

**Headmistress: Dr Felicia Kirk,
BA (University of Maryland), MA and PhD (Brown University)**



ST MARY'S CALNE

Teacher of Music - Maternity Cover Full-time April 2019

A recognised leader in the field of girls' independent boarding education, St Mary's Calne has approximately 365 girls aged 11-18, including 120+ girls in the Sixth Form. Results in public examinations are consistently excellent, with almost all of the girls going on to university, several each year to Oxbridge, to read a wide variety of subjects. As well as innovative teaching, learning and scholarship, St Mary's offers outstanding pastoral care and a vibrant, warm community.

We are looking for an experienced, enthusiastic and inspirational graduate with outstanding interpersonal skills to teach within the Music Department. We would expect the successful candidate to be able to teach classroom Music at all levels of the school, as well as assisting with the broad-ranging extra-curricular programme of this key department. Excellent keyboard skills would be an advantage.

**St Mary's is committed to safeguarding and promoting the welfare of pupils.
Due to the nature of the work involved, the successful applicant will be required to
undertake an Enhanced DBS check.**



THE SCHOOL: ITS ETHOS AND AIMS



St Mary's Calne believes in excellence in all respects. As a school community, we thrive amidst a culture of strong expectations and the education which we provide nurtures and develops the concept of high performance. The principal aim is to develop well-rounded pupils who are equipped to excel as adults.

Whilst the achievement of top quality examination results is a central tenet, since these will be a key passport for the girls in the path to their future careers in the modern world, we seek to encourage everyone (girls and colleagues) to strive for excellence in a wide range of spheres. We aim to inculcate habits for life, enabling the girls to relish the prospect of hard work; to develop and deploy the necessary qualities of perseverance and determination; to learn how to do well; to acquire the belief and self-confidence that they are capable of high performance and success – both in the short term and in the future; to instil a sense of desire and an appreciation that the future, indeed their future, lies within the grasp of their own efforts.

Extra-curricular opportunities beyond the classroom are a vital and integral part of life for girls at St Mary's Calne. They are woven into the timetable during the day, in the evenings and at weekends. We believe that both boarders and day girls benefit from all aspects of the strong boarding ethos of the school.



BENEFITS OF WORKING AT ST MARY'S CALNE

- St Mary's Calne offers an academically enriching working environment within the beautiful Wiltshire countryside, with easy transport links to Bristol, Bath and London.
- Excellent and tailored continuing professional development within the department and across the school.
- Competitive salaries and a contributory pension scheme.
- Discounted membership of the St Mary's Calne Sports Centre.
- Fee remission for daughters educated at St Mary's Calne and for sons and daughters educated at St Margaret's Preparatory School.
- Complimentary meals in the Dining Hall during term time.
- Free on-site parking.

THE MUSIC DEPARTMENT

Music has always held an important place at St Mary's and a significant number of old girls have proceeded to follow distinguished careers in music and the arts. It is in the context of the school's pursuit of academic excellence that the department works to develop individual talents, while seeking to bring the whole community together through music.



There is a consistently high level of participation in music at St Mary's. The IV form curriculum (Years 7, 8 and 9) offers a broad range of musical styles including Boogie Woogie, Spirituals, Samba, West African drumming, Songwriting, music for film, Gamelan, Minimalism, various aspects of Western Classical Music, and an introduction to the use of Music Technology, focusing mainly on practical music making. GCSE and A Level pupils follow the Edexcel Specifications: both AS and the 2-year A-level are offered. Public exam results for Summer 2018 were 100% 8-9 at GCSE, and 100% A* at A level.

The curriculum is balanced by strong practical music making at all levels of the school; this recognises the outcome of demand from 75% of the girls for individual instrumental and singing lessons. Music enjoys a privileged place at the heart of school life on major occasions such as the Confirmation Service, Carol Service and Founders' Day; a concert in Salisbury Cathedral held in November 2016 in memory of former Visiting Director of Music Sir David Willcocks raised almost £30,000 for music bursaries at the school. The departmental tour to Durham in April 2016 which included a concert and service of Choral Evensong in Durham Cathedral was a great success, as was the tour to Krakow, Poland in July 2018. The Chamber Choir regularly performs at services and concerts, including an annual collaboration with Eton College, a recent commission by Will Todd, and a CD recording was released at Christmas 2017. There are numerous other vocal ensembles including the Opera Ensemble, the Junior Choir and Junior Consort.

