The Manor, situated on Clapham Common. Originally a boys' school, The Manor now comprises a Girls' School on site for girls aged 4 to 11, a separate boys' Pre-Prep for boys aged 4 to 8, and a boys' Prep, for boys aged 8 to 13. It is a non-selective and academically rigorous School with outstanding and caring teachers.

The School believes that learning should be an exciting journey and all aspects of school life are tailored to ensure that the boys' natural curiosity and eagerness to learn are harnessed in these formative years. Approximately 240 boys start at the Pre-Prep School where they spend four happy years before moving seamlessly on to the Prep School at eight years of age. The staff at Eaton House The Manor is made up of bright, passionate and experienced educators who are ambitious for the children, are their guides and supporters and offer the very best in pastoral care. Working together, boys are encouraged to strive and persevere to be their best selves and to develop into well-rounded young men, respectful of each other and aware of their responsibilities.

All the schools are well known for their academic drive and outstanding results across the board. Our understanding of all children and their different levels of development are addressed effectively with an emphasis on encouraging and fostering individual areas of talent as well as instilling confidence, self-worth and respect for others.

Eaton House Pre-Prep has a non-selective entry for boys aged 4 to 8 years old. The boys are both nurtured and stretched to ensure they achieve the highest standards in the classroom, on the games pitch, and in their manners and behaviour. A blend of traditional and forward-thinking teaching methods and a thorough and pacy curriculum ensure that all boys are fully prepared for Prep school life.

The boys start in the Kindergarten (Reception) which has a three-form entry.



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We are currently looking for a highly motivated and enthusiastic individual to lead the teaching of Music in this warm and successful Boys' Pre-Preparatory School.

CORE RESPONSIBILITIES

TEACHING AND LEARNING

The Head of Music will be required to:

- Plan and prepare schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of the boy in the class;
- Deliver lessons that inspire, motivate and engage boys;
- Have a good understanding of the Early Years, Key Stage 1 and Key Stage 2 music curricula and keep abreast of developments in current educational thinking and practice;
- Maintain good order, discipline and respect for others among pupils; to promote understanding of the school's rules and values; to safeguard health and safety; and to develop relationships with and between pupils conducive to optimum learning;
- Liaise with the Head of Learning Enrichment (SENDCo) regarding pupils with diagnosed or emergent special educational needs;
- Organise and accompany trips and workshops;
- Undertake any administrative and other tasks related to the post, either at the direction of the Headteacher or Deputy Headteacher or through using his or her initiative;
- Attend subject co-ordinator meetings with the head to monitor the effectiveness of the curriculum and to create action plans for improvement;
- Oversee the ordering and maintenance of equipment and resources, in consultation with the Headteacher.
- Implement a policy for teaching music throughout the school;
- Be responsible for the choirs and ensembles, both in training and conducting;
- Oversee the ordering and maintenance of musical instruments and related equipment;
- Oversee and share with colleagues the responsibility of maintaining an orderly, safe and tidy music department;
- Undertake administration and other tasks related to the post either at the direction of the Head or by using his/her own initiative.

ASSESSMENT AND REPORTING

The Head of Music will be required to:

- Mark and assess pupils' work and to record their development, progress and attainment;
- Assess and mark internal assessments;
- Analyse data generated by external assessments in order to improve outcomes;
- Provide oral and written assessments, reports and references for individuals and groups of pupils.
- Attend staff meetings, parents' evenings and any other functions as required by the Head or Deputy Head;



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PASTORAL CARE

The Head of Music will be required to:

- Build and maintain co-operative relationships with parents, and to communicate with them on pupils' learning and progress;
- Be actively involved in promoting the wellbeing of pupils;
- Provide a positive role model for pupils in terms of personal standards of conduct, appearance and punctuality;
- Report any academic or behavioural problems to the Head of House or Year Coordinator, Deputy Head and Headteacher.

WIDER RESPONSIBILITIES

Class teachers will be required to:

- Maintain an attractive and stimulating classroom environment, and to contribute to displays in the school as a whole;
- Attend the school assembly, accompanying hymns on the piano;
- Lead a weekly whole-school hymn practice;
- Play a full part in the wider life of the school and to undertake pastoral and supervisory duties in the school as required;
- Be a member of a school House and offer support and encouragement;
- Provide and facilitate a wide range of musical extra-curricular activities and concerts;
- Support other staff in producing dramatic productions, including class assemblies, which require a musical element;
- Support other staff during lesson times / undertake cover as required;
- Attend INSET as required by the Head.

In addition you are expected to undertake specific duties which may from time to time be reasonably assigned by the Head.

All teachers are expected to be in school between the hours of 8.00am and 5.00pm each school day and for preparation days prior to the beginning and end of each term, as designated by the Head, to whom the Head of Music is responsible (Deputy Head teacher in his or her absence).

SALARY

The School has its own competitive salary which is reviewed annually.



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SAFEGUARDING AND CHILD PROTECTION

Eaton House Schools is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring check.

APPLICATION DETAILS

Please send by post or email a completed and signed application form and the Disqualification Self-Declaration form included in the application pack, along with any administrative enquiries, to: hr@eatonhouseschools.com.

Any queries about the specifics of the role should be addressed to the Head of Human Resources, Miss Jessica Morse, at hr@eatonhouseschools.com or on 0207 924 6000.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's child protection officer or to the headteacher.