



# THE PERSE SCHOOL, CAMBRIDGE

## Appointment of Assistant Director of Music Fixed term – 3<sup>rd</sup> January to 28<sup>th</sup> August 2020

The Perse School is looking to appoint an Assistant Director of Music at the Upper School for a fixed period from 3<sup>rd</sup> January to 28<sup>th</sup> August 2020 (the contract includes paid holiday). The opportunity has arisen due to the appointment of Ben Wingfield from Assistant Director of Music to Director of Music. Ben succeeds Michael Holiday who is leaving the Perse to take up a new role in Singapore. The full time permanent position of Assistant Director of Music will be advertised in January 2020. Given the short term nature of the contract, we welcome applications from teachers with a range of experience who may be able to fulfil some if not all of the criteria. There is flexibility in the specific requirements of the role which can be adapted to meet the skills and experience of the successful applicant. Full details about the School, its locality, teacher benefits and current teaching staff profiles can be viewed and downloaded from the school website <http://www.perse.co.uk/job-vacancies/>

### The Role

It is intended that this post should allow for flexibility and opportunity for development and initiative by the post holder in agreement with the Director of Music. Administrative support will be provided by the Music Administrator. The exact responsibilities will be discussed with the successful candidate according to their skills and experience. This description is specific to the post of Assistant Director of Music and additional to the generic job description of a Teacher at The Perse School.

Above all, our aim is to foster a culture of inclusivity and ‘music for all’ but with a mindfulness for realising the potential of our most gifted pupil musicians.

### The Department

Music is a dynamic and growing department with a rich and varied programme of high quality events throughout the School year. More information about recent events and activities can be viewed via the following sites:

Website: <https://www.perse.co.uk/upper/beyond-classroom/music/>

Twitter: <https://twitter.com/PerseMusicDept?lang=en>

The current structure of the Department is as follows: the Director of Music, Head of Curricular Music, Assistant Director of Music, a specialist part-time teacher. The department currently runs 2 full-size symphony orchestras, three string orchestras, three wind bands, two big bands and seven choirs. There are 30 peripatetic teachers who collectively teach around 500 instrumental lessons and coach approximately 50 chamber groups per week. The whole range of orchestral/band instruments plus keyboard, organ and singing are taught within the Department. Five of the (self-employed/peripatetic) instrumental staff assume additional roles as Head of Keyboard, Strings, Wind, Brass and Vocal studies respectively and there is a weekly co-ordination meeting to look at both short-term planning and longer-term strategy. The department’s work is also supported by a term-time administrator. There is a separate

Department at the Prep School (7-11) with its own Director of Music and a thriving music tuition programme at the Pelican Pre-Prep School (around 5 minutes walk from the Upper School) overseen by a Music Co-ordinator.

As suggested by the number of individual lessons and groups running each week, the Department reaches out to a large number of students and currently we are running around 50-60 concert/extra-curricular events throughout the academic year. We act as an ABRSM and Trinity centre, holding around 80-100 exams each term for our Upper School pupils. There is a wide-ranging programme of aural and theory tuition which supports pupils in their ABRSM preparation.

The Department had a significant extension built in 2003 and its space/resources were further enhanced in September 2010. An additional extension to the Music department is under construction and will be completed in the summer of 2020. There is currently a large rehearsal hall/performing space, two large classrooms (equipped with networked iMacs running Sibelius/Logic Pro, a smaller 6<sup>th</sup> form classroom/library with digital screen, recording studio, and ten acoustically-treated teaching/rehearsal spaces. The department also benefits from using the wonderful new facilities in the Peter Hall Performing Arts Centre. The school invests heavily in the department's instruments and resources. We have a large collection of instruments such as double bass, French horn, bassoon and oboe as well as a comprehensive set of percussion instruments. The school hall has a 3 manual organ and, in addition to many fine teaching instruments, the school has 2 Steinway Model-B pianos and a Steinway Model-D concert grand piano.

A number of offsite venues are used for regular annual performances such as Saffron Hall, the University Concert Hall at West Road, OLEM Catholic Church, Emmanuel United Reformed Church, Kings' College Chapel and various college chapels including St John's College Chapel for our senior Carol Service.

We have also been fortunate to attract eminent musicians such as The Doric String Quartet, The Swingