



ABINGDON  
PREPARATORY SCHOOL



# JOB PACK

## Director of Music

**for September 2019 or January 2020**

Closing Date: Monday 13 May 2019 (midday)

Interview Date: Friday 17 May 2019

Abingdon Preparatory School, Josca's House, Kingston Road, Frilford, Abingdon, Oxfordshire, OX13 5NX

01865 391570 [www.abingdon.org.uk/prep](http://www.abingdon.org.uk/prep)

## Message from the Headmaster, Craig Williams

Thank you for your interest in Abingdon Prep School. I am delighted that you are considering our School and I hope that you will want to apply for this post once you have found out a little more about us.

I encourage you to spend time looking at our website, [www.abingdon.org.uk/prep](http://www.abingdon.org.uk/prep), as this will tell you a lot about us and give you an insight into our school. To fill you in on a few important features, Abingdon Prep (previously Josca's) is an independent all boys' day school with around 250 boys aged 4 to 13. Abingdon Prep, along with Abingdon School, forms the Abingdon Foundation. We employ around 300 teachers and support staff across the Foundation. The Board of Governors oversees both establishments.



Admission is by selection and we are a popular choice for Oxfordshire families. Many are attracted by our academic standards, certainly, but also by the huge and dynamic 'Other Half' (extra-curricular) programme we offer. All staff participate in the programme and the School places considerable importance on the many benefits of the Other Half and its role in developing the whole person. In Year 7 and 8 our boys follow our Abingdon Prep Plus (AP+) curriculum. Approximately 85% of the boys go onto Abingdon School. Boys also enter Radley College, Magdalen College School, St Edward's School and Cokethorpe amongst others. In 2018 five boys achieved academic scholarships to Abingdon School or Magdalen College. In addition Art, Drama, Music and Sports Scholarships are regularly gained by pupils going to Abingdon School as well as others senior schools. We pride ourselves on having a strong community ethos and all families and staff play their part in making our school feel warm and welcoming.

Abingdon Prep occupies a large rural site approximately 5 miles west of Abingdon. Our facilities are enviable, with expansive and very well maintained playing fields, a new AstroTurf Multi Use Sports Area, large and bright classrooms, sports hall, assembly hall and separate drama studio. We are extremely well resourced in every area.

We want an Abingdon Prep boy to be engaging, motivated and delightful to know. We encourage confidence without arrogance and generate a safe academic atmosphere that enables boys to push their own limits and reach their potential. We encourage a professional warmth and respect between the boys and staff and we place great importance on regular communication with parents.



The School day runs from 8.25 am to 3.30pm (Pre-Prep) or 4.10pm (Yr 3-8), with there being Other Half activities at lunchtime and until 5.15pm. All teaching staff are expected to contribute fully to the Other Half programme throughout the week. Teaching staff will need to be available from time to time on a Saturday for events such as Open Days and sports fixtures, and occasionally after school for events such as Fireworks Night and parents evenings.

We are a thriving, happy school and we look to the future with great excitement and pride. I am always looking for high calibre professionals, who love teaching, to join us and work with our wonderful boys.

I do hope that you will apply. I recognise that much time and thought goes into preparing an application and please be assured that we in turn, will give your application serious consideration. I look forward to hearing from you.



Craig Williams  
Headmaster



## BENEFITS OF WORKING AT ABINGDON PREP SCHOOL

Abingdon Prep has its own salary scale, above the national scale. In 2018/2019 the basic salary range for teachers is £27,945 - £44,787. In addition to this, the School allocates responsibility allowances for a number of additional responsibilities.

### Additional benefits include:

#### Employee Assistance Programme

The Abingdon Foundation provides staff with a range of benefits to support them in everyday life including an Employee Assistance Programme (EAP) and a Health Risk Assessment (HRA) tool.

#### Foundation Grant

Qualifying permanent\* employees are eligible for a discount (of up to 50% for full-time staff, pro-rata for part-time staff) on tuition fees for their own children attending Abingdon School or Abingdon Prep. Admission and entry to either School is subject to availability and satisfactory achievement in the admission requirements.

*\* Permanent employees are considered to be staff working under a contract of employment of a year's duration or more.*

#### Lunch

Lunch is available for staff free of charge during term time.

#### Parking

Free parking for staff is available on site.

#### Private Healthcare

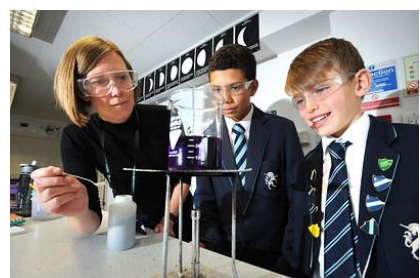
Staff are eligible to benefit from free private health insurance (taxable as a benefit in kind).

