



Recruitment Information Pack

Chapel Organist & Piano Teacher

Location - Holt, North Norfolk, UK

Gresham's School 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 Service.

Message from Douglas Robb, Headmaster

I am delighted that you are considering Gresham's as an employer and hope that you will want to apply for this position once you have found out a little more about us.

Gresham's is an independent co-educational boarding school based in the beautiful Georgian town of Holt, in North Norfolk. The School occupies a large campus across three sites: Nursery and Pre-Preparatory, Preparatory and Senior Schools, with approximately 800+ pupils ranging from 2 years to 18 years. We currently employ almost 400 staff in positions such as teaching and pastoral care, finance, information technology, administration, site operations and maintenance, and catering.

We take great pride in our reputation and recognise that this is built on the commitment and skills of our staff. The success of the School and the well-being of staff and its pupils depends very largely on co-operation, trust and respect between us.

We recognise that much time and thought goes into preparing an application, and we in turn, will give your application serious consideration, should you decide to apply.

With best wishes,

A handwritten signature in black ink, reading 'Douglas Robb', with a long horizontal line extending from the end of the signature.

THE MUSIC DEPARTMENT

Responsible to: The Directors of Music

The Music Department

Music plays a significant role in the daily life of all pupils at Gresham's School, whether in the regular services and hymn practices in the beautiful 1920's Grade II listed memorial Chapel, in GCSE, A level, IB academic music studies, or in the form of the many instrumental and vocal ensembles and individual lessons that are run by the team of dedicated music staff and peripatetic teachers. Gresham's has recently opened a magnificent new Music School, the Britten Building, which contains a fine recital hall and well equipped recording studio, a café and a good number of well-proportioned practice and teaching rooms. We are very proud of it: It is an outstanding resource.



Gresham's music department is staffed by a Senior School Director of Music, Prep School Director of Music, an Assistant Director of Music, a Head of Music Technology and a Music Department Administrator. In addition there are a large team of instrumental staff that teach all the main orchestral instruments as well as singing, piano and bagpipes. We are looking for a dynamic and skilled musician to help build on the success of the current department at this exciting time of development, to inspire and motivate pupils to maximise their musical potential at Gresham's. You will be a first class organist, with excellent keyboard skills, experienced accompanist, and willing to embrace boarding school life.

Gresham's boasts an impressive list of musical former pupils, the most famous of whom is Benjamin Britten who attended Gresham's from 1928-1930, during which time he composed some of his music. Other distinguished Old Greshamians include Lennox Berkeley, Ronan Collett (baritone), Humphrey Berney (Blake), Gavin Horsley (ROH), George Stiles (West End composer) and more recently Tom Appleton who sang with the Monteverdi Choir and conducts the King's Lynn Festival Chorus. We send successful pupils on into further musical education every year, with two Cambridge Choral Scholarships awarded at Christ's and King's Colleges in the last three years, a pupil studying with a scholarship to the Guildhall School of Music and Drama and this year two pupils securing places on top Musical Theatre courses.

Gresham's became an All-Steinway School on 27th November, 2012, and we have 22 pianos, 9 of which are grand pianos. All-Steinway Schools demonstrate a commitment to excellence by providing students and faculties with the best equipment possible for the study of music. There are exciting plans for a major piano competition for school-aged children to be staged annually at Gresham's with a reception and recital at Steinway Hall in London. It is anticipated that the post holder will be heavily involved with the running of this competition.

The Chapel Choir numbers 80 students and the Prep School has its own Chapel Choir of approximately 40 students. There are plans in the pipeline for both choirs to undertake tours on the continent in 2020 or 2021. Last term the Chapel Choir sang Evensong at St George's Chapel, Windsor, and this term the Chamber Choir will perform with the European Union Chamber Orchestra. A regular slot in the music timetable is the popular Music & Munch, which takes place every Thursday in the café in the Britten Building. Members of the public are invited to come along and enjoy a sandwich lunch and listen to the pupils perform. This intimate venue provides invaluable performing experience for Gresham's musicians and a chance for them to showcase their talents. There is an annual musical in the Auden Theatre. Another event on the musical calendar which gets parents racing to the box office is the annual House Music Competition which brings out a fierce competitive nature in every pupil as they strive to win the coveted prizes as they perform all together and in small groups. There is a soloist music competition as part of the House Music Competition also, which is new and is well supported.

The community also perform with us; every Michaelmas Term the department invites the general public to form a choral society for a performance of Messiah, where the pupils are the soloists, and every Lent term a different oratorio is performed. This term, with professional soloists, we gave a very successful performance of Haydn's Creation.

All members of the Senior School music staff are involved, to some degree, with the music in our Prep School, and are involved in the school community pastorally.



JOB DESCRIPTION AND PERSON SPECIFICATION

The Job Description contains the main details of the tasks and responsibilities of the post.

The Person Specification lists the criteria that applicants are required to demonstrate in order to be successful in undertaking the role. These are listed in terms of qualifications, personal qualities and professional experience and skills, and will be used in the shortlisting process and to form the basis for questions asked at interview.