Instrumental music is led by the Symphony Orchestra, String Sinfonia and Big Band, supported by Strictly Strings and Wind Band, vocal ensembles in each year, chamber groups and a student-led band. The Music Production and Recording group provides an opportunity to make use of the extensive recording equipment in school. A vigorous programme of concerts and events both in and out of school is reinforced with strong ABRSM, Trinity Guildhall and Music Theatre practical examination entries. There are significant collaborations with the Drama department every two years, most recently in a production of *'Anything Goes'* in October 2015; *'Cabaret'* was performed in October 2017.

There are currently 19 Music and Choral Scholars in school who perform at an annual Scholars' Concert, and act as ambassadors for the department at internal and external events.



The school supports its music with excellent facilities: a purpose-built block which is well-equipped with instruments, a suite of iMacs installed with Sibelius 8 and Garageband, up-to-date teaching resources and a recording studio.

Seventeen peripatetic teachers, together with a full-time Academic Music Teacher, the Director of Vocal Studies, Head of Keyboard Studies and the Music Administrator, work alongside the Director of Music to devise a challenging and stimulating music programme. The timetables of the full-time staff are divided between teaching KS3, GCSE, AS and A-level music, theory classes, 1:1 instrumental and/or vocal lessons, and extra-curricular activities

EXPECTATIONS OF ACADEMIC TEACHING STAFF

Most importantly, we are looking for an enthusiastic, energetic and well-qualified teacher who will inspire his/her pupils and who can engage sympathetically with young people. He/she will: make an active contribution to the department; stretch pupils of all abilities to achieve their potential; encourage pupils to learn by making the subject taught both interesting and accessible; be innovative and dynamic in order to ensure the effective delivery of the curriculum. Our pupils' success in acquiring new abilities, skills and understanding depends crucially upon the quality of teaching which we are able to offer.

St Mary's School has an innovative approach, incorporating Connected Teaching and Learning. This is based around the seven attributes of a St Mary's learner which seeks to encourage the girls to be: Proactive Learners; Inquisitive Learners; Creative Thinkers; Confident Learners; Collaborative Learners; Robust Learners and Reflective Learners. These attributes are interwoven into all areas of school life. Members of the teaching staff are expected to embrace this culture of being at the forefront of girls' education through, amongst other things, attending regular CPD sessions and demonstrating an openness to new ideas.

All members of staff are expected to commit to the boarding ethos of the school which includes supporting the extra-curricular life, as well as taking on the role of a House tutor within a boarding House on one evening a week. This provides a key interface between the specific academic work of the classroom and the broader life of the boarding community.

In particular at St Mary's, we pride ourselves on our focus on the needs of individual girls. This is underpinned by the tutorial system in which all members of the academic staff play a full part, looking after a number of Tutees in different year groups; these tend to be drawn from the particular House in which each member of staff tutors.



TEACHING STAFF ROUTINE DUTIES AND COMMITMENTS

St Mary's School holds all teaching staff to the highest standards in accordance with DfE guidance on teacher standards:

'Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up to date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.'