#### Sports Centre Membership

Members of staff have automatic membership of the Abingdon Sports and Leisure Club with free access to the gym and swimming pool at agreed times. Discounted rates apply for staff attending classes.

#### Ultimate Activity Camps

Currently staff are entitled to a 50% discount on school holiday courses for children with Ultimate Activity Camps. Childcare vouchers can be used as payment. Further information is available from their website [www.ultimateactivity.co.uk](http://www.ultimateactivity.co.uk).



## DIRECTOR OF MUSIC

### JOB DESCRIPTION

This is a full-time role with the following responsibilities:

- Carrying out the professional duties of a teacher and Head of Department under the direction of the Headmaster and his Leadership Team.
- Ensuring the delivery of the school music curriculum throughout year groups Reception to 8. There will be a teaching component of approximately 60%.
- Being responsible for the welfare of pupils during lessons and maintaining good order and discipline amongst the pupils and safeguarding their health and safety whilst they are under your supervision.
- Ensuring adherence to school policies throughout the department.
- Line managing a team of peripatetic music staff (currently 14) to include interviewing, appointing, timetabling and ensuring effective communication between parents and peripatetic teacher.
- Monitoring the quality of teaching in the department to ensure it is of the highest possible standard and undertaking lesson observations.
- Providing and reviewing the music syllabus.
- Liaising with members of the department and organising meetings as appropriate to ensure the smooth running of the department and dissemination of relevant information.
- Keeping abreast of developments in music.
- Preparing an annual departmental budget request and managing the budget and resources of the department effectively and efficiently.
- Coordinating, administering and organising music examinations in the department to include ABRSM, Guildhall Trinity and London College of Music and liaising with the senior school regarding entries and, where necessary, accompanying pupils to examinations (or arranging for others to do so).
- Identifying potential music scholars, liaising with the scholarship co-ordinator and preparing these pupils for music scholarships to their senior schools.
- Liaising, where appropriate, with the Director of Music at Abingdon Senior School.
- Liaising with other Heads of Department to promote cross curricular links where appropriate.

- Directing Senior Choir (Y6-8) and school orchestra and overseeing another member of staff to direct Junior Choir (Y3-5).
- Contributing to the Other Half Activities programme by offering a range of musical activities (including but not restricted to Senior Choir, music theory and orchestra rehearsals) and organising for peripatetic music teachers to run appropriate Other Half activities (eg Jazz Band, guitar group, Brass group).
- Arranging and organising the annual House Music Festival.
- Organising regular (approximately two per half term) informal Concert Platforms to allow musicians from Year 3-8 of all abilities and levels of experience the opportunity to perform to a small group of parents.
- Organising and directing end of term Carol and Summer concerts.
- Liaising with the Pre-prep department to direct the musical elements of the Reception –Year 2 annual Nativity and Spring Concert.
- Acting as Musical Director for school productions and working closely with the Head of Drama.
- Arranging maintenance and tuning of department pianos and instrumental stock.
- Attending one parents' evening and completing one set of written reports per year group (Y3-8).
- Taking weekly hymn practice and providing hymn and occasional musical items for weekly assemblies and end of term assemblies.
- Arranging and organising annual instrumental taster sessions.
- Liaising with the Headmaster and his Leadership Team regarding the development of music in the curriculum.
- Supervising and, as far as is practicable, teaching any pupil whose teacher is not available to teach them.
- Assisting in the supervision of pupils before during and after school, as directed by the Deputy Head.
- To be responsible during a fire alarm for the supervision of the pupils of any class they are teaching out of the buildings and their subsequent registration.
- To be responsible for the organisation and supervision of pupils during relevant school trips in the manner laid out in the staff handbook.
- Participating in as appropriate any meetings affecting the school and its pupils
- Attending events out of school hours (eg Whole school open morning, Y3 Assessment morning, Christmas Bazaar, Sports Day, Easter Eggstravaganza).
- Participating in arrangements for training, professional development as a teacher and Head of Department and appraisal.
- Carrying out any other duties which may be reasonably required by the Headmaster.



## DIRECTOR OF MUSIC

### PERSON SPECIFICATION

#### Essential:

- Qualified Teacher Status
- Experience of teaching pupils in Reception-Year 8 or similar ages
- Evidence of lively, flexible and focused teaching
- A positive approach to behaviour management
- Consistent use of reward and discipline strategies
- Self-motivated and conscientious
- Ability to communicate well with parents, colleagues and pupils
- Ability to work as part of a team
- Commitment and energy
- Positive and co-operative
- Hardworking and willing to commit to the Middle Section and the wider school with an understanding that this may entail working hours beyond the school day
- Displays commitment to the protection and safeguarding of children and young people
- Values and respects the views and needs of children and young people

#### Desirable but not essential:

Experienced pianist



## HOW TO APPLY

If you would like to apply for this position you will need to register and apply on our recruitment portal via the following link: <https://vacanciesatabingdonschool.ciph-irecruit.com>

### Completing your application

- Please read all the information provided before completing your application.
- Please note that prior to submission of your application you will be required to upload a covering letter which provides you with an opportunity to introduce yourself and explain your motivation for the role. This can be especially important if your circumstances are such that a significant pay change, career change or relocation is involved.
- Please do not send testimonials, certificates or examples of work etc., unless specifically requested in the Job Pack.