JOB DESCRIPTION: Chapel Organist & Piano Teacher

Reporting to: Directors of Music

This is a new role and a full-time permanent position within Gresham's Music Department at an exciting time in its development. The role will include work across all three Schools when necessary - Pre-Prep, Prep and Senior School in a number of roles.

This includes but is not limited to -

Chapel Organist

- The ability to play the organ to an exceptional level, including accompaniments when the Chapel Choir visits Cathedrals both in the UK and overseas. Chapel Music is central to the life of the department, with four services a week. Both the Prep School and Senior School Chapel Choirs perform regularly and there is a weekly Senior School congregational practice. The post holder is likely to hold a diploma from The Royal College Organists and is likely to have been a University Organ Scholar.

Teacher of Piano

- Teach individual piano lessons as agreed with Directors of Music.

Accompanist

- Providing outstanding piano accompaniment, together with other staff for all school concerts, competitions, music examinations and auditions as required.
- Providing regular piano accompaniment sessions to pupils and ensure that accompaniment and aural times for students are up to date and appropriate, and that pupil needs are being met in this area.
- Piano accompanist for Sixth Form and other year specific Music Scholarship auditions.

Academic and Theory Lessons

- Working alongside teachers to help deliver outstanding lessons in the Music Department.
- Supporting and if suitable leading theory lessons and aural training as agreed with Directors of Music.
- To provide support to academic music teachers in lessons as agreed with Directors of Music in both the Prep and Senior School.
- Organising the weekly Music and Munch lunchtime concerts for the local community which are staged on Thursdays in Tig's, the Britten Building café.

Other

- Assisting with the Music Department administration under the guidance of the Music Administrator.
- Be an enthusiastic role model who wants to pass their musician skills and experience to pupils.
- Supervise and if suitable direct any ensembles and take sectional choir rehearsals, as agreed with the Directors of Music.

- Involvement in the wider boarding community assisting with music and other areas of School life including a boarding role such as Prep or Evening Duty in the week.
- Accommodation may be available.

The post holder will be expected to contribute significantly to the co-curricular life of the School as appropriate.



PERSON SPECIFICATION

Qualifications	Essential	Desirable
A good degree (or equivalent) in Music	✓	
Qualified Teacher Status		✓
Outstanding organist likely to hold the diploma of ARCO or FRCO	✓	
Work Experience, Personal Competencies and Skills	Essential	Desirable
Former organ scholar, used to working with high calibre church and cathedral choirs		✓
Ability to teach from beginner to grade 8 piano in an engaging and inspirational way	✓	
Personally committed to continuing professional development	✓	
Experience of independent and/or state boarding environments		✓
Be committed to safeguarding the physical, emotional and mental well-being of young people	✓	
Excellent presentation and verbal communication skills	✓	
Professional appearance and manner	✓	
Ability to inspire pupils	✓	
Appropriate attitudes to the use of authority and maintaining discipline	✓	
Ability to maintain confidentiality appropriate to the setting	✓	
Ability to inspire	✓	
Able to exercise good motivational skills	✓	
Awareness of health and safety requirements	✓	
An ability to communicate effectively with pupils, parents and staff	✓	
Enthusiasm and willingness to contribute fully to the life of a busy boarding school	✓	
Good organising and personal planning ability	✓	
Patience and a sense of humour	✓	
Driving licence		✓

REMUNERATION AND OTHER BENEFITS

Full time – 33 term time weeks plus inset days. £23,366 - £28,274 dependent on experience.

- Gresham's Pension Scheme
- Private Medical Insurance
- Free school lunch during term-time (supper may also be taken for those who are working)
- Free hot drinks, fruit and biscuits available in the common room
- Free car parking on site is widely available

PERSONAL DETAILS

Eligibility to work

For all posts, we are legally obliged to confirm that the appointee is eligible to work in the UK before they start working for us. When you apply for positions it is important that you are aware of your eligibility status as government restrictions apply to the employment of migrant workers. If an applicant selected to be appointed requires permission to work in the UK, Gresham's may issue a conditional offer of employment subject to the School being able to sponsor the applicant.

For more information, visit the Home Office website at <http://www.bia.homeoffice.gov.uk/workingintheuk/>

Equal Opportunities Monitoring Form

In order that we can continue to develop our commitment to equal opportunities you are asked to complete the Monitoring Form. This will be detached from your application on receipt and kept securely within the HR Department. It is used purely for monitoring the effectiveness of the School's Equal Opportunities Policy Statement and will not be seen by those responsible for shortlisting and interviewing. A copy of the School's Equal Opportunities Policy Statement is available on request.

Retention of Records

The application forms of unsuccessful candidates will be held confidentially in the HR Department and destroyed after three months.

All documents resulting from the interview process will be retained on file by the HR Department and destroyed after six months. (The Data Protection policy is available on our website: www.greshams.com.)

Disclosure and Barring Service: Gresham's aims to promote equality of opportunity for all and therefore welcomes applications from a diverse range of candidates. Criminal records will be taken into account for recruitment purposes only where the conviction is relevant.

As the School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, your offer of employment will be subject to an enhanced disclosure from the Disclosure and Barring Service (DBS) before the appointment is confirmed.

Interview Process

If you are invited to attend an interview you will be required to provide evidence of identity, from the following examples:

- **passport and/or UK driving licence (including a photo-card);**
- **a UK birth certificate;**
- **UK firearms licence;**
- **EU photo identity card;**
- **a utility bill or bank/building society statement showing your name and home address (less than three months old);**
- **documentation confirming your National Insurance Number (P45, P60 or National Insurance Card);**
- **original documents confirming any educational and professional qualifications referred to in your application form.**

If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, and statutory declaration) you will be required to provide documentary evidence of the change.

In advance of your interview you will be asked to complete an application form for an enhanced Disclosure which you should bring with you, along with your identity documents. In the event that you are unsuccessful please be assured that your DBS application form and photocopies of documents taken will be destroyed immediately.

For Teaching Posts: You will be contacted prior to your interview with the details of at least one teaching lesson that you will be expected to take. The interview process will involve a number of interviews with different members of staff and a tour of the School and/or department.

Support Posts: As well as a face to face interview, the selection process may include some other form of assessment e.g. administrative test, demonstration of practical skill, a presentation, etc.

Conditional Offer of Appointment

Any offer to a successful candidate will be conditional upon the following:

- receipt of a minimum of two satisfactory references;
- verification of identity and qualifications;
- a satisfactory DBS (Disclosure and Barring Service) disclosure;
- verification of professional status such as Qualified Teacher Status (QTS), where required, 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. Completion of a medical declaration and satisfactory medical examination in certain circumstances;
- completion of Educare Child Protection Training.

Safeguarding

All adults working at Gresham's should be aware of their responsibility to safeguard and promote the welfare of every pupil, both physical and emotional, both inside and outside the school. This involves ensuring that pupils are protected from significant physical or emotional harm and having a positive commitment to ensure the satisfactory development and growth of the individual. Everyone working in the School should be aware of, and when necessary, follow the School's Child Protection Guidelines, which are in line with the Safeguarding Children's Board (OSCB's) practice and procedures.

Gresham's has a Child Protection Policy, and guidelines to follow in the event of being told of, or becoming aware of child abuse. It is a mandatory requirement that all staff are trained in generalist safeguarding as part of their terms and conditions of employment.

Warning

Where a candidate is found to be on the DBS Children's Barred List or the Protection of Children Act List, 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 concerns as to his/her suitability to work with children, the facts will be reported to the Police and/or the DfES Children's Safeguarding Operation Unit.

Queries

If you have any queries at all about your application or the recruitment process, please contact the HR Department on 01263 714623 or email hr@greshams.com.

HOW TO APPLY

Chapel Organist & Piano Teacher

If you would like to apply for the position of Chapel Organist and Piano Teacher, you will need to complete an application form. Completing the application form is the first stage of the selection process. The information you provide will be used to decide whether or not you will be shortlisted for further stages/an interview. It is therefore very important that you complete your application form accurately and as fully as possible, including all the information you think is relevant.

Completing your application form

- Please read through all information provided before completing your application form;
- We require information about all applicants to be presented in a consistent format. Please include a CV if you wish, however this must not be submitted in place of the application form;
- Complete all sections; do not leave any blanks enter N/A if not applicable and provide as much information as possible;
- Continue on a separate sheet if you require more space to complete any section.

Guidance for the completion of the section 'Statement of Qualities/Attributes'

This is an important section of the application form as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements. Please provide clear examples when outlining all your experiences whether relevant or not.

For teaching staff it is important that you use this section of the application form to outline how you will contribute to extra-curricular activities at Gresham's.

References

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of your references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children (this applies to teaching posts). **Neither referee should be a relative or someone known to you solely as a friend.**

- Shortlisted applicants for teaching posts are advised that references will be taken up **prior to interview**.
- Shortlisted applicants for support posts are advised that references **may be taken up prior to interview**.

Please note unless you ask us not to we will assume it is acceptable to contact your referees at any time.

Submission of applications - All application forms should be returned to, applications@greshams.com or by post to:

HR Department
Gresham's School
Old School House
Church Street
Holt, Norfolk
NR25 6BB

Please submit your application by **12 noon** on the closing date of 24th May 2019. If your application is submitted after this time, we will not be able to accept it. Interviews to be held W/C 3rd June 2019.

Please note: We reserve the right to interview, and appoint during the period up to and including 7th June 2019

Start Date: September 2019 or January 2020

Please be aware that if you have not heard from us within 21 days of the closing date, unfortunately, your application has been unsuccessful. Due to the overwhelming response we receive to our vacancies, we provide feedback only to those applicants who are interviewed.



*THE GRESHAM'S ETHOS IS THAT RESPECT SHOULD BE SHOWN TO ALL:
TEACHER TO PUPIL, PUPIL TO TEACHER, AS WELL AS PUPIL TO PUPIL AND TO THE WIDER COMMUNITY.*



Gresham's School, Cromer Road, Holt, Norfolk, NR25 6EA
01263 714500
www.greshams.com

Registered Charity No: 1105500