



CASTERTON
SEDBERGH PREPARATORY
SCHOOL

IAPS Co-educational Boarding School (3 - 13)

Candidate Information Brochure

Head of Music

Full-time, permanent post for September 2021





About Sedbergh School

Sedbergh School, founded in 1525 by Roger Lupton, Provost of Eton, is an independent co-educational boarding school. The Principal is a member of the Headmasters' and Headmistresses' Conference and the Headmaster of the Prep School is a member of the Independent Association of Preparatory Schools.

A co-educational day and boarding Prep School, Casterton, Sedbergh Prep School (CSPS) is thriving, thanks to the calibre and commitment of its staff. Located on the Cumbria, Lancashire and North Yorkshire borders, on a beautiful site separate to that of the Senior School, CSPS is a busy school with a strong community, where opportunities abound both inside and outside of the classroom.

With its own nursery, the Mulberry Bush, the Prep School runs from Reception through to Year 8. The majority of pupils move into Sedbergh Senior School in Year 9. Class sizes are typically around 12-16, allowing staff to individualise their teaching.

The School encourages pupils and staff to be involved in as broad a range of activities and interests as possible. Art, drama and music are all strong, and the School has a national reputation for sport. The curriculum is broad, with outstanding facilities in STEAM subjects, and the School has recently invested further in ICT.

The Headmaster, Dan Harrison, has overall responsibility for both Schools and is supported by a number of senior managers. The Chief Operating Officer (COO), Peter Marshall, is responsible to the Headmaster and Governors for the management of all the administration and support staff. Will Newman BA(Ed) MA, is the Headmaster of Casterton, Sedbergh Prep School.

The Department

The Director of Music has responsibility for the musical output across the two schools and line manages the Head of Music at the Prep School. A music graduate provides support in the Prep School, taking direction from the Head of Music during the School day. Our outstanding team of twenty three visiting music teachers are all exceptional practitioners who are very committed to the department, and many also work in the Senior School department. A number of the music staff also undertake examining work for practical exam boards including ABRSM and LCME.

Head of Music

Casterton, Sedbergh Prep School is situated in a spectacular rural location in the Lune Valley, an ideal place for living out the ethos of allowing children to be children. We strive to realise the potential in all of our pupils, from the classroom to the stage, or to the sports pitch.

Music has a central role here at Sedbergh. More than half of the pupils across all age ranges are involved in the extensive co-curricular output, be it through 1:1 lessons, or as a member of our choirs and ensembles. The department is housed in a separate building at the heart of the Prep School campus, and the School makes much use of the local church for concerts and chapel services, situated at the very foot of the school grounds.

We are now seeking a full time Head of Music, commencing in September 2021. The successful candidate will support the Director of Music in the running of the Music Department in the Prep School.

The Head of Music will be responsible for curricular and extra-curricular music delivery at the Prep School, likely acting as a Form Tutor to a Key Stage 3 form. The ability to offer 1:1 tuition in an orchestral instrument, or teaching in other subject areas, such as Games or in the classroom, would be advantageous. Please make this clear in your application if applicable.

Our ideal candidate will be a skilled musician, resourceful, highly motivated and hard-working. They will be expected to contribute to the extensive extra-curricular programme of music, including leading choirs and arranging concerts.

Additionally, the Head of Music will share the direction of musical productions alongside our Head of Drama. Though interrupted by the pandemic, this most recently included a breathtaking production of the Lion King.



Teaching Duties

The Head of CSPS Music will be responsible for:

- ✦ Delivering the music curriculum to all children in the Prep School from Nursery to Year 8;
- ✦ Ensuring that appropriate forms of assessment and recording of pupils' performance are conducted with sufficient frequency;
- ✦ Choirs, Chamber Groups and Bands – teaching groups and leading performances of varying ranges of ability;
- ✦ Orchestra – conducting the school Orchestra in rehearsals and performances, assisted by others as appropriate;
- ✦ Musicals – working with the Head of Drama, providing musical instruction, accompaniment and sourcing the band (as needed);
- ✦ Leading hymn practice and accompanying at assembly and chapel;
- ✦ The Head of CSPS Music supports the work of the part-time instrumental staff by offering additional aural skills training to those sitting music exams;
- ✦ Being knowledgeable about the subject and its recent development;
- ✦ Being knowledgeable about syllabus content and examination requirements;
- ✦ Fostering a spirit of enquiry, a love of knowledge and a delight in the pursuit of excellence;
- ✦ Teaching students how to 'think' rather than simply 'know';
- ✦ Teaching in an effective manner taking account of the subject, any examinations and pupils' needs;
- ✦ Maintaining an effective working atmosphere in class and a stimulating environment in the classroom;
- ✦ Marking accurately and constructively, keeping necessary records;
- ✦ Ensuring that pupils' efforts are properly rewarded.