In addition, a full-time member of teaching staff can expect:

- To be on the premises to check pigeonholes and daily information boards before the start of school.
- To check email at several points during the day.
- To teach maximum of 20 teaching periods per week (from a 33 period week with staff available in school for 28 periods allowing for an afternoon and Saturday morning off). This is a normal teaching load; individual variation in this is taken into account when allocating Cover lessons and other duties, for example to allow relief for those staff who have a greater number of tutees. Part-time staff members are expected to be in school for the same proportion of non-contact time as teaching time. This is worked out on the basis of $(\text{number of teaching periods} / 20) \times 8$.
- To set and mark work in accordance with Departmental guidance.
- To invigilate, set and mark internal exam papers.
- To prepare girls for public examinations as appropriate.
- To write reports and grade sheets in accordance with the guidance issued by the Director of Teaching and Learning.
- To be a Tutor to a number of girls up to a maximum of 8.
- To take a share in Cover and other duties.
- The equivalent of one day off per week, made up of either one full day or two half days (e.g. one Saturday morning and an afternoon). However, staff should be in school on the first and last day of term, even if this falls on their allocated day off.
- To be a House Tutor with an evening duty once a week.
- Evening, weekend and other duties allocated by the Deputy Head or Senior Mistress.
- To be in school prior to the start and end of terms as required. When arranging holidays and other commitments outside school, staff should avoid the part weeks at the beginnings and ends of terms as CPD frequently takes place at this time. Any request for absence during this time needs to be submitted directly to the Headmistress.
- Cover for absent colleagues as required.
- A salary will be paid at the appropriate point on the St Mary's Pay Scale. For all new members of staff, the first six months of employment is a trial period for both parties. The normal one term's notice to terminate the contract is not applicable until after that period.



All members of staff are expected to have proper regard for the school's safeguarding policy and procedures, including update training. The above applies to part-time teaching staff on a pro-rata basis.



PERSON SPECIFICATION

Essential

- University graduate in Music
- Excellent communication skills in relation to colleagues, pupils and parents
- Dedication to working with young people, including the ability to tutor girls and be aware of their pastoral needs
- Proficient IT skills
- Ability to use initiative and work independently
- A 'team-player' with readiness to take on projects and initiatives in the life of a busy music department
- Flexibility with regards commitments on evenings and at weekends
- Willingness to participate in the wider life of a boarding school
- Desire to develop professionally on a continuing basis

Desirable

- Qualified teacher with experience of teaching Music from Key Stage 3 to A Level
- Ability to play the piano for accompaniment purposes
- Ability to play the organ



FURTHER DETAILS AND HOW TO APPLY

Further information about the school may be viewed on the website: www.stmaryscalne.org

An application form may be downloaded from the website or can be sent on request. Please contact:

Mrs Karen Turner
St Mary's School
Calne
Wiltshire SN11 0DF

Email: teacher.recruitment@stmaryscalne.org

Tel: 01249 857 338

A fully completed application form, together with a covering letter, should be sent by email to: teacher.recruitment@stmaryscalne.org

Email is very much our preferred method of receiving applications and receipt of an application will be acknowledged as soon as possible.

Closing date for applications: Monday 21st January 2019 (12 noon).

All members of staff are expected to have proper regard for the school's safeguarding policy and procedures, including up-to-date training. Extracts from the school's policy are on the following page.

EXTRACT FROM ST MARY'S CALNE CHILD PROTECTION POLICY

We are dedicated to safeguarding and promoting the welfare of our boarders and day girls, regardless of age, ability, race, culture, religion, sexuality or background. We follow the child protection procedures set out by the Wiltshire Safeguarding Children Board (currently transitioning to Local Safeguarding Partners) and have regard to statutory guidance issued by the Department for Education *Keeping Children Safe in Education, 2018*. Our policy takes full regard to *Working Together to Safeguard Children 2018 (WT)*, *What to do if you are Worried a Child is Being Abused (2015)* and the *National Minimum Boarding Standards (2015)*.

At St Mary's Calne we have a 'Nominated Governor' to take leadership responsibility for the school's safeguarding arrangements.

What is safeguarding?

Safeguarding can be defined as promoting the health, safety and welfare of all pupils.

Safeguarding is the responsibility of all adults, especially those working or volunteering with children. The school aims to help protect the children in its care by working consistently and appropriately with all relevant agencies to reduce risk and promote the welfare of children.

Staff:

- are advised to maintain an attitude of 'it could happen here' as far as safeguarding is concerned
- should always act in the best interest of the child.

What is child protection?

Child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm.



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