



PUTNEY

HIGH SCHOOL

GDST



JUNIOR SCHOOL DIRECTOR OF MUSIC
(MATERNITY)

Information for Applicants



MESSAGE FROM THE HEAD

We are delighted that you are considering joining Putney High School. This is an incredible community in which to teach, work and learn and this role offers an opportunity to play a part in one of the UK's most exciting and successful schools.

Based in Putney, SW London, with a reputation for academic excellence and expert pastoral care, we are a down-to-earth, innovative and unashamedly ambitious school where girls achieve exceptional results and go on to an array of impressive destinations in the UK and abroad.

The wealth of passions our pupils pursue is testament to an education that is intellectually thrilling and fun, and to a dedicated staff body who interest, inspire and support our students to thrive.

We are known for our pioneering initiatives in everything from biophilia and design thinking to the science of learning, and for our leading co-curricular programme.

With a focus on continued professional development, membership of leading organisations and a superb package of personal benefits provided by the GDST, this is an opportunity to join a warm and inclusive organisation which has been a powerful voice in education for over 150 years, and to enjoy the camaraderie of a fantastic group of colleagues.

Thank you for your interest in our school. We hope you will make an application and we very much look forward to meeting you.

Jo Sharrock
Headteacher



MESSAGE FROM THE HEAD OF JUNIOR SCHOOL

Our pupils have a sense of belonging and pride in being a Putney girl. We give girls the time and space to discover the joy of learning, enabling them to reveal their strengths, passions and the person they are becoming. We recognise and celebrate the individual, encouraging pride in what they can do, as well as ambition for what they can't do just yet.

We believe that childhood is a time to explore, be curious and open to new opportunities. Our pupils take a passionate interest in the world around them and are prepared to take risks in everything they do, whether in their classrooms or in their outdoor exploration. Putney girls are fearless in the face of the unknown. They listen, ask questions and take every opportunity to lead their own learning. We create self-starters who know what to do when they don't know what to do.

Learning isn't easy but it should always be rewarding. Not in grades, but in growth. Girls are taught a growth mindset, where embracing challenges, developing grit and making mistakes and the process of learning is fulfilling in itself. How they learn is as important as what they learn.

Liz McLaughlin
Head of Junior School

OUR VALUES

At Putney High Junior School we are:

INNOVATIVE - Forward-thinking in our approach to teaching and learning, ours is a culture that is modern, relevant and inspires the idea-makers of the future.

INCLUSIVE- We offer a holistic education that focusses on the individual and is outward looking - encouraging integrity, compassion, respect and social responsibility.

INTREPID- Interested and interesting, we are unafraid to stretch our wings and to blaze trails curious to explore and to challenge limits.

INQUISITIVE- Scholarly in our approach to learning, we are creative in our thinking and bold in our ambitions.



THE TEAM & THE ROLE

MUSIC DEPARTMENT

We are seeking to appoint an outstanding and inspirational musician to join the Junior School. The Director of Music will lead and co-ordinate the music provision throughout the Junior School where music enjoys a high profile.

As Junior School Director of Music, you will participate fully in school life, contributing to the continuing success and happy atmosphere.

Music provides the heartbeat to life at Putney High Junior School. It has a wonderfully vibrant and inclusive department, and pupils are passionate about music. The curriculum is varied and stimulating, and there is a thriving, full co-curricular programme. Pupils enjoy choirs, orchestras and ensembles, led predominantly by the Director of Music.

Approximately ninety percent of pupils learn a musical instrument from a flourishing team of visiting music teachers. Regular performances take place throughout the school year, including the Carol Service, teatime concerts, and productions.

Accountable to: Head of Junior School

Hours: Full time - Fixed Term contract to cover maternity leave

Salary: GDST Middle Leaders' scale (£57,414 - £73,083 per annum). Dependent on experience.

Starting: January 2026



THE PERSON

ESSENTIAL

The successful candidate will be expected to be:

- Well qualified music graduate with qualified teacher status.
- A confident pianist and competent sight-reader.
- Ability to use a range of teaching strategies in order to meet the needs of all students.
- Ability to set up and direct music ensembles.
- An infectious passion for music and the subject that inspires pupils.
- Excellent behaviour management skills and discipline both inside and outside the classroom.
- Ability to communicate effectively, both verbally and in writing, with colleagues, school-based staff, parents, governors, GDST and external bodies.
- Excellent organisation and time management skills with the ability to prioritise and work to deadlines.
- Ability to inspire, motivate and support pupils.
- Commitment to maintaining the caring and supportive ethos of the school.

