



LYONSDOWN SCHOOL  
NEW BARNET

## Director of Music 0.6 PT (Maternity Cover)



APPLICATION  
INFORMATION PACK

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# 1

## LETTER FROM THE HEAD



Dear Candidate,

Thank you for expressing an interest in joining Lyonsdown School's dynamic and progressive team as Director of Music.

This presents an incredibly exciting opportunity to be part of a school where every girl is valued as they fully immerse themselves in their learning. We are a non-selective, family orientated school which values its community and relationships with parents. Our small size enables us to get to know each of our girls and in so doing we are able to nurture their individual development during their time with us.

When you visit our school you will be greeted by cheerful, welcoming and motivated girls who develop a natural respect for others and who relish the opportunity to explore both academic and creative endeavours. I am very proud to lead a dedicated and passionate staff team who are committed each day to providing an outstanding educational experience for the girls, teaching them resilience and helping them realise that opportunities are there to explore. Our emphasis on STEAM subjects ensures a broad and balanced curriculum with a wide variety of opportunities to suit each individual and many of our girls go on to be successful in gaining places at their first choice of senior school.

At Lyonsdown, staff are given the opportunity to be creative and collaborative, and all have a part to play in developing the skills, passions and innate attributes of all the children. I hope the information contained in this pack gives you a real flavour of the role of Director of Music here at Lyonsdown and I look forward to meeting you should your application be successful.

A handwritten signature in black ink, appearing to read 'MST'.

Mrs Stanton-Tonner  
Head

# 2

## BACKGROUND TO THE SCHOOL

Lyonsdown was founded in 1906 as 'a new school for girls and kindergarten.' It opened in the house we continue to occupy today and it has been redesigned and extended over the years to create an excellent learning environment that both maximises our site and manages to retain the early 20th century character of our building.

Lyonsdown is situated in a quiet, residential area of Barnet with good access from other parts of London, as well as from parts of Hertfordshire and Essex, both by road and by public transport. The M25, A1 and M1 are easily accessible. There is on-street parking available. Whilst many of our families are local, living within or near Barnet, others travel from the surrounding area.

The School became a Charitable Trust in 1973.

Although a gentle Christian ethos underpins our school, Lyonsdown is a diverse and multi-cultural community, reflective of the surrounding area. We are proud that our June 2019 ISI inspection recognised that pupils "are very accepting of diverse backgrounds and enjoy learning firsthand from their friends about their cultures and faiths."

### SCHOOL FACILITIES AND DEVELOPMENTS

The original house is home to our Lower School, Year 3, Learning Support base, Music Room, Art Room, administrative offices and staff room

The School benefitted from the addition of a standalone Gym/Hall about 25 years ago. This was further extended and joined to the original house in 2005 to provide four new classrooms which are now occupied by the Upper School and a dedicated IT suite.





The original garden has been redesigned creatively and offers attractive outdoor play and learning areas, including a hard court marked out for netball, football and other sports

Our refurbished Year 4 classroom, Library and Science Lab, new Kitchen, Dining room and multi-purpose 'Small Hall' were all opened in 2019.

## THE STRUCTURE OF THE SCHOOL

The school is Led by the Senior Leadership Team comprising the Head, the Deputy Head, Assistant Head, the Head of Lower School and the School Business Manager. Lyonsdown has a committed and well-qualified teaching staff, with a high staff to pupil ratio. We offer a friendly learning environment, which respects each child as an individual and where pastoral care and pupils' personal development is a significant strength, as recognised in our recent inspection where this was judged to be 'Excellent.'

Pupils join Lyonsdown at the age of three into Pre-Reception, or four into Reception, with entry into Pre-Reception becoming the usual entry point from 2019. The School is in transition from educating girls from Pre-Reception - Year 6 and boys from Pre-Reception -Year 2 to becoming 'all girls' from September 2022. The 2019 Pre-Reception intake was the first 'all girls' year and we are pleased to have retained our small number of boys in KS1.

We have a high degree of specialist teaching, including in English and Maths from Year 4 onwards, Science from Year 2 onwards and in Art, French, Music, PE and Spanish throughout the school.

We pride ourselves on the range of opportunities we offer to our children and the inspectors commented that "Pupils thrive on the many opportunities they are given to discover their interests and excel in a variety of areas outside the classroom." We offer a wide range of lunchtime and After School Clubs led by members of staff as well as by external providers, with wraparound care available from 7.30am until 6pm.

## ADMISSIONS AND LEAVERS' DESTINATIONS

Our pupils go on to a range of selective independent and maintained schools, detailed on the Lyonsdown website, and the June inspection recognised that our pupils' "attainment in English and Mathematics is high so that they are successful in gaining entry to their senior school of choice." Over recent years the split between state and independent has been roughly 50:50 with several scholarships being awarded annually.





# 3 JOB DESCRIPTION FOR DIRECTOR OF MUSIC (MATERNITY COVER)

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## PURPOSE FOR THE ROLE

We are seeking to appoint an outstanding Director of Music to cover a 9 month (with a possible extension) maternity leave. The individual will be responsible for the quality of teaching and learning in Music throughout the school, and for teaching girls from Pre-Reception to Year 6. They will be an ambitious individual who can demonstrate an ability to inspire, lead and manage staff. They will work closely with the SLT to develop this key area of school life.

Music is central to the life of Lyonsdown and thrives both within and beyond the curriculum. Pupils enthusiasm and ability are recognised and rewarded. Full use is made of the dedicated music room and school hall. Four visiting teachers are responsible for instrumental/vocal teaching from Year 1 upwards. Lyonsdown is looking for a temporary Director of Music who will be responsible for developing and delivering an engaging programme, which will foster a love of Music in our youngest pupils and set a sound foundation for a lifetime of music.

As the Director of Music, you will be able to implement your own ideas and have a positive impact on the Music curriculum in the school. Your responsibilities will include delivering engaging and inspiring Music lessons. Part of your role as Director of Music will include building on the strengths and addressing the areas for development of your department.

# MAIN AREAS OF RESPONSIBILITIES include:

## Key Aims:

### In line with the School development plan:

- Develop Music throughout the school.
- Co-ordinate all Music activity at Lyonsdown.
- Share and contribute to the school's vision, mission and values and communicate them successfully through effective management and positive behaviours.
- Actively promote and model good practice in equality and diversity, safeguarding and health and safety.
- Management and overview of the planning and delivery of the Music curriculum across the age range.
- Oversee and develop the extra-curricular programme for Music.

## Specific Duties of the Director of Music

The Director of Music has overall responsibility for all the Music activity at Lyonsdown from the pupils in Pre-Reception to Year 6. This involves being a role model for Music participation and excellence across the school.

## Leadership and Management

- Responsibility for the delivery of a balanced Music curriculum throughout the school in consultation with the Head of Lower School, Deputy Head and the Head.
- Producing, updating and reviewing the Music Departmental Handbook and any relevant policies, schemes of work and medium term plans based on the School's guidelines and ensuring compliance and implementation of policies.
- Ensure the curriculum and teaching throughout the school supports children in their preparation for entrance examinations, including any scholarship assessments.
- Ensuring all relevant academic information is kept up to date including all data on pupil progress in Music.
- Meeting relevant deadlines, as set by the SLT.
- Monitoring of planning, work scrutiny, compiling evidence of work and giving feedback to SLT and to teaching staff.
- Contributing to the overall development of Music in the school through their Subject Action Plan, in correlation with the School Development Plan.
- Contributing to the Professional Review and Development (PRAD) process by supporting and mentoring colleagues, including making training suggestions, as required through observation and feedback to both colleagues and the Head.



# MAIN AREAS OF RESPONSIBILITIES Continued:

- Organisation and review of the school's continuous assessment process including ordering of assessment materials for Music.
- Meeting with teaching staff and TA's to discuss and implement Music academic issues agreed at SLT.
- Producing presentations of music in the school governors' reports and meetings.
- Liaising with the Head and Deputy Head with regard to inspection requirements.
  - Organising and managing specialist visiting teachers.
    - Forging links with other schools and outside Music organisations.
    - Ensuring the maintenance of all the Music equipment and liaising with the School Finance Officer regarding budgets and facilities.
    - Organising House events.
    - Liaising with the SLT about the Music timetable
  - Carry out regular pupil assessments and an overview of whole school trends and progress.
- Demonstrate a knowledge of musical attainment, within school and compared with local and national standards.
- Being proactive in seeking out and demonstrating knowledge of the most recent developments in Music.
- Managing hymn practice and music assemblies in the Lower and Upper School, including playing the piano in whole school assembly.
- Running the school choirs and any other musical groups as agreed.
- Organising concerts and plays within the school. For example: the end of the Autumn Term (including Christmas carol services and nativities), Lower and Upper School Spring music concerts and the Upper School end of year performance.
- Arranging and managing trips, competitions and events for the children. For example: performances out of school, charity events, and music competitions, including those with other schools.
- Overseeing pupils' external examinations in relevant subjects and/or skills. Inputting all details into the calendar within the deadline and liaising with colleagues to make any adjustments where there are clashes with other school activities.
- Plan ahead for the relevant requirements, such as transport, facilities, catering and staffing, liaising with SLT as appropriate.
- Carry out risk assessments, to ensure well-organised and enjoyable events for all participants.
- Providing the Office with relevant information for inclusion in communications and marketing, such as content for the newsletter, website, social media etc



# 4

## PERSON SPECIFICATION

### Essential Qualifications/Experience

- Relevant Music degree or significant experience in Music leadership.
- Appropriate instrumental qualifications, including Grade 8 or equivalent on main instrument and Grade 5 or equivalent on Piano.
- Experience of leading Music activities and driving change.
- A commitment to encouraging participation, fostering excellence and inspiring pupils.
- A proven track record of strong organisational skills, including:
  - o The ability to contribute to the management of the day-to-day detail of running a Music department.
  - o Excellent communication skills.
  - o The ability to recognise when support may be needed and the willingness to seek and accept that support.
  - o Enthusiasm for and proven expertise of teaching Music at all relevant levels,

### Desirable Qualifications/Experience

- Qualified teacher status/successful completion of PGCE
- Relevant teaching experience preferably in the prep/primary school or senior school environment.
- The ability to offer an additional subject would be an advantage.

### Personal Qualities and Attitudes

- Professional enthusiasm, direction and vision regarding their role and a real commitment to the School.
- A willingness to take part in the wider aspects of school life, including extra-curricular provision.
- To be able to think and plan strategically.
- To show innovation and initiative.
- The ability to communicate effectively.
- The understanding, co-operative skill and willingness to work as part of a professional team.
- A thoroughly positive outlook, sense of humour and ability to engage constructively with the challenges and change of a prep school environment.
- A tolerant and inclusive attitude towards others.
- A willingness 'to go the extra mile' for the benefit of the pupils. The successful candidate will have a genuine passion for Music, and be able to demonstrate an ability to inspire children and teach Music at the highest level.





# 5 SALARY AND BENEFITS

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## Salary:

Actual Salary PT 0.6: £24,299K PA (depending on experience)  
FTE: £40,498 PA (pro-rata)

Temporary, 9 months with possible extension

## Benefits:

- Generous pension contribution
- Free school lunch
- Discounted school fees

*(More details available on request)*

# 6 ARRANGEMENTS FOR VISITS

Due to current restrictions we are not able to welcome you to a pre visit of the school site as we would normally but please do get in touch with us should you have any further questions about the application process or the school itself. We would be delighted to help you.

By visiting our School website and browsing its pages we hope that you get a real feel for our amazing school. You will of course be given ample opportunity to see Lyonsdown School in person should you be shortlisted for interview.

# 7 HOW TO APPLY

- Please complete our Lyonsdown Application Form electronically and save it as a PDF
- Return your completed form by email, along with a short covering letter explaining your motivation for applying and your suitability for the post, to Mrs Stanton-Tonner at [head@lyonsdownschool.co.uk](mailto:head@lyonsdownschool.co.uk)
- Please include your name within the file names of all documents you send via email

All applications will be acknowledged by email and if you have not had confirmation of receipt within one working day of submission, please contact Mrs Jenks by phone on 020 8449 0225.

Closing date for applications: Midday, Friday 5th March 2021

Interviews will take place: The week of the 8th March 2021  
(we reserve the right to fill the post prior to the closing date should a suitable candidate be selected)

References will be taken up for all candidates at short-list stage and we will confirm with you that your referees, including your current employer, are expecting to hear from us prior to our reference requests being sent.

Candidates' reasonable expenses will be reimbursed by the School for both longlist and shortlist selection events.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to enhanced DBS and other checks in line with safer recruitment best practice.





LYONSDOWN SCHOOL

[www.lyonsdownschool.co.uk](http://www.lyonsdownschool.co.uk)

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