Performance Opportunities

The Head of CSPS Music is responsible for ensuring that appropriate performance opportunities are provided for children throughout the Prep School, with assistance from the Senior School team. This will include:

- 🏰 Assembly performances – weekly, and typically for Chamber Choirs;
- 🏰 Public performances – approximately every three weeks at exeat and holidays. Concerts range from less formal exeat concerts to larger events such as the Summer Concert;
- 🏰 Musical theatre productions – at the end of the Michaelmas and Summer Terms;
- 🏰 Assistance with the Pre-Prep Nativity;
- 🏰 Annual April 3-day Choir Tour;
- 🏰 School Carol Services in the Senior School Chapel, in liaison with the Head of Choral Music at the Senior School;
- 🏰 Performances beyond the school, such as local Christmas Fairs.

Administration

A considerable amount of administration comes with the role, however, the Head of CSPS Music will have a Prep School Music GRA who will be able to assist. Administration duties include:

- 🏰 ABRSM and other practical exam arrangements;
- 🏰 Programmes and tickets for concerts;
- 🏰 Carol Service logistics;
- 🏰 Instrument loans, lesson billing, communication with the School Bursary on all financial matters;
- 🏰 Departmental inventory;
- 🏰 Music orders;
- 🏰 Prep School contribution to the Sedbergh Music Department Handbook;
- 🏰 Biannual written music reports (Michaelmas and Summer Terms);
- 🏰 Parents' evenings attendance.

Pastoral Care & Boarding Duties

Sedbergh School has a strong boarding community across both campuses and the successful candidate will be expected to contribute towards this. For the right candidate, there may be the opportunity to play a part in the provision of outstanding boarding pastoral care in the Senior School, by acting as a Resident Tutor and residing in a boarding house. Please make clear in your application if this is of interest.

Alternatively, all Prep School staff share a fair proportion of boarding duties, typically one evening per week.

Salary

Sedbergh has its own salary scale. The salary of the successful candidate will reflect experience. Benefits also include a Contributory Pension Scheme, to include life cover while remaining within the scheme.

Person Specification

This role will be ideally suited to an experienced teacher, looking for an opportunity to lead music at an excellent prep school, or to an outstanding NQT.

Qualifications, Skills & Experience

- 🏰 Educated to degree level or equivalent;
- 🏰 Strong keyboard skills and conducting ability;
- 🏰 Familiarity with notation and sequencing software. The department computer suite is equipped with the most recent version of Sibelius;
- 🏰 Proficient in the use of ICT, particularly Microsoft Office;
- 🏰 Excellent administrative and organizational skills;
- 🏰 Familiarity with boarding education would be an advantage, but is not essential;
- 🏰 The ability to contribute towards sports at Sedbergh would be an advantage, but is by no means essential.



Professional Attributes

- 🏰 Strong pastoral care and empathy for young children;
- 🏰 Resilience to the demands of a busy boarding school;
- 🏰 The ability to communicate sensitively with parents;
- 🏰 Teamwork and collaboration;
- 🏰 Strong empathic and interpersonal skills, coupled with a genuine interest in young people;
- 🏰 The ability to form effective and productive relationships with parents and pupils alike;
- 🏰 An interest in a range of activities beyond music.



Personal Attributes

- 🏰 Hardworking, enthusiastic and cheerful;
- 🏰 A sense of 'team before self';
- 🏰 Kindness, empathy and warmth towards both staff and pupils;
- 🏰 Excellent communication skills;
- 🏰 Possessing a 'can do' attitude and ability to see the job through;
- 🏰 Sustained energy and a sense of humour.



Safeguarding Responsibilities

Safeguarding the welfare of children is of the highest priority to Sedbergh Preparatory School. Every employee of the school has a responsibility to:

- ✦ Protect children from abuse;
- ✦ Be aware of the School's safeguarding procedures;
- ✦ Know how to access and implement the required procedures;
- ✦ Keep a sufficient record of any significant complaint, conversation or event;
- ✦ Report any matters of concern to the Safeguarding Officer;
- ✦ Attend annual in-service training provided by the School.



How to Apply

An application form and further details may be obtained from HR Administration (hradmin@sedberghschool.org).

The closing date for applications will be Sunday 18th April 2021.

Initial interviews may be carried out remotely via Zoom. Shortlisted candidates will then be required to attend an interview in Casterton in the week commencing Monday 26th April.

We look forward to hearing from you



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*Casterton Sedbergh Prep School is committed to safeguarding & protecting the welfare of children.
Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers
and The Disclosure and Barring Service.*

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