DESIRABLE

- Experience of leading a music department.
- Experience teaching Kodaly.





JOB DESCRIPTION

Responsibilities

- Design and establish a detailed scheme of work.
- Develop and present a schedule of productions, assemblies and concerts that showcase the pupils talents.
- Ensure that the curriculum is appropriate to the needs and abilities of each group, and of the individuals within the group, and that expectations are realistically high.
- Evaluation and recording of pupils' work throughout the Junior School.
- Helping to formulate whole school policy on curriculum and other matters.
- Liaising and build on links with senior school colleagues and peripatetic teachers.
- Keep up to date with department and curriculum development in the subject.
- Maintain and set up a variety of ensembles catering for the pupils that learn musical instruments.
- Provide extra-curricular opportunities for pupils to develop their instrumental and vocal ability.
- Responsible for allocation of department allowance - ensuring fair distribution of resources without overspending.
- Advise and prepare Year 6 girls for Senior School Music Scholarships.
- Capable of playing piano for assemblies, concerts, shows and accompanying pupils.
- Run whole school/key stage singing sessions to include diverse and age appropriate songs for the seasons
- Collaborate with professional choreographer/director for musical productions.
- Create a stimulating and vibrant learning environment, including displays.
- Responsibility for equipment, safety and understanding and operation of Health and Safety requirements within the department.
- Ensure that reports are provided on time and that reports are written in detail, according to school policy.
- Attend Parents' Evenings and providing insight for parents about their daughters' progress.
- Advise parents where there is cause for concern about the progress of an individual.
- Ensure that the subject and its demands are understood as fully as possible by parents, using methods agreed as whole school policy: curriculum handbooks or other means as appropriate.
- Run whole school/key stage singing sessions to include diverse and age-appropriate songs for the seasons.



JOB DESCRIPTION

Pastoral Care

- Helping with lunch and break supervision of pupils.
- Upholding the Code of Conduct and Rewards and Sanctions policy through effective delivery of its aims.
- Guide and support pupils in their personal, emotional and social development.
- Promote and model positive behavior in all teaching areas.

Communication

- Establish and maintain a positive relationship to foster links between home and school.
- Be aware of confidential issues linked to home/pupil/school/teacher.
- Work collaboratively with colleagues to meet the needs effectively of all pupils.
- Communicate concerns and observations to the relevant person regarding health and safety issues and child protection issues to maintain the school's duty of care.

Training and Development of Self

- Regularly review own practice, set personal development targets and take responsibility for own continuous professional development.
- Attend relevant INSET courses.

Support the work of the GDST

- Develop strong, positive relationships with GDST colleagues, contribute to collaborative work across GDST schools and support other staff in participating in GDST work, in order to develop and share best practice.



WORKING FOR THE GDST

The school is part of the Girls Day School Trust, the UK's leading network of 26 independent girls' schools. As a member of the GDST, the largest network of its kind, Putney is able to share resources to offer students an education like no-other, and to connect staff within a supportive framework of like-minded educationalists.

As part of the GDST we can offer a variety of benefits:

- Competitive salaries and pay progression
- Competitive terms and conditions of employment
- Generous pension scheme
- Free life assurance benefit
- A discount of up to 50% on fees for children at GDST schools
- Access to extensive professional development opportunities
- Training grants for qualifications Interest free loans for training, computer purchase loans and season ticket loans
- A Cycle to Work scheme
- Retail and lifestyle discounts
- Financial guidance and support 24/7 Employee Assistance Programme



HOW TO APPLY

Within your application form, please complete a detailed personal statement (section 5) instead of a covering letter.

Please review the Job Description and ensure you highlight how your skills and experience meet these expectations.

All application forms should be completed electronically.

NB. CVs are not accepted without a fully completed application form.

Closing Date: Wednesday 25 June 2025 at 9am.

Interviews will take place: Week commencing 30 June 2025.

Any candidate wishing to seek additional information should contact:

Email: recruitment@put.gdst.net

Tel: +44 (0)20 8788 4886

Candidates who are invited to interview will be required to bring original identification documents (e.g. passport) and if applicable proof of eligibility to work/reside in the UK as well as documents confirming educational and professional qualifications. A confirmation of your address within the last three months is also required.

Putney High School and the GDST are 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.

At Putney High School, we embrace and celebrate difference. We are proud to be an equal opportunity employer and do not discriminate against any employee or applicant based on their age, disability, gender, marriage or civil partnership status, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. To ensure this, all positions are subject to blind shortlisting.