### Guidance for the completion of the section 'additional skills, experience and interests'

This is an important section of the application 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. You should give clear examples rather than simply stating that you possess certain skills and abilities or simply 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 would contribute to Abingdon's 'Other Half' (extra-curricular) programme.

### References

All offers of employment within the Foundation are subject to the receipt of a minimum of two satisfactory references. One of the 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. **If you are or have been employed within a school, then one reference must be from the Head of your current school, or the last school at which you worked.** 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 references at any time.

### Interview Process

If you are invited for interview your visit will involve a brief session with our Human Resources Department, in order to undertake a number of checks we are required to carry out by the Department for Education (DfE).

These checks include the requirement for a satisfactory criminal records check at enhanced level through the Disclosure and Barring Service (DBS). A list of valid identity documents will be sent to you in advance of your interview.

In addition, we require evidence of the following:

**Identity** – passport or photocard driving licence

**Address** – document from Group 2b of the DBS List of Valid Identity Documents with current address

**Right to Work in the UK** – passport or full birth certificate

**Qualifications** - original documents confirming any educational and professional qualifications you refer to in your application

**Overseas Checks** – if you have worked or been resident overseas for three months or more in the previous ten years please bring original copies of any overseas police checks that have already been completed

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

During your visit with our Human Resources Department, if you have not done so already, you will be required to sign your application form in order to declare that the information you have given is accurate and true.

In the event that you are unsuccessful please be assured that photocopies of documents taken will be destroyed.

Interviews are conducted in person and will explore your suitability to work with children. On occasion, applicants will be invited to participate in a preliminary Skype interview.

## Teaching Posts:

If you are invited to interview you will be required to teach a lesson which will be observed. You will be advised beforehand as to the lesson brief. You should expect to attend a number of interviews, tour the School and meet some colleagues.

## Support Posts:

As well as a face to face interview, if relevant to the role, 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:

- verification of identity;
- verification of qualifications and professional status;
- a satisfactory criminal records check at enhanced level through the Disclosure and Barring Service (DBS);
- a check against the Barred List;
- a Prohibition from Teaching check (if applicable);
- a Prohibition from Management check (if applicable);
- a Check of Teaching Restrictions imposed by the European Economic Area (EEA) (if applicable);
- where the successful candidate has worked or been resident overseas for three months or more in the previous ten years, such checks and confirmations as the School may require in accordance with statutory guidance;
- verification of the right to work in the UK;
- receipt of at least two satisfactory references;
- a check for gaps in your employment history;
- verification of medical fitness - completion of a medical declaration and satisfactory medical examination in certain circumstances;
- satisfactory completion of the probationary period.

## Safeguarding

All adults working at Abingdon should be aware of their responsibility to safeguard and promote the welfare of every pupil, both physical and emotional, inside and outside school. This involves ensuring that pupils are protected from significant physical or emotional harm and that there is a positive commitment to ensure the satisfactory development and growth of the individual. Everyone working at Abingdon should be aware of and, when necessary, follow the school's Safeguarding Guidelines, which are in line with [Keeping Children Safe in Education 2018](#), [Prevent 2015](#), [Working Together 2018](#) and the Department of Education's (DfE) and Oxfordshire Safeguarding Children Board's (OSCB) practice and procedures (these are available online at <http://www.oscb.org.uk> and also refer to <http://schools.oxfordshire.gov.uk/cms/content/safeguarding>).

All new members of staff, including volunteers, agency workers and contractors are provided with the following documents and required to sign a declaration to confirm that they have read and understood them before they start work and at regular intervals thereafter:

- Keeping Children Safe in Education September 2018 (Part One and Annex A)
- Safeguarding Policy
- Staff Behaviour Policy
- ICT (Staff) Policy
- Health and Safety Policy
- Data Protection Policy

These documents include all the relevant information about safeguarding, KCSIE, codes of conduct, missing children policy and whistleblowing policy.

In addition, individuals appointed to work in an Early Years Foundation Stage (EYFS) setting are required to complete a 'Staff Disqualification Declaration' before they start work and on an annual basis.

## Warning

Candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or DBS, and/or the Teaching Regulation Agency (TRA).

## Queries

If you have any queries at all about the recruitment process please contact the Foundation's HR Department on 01235 849136 or [recruitment@abingdon.org.uk](mailto:recruitment@abingdon.org.uk).

Abingdon School is an Equal Opportunities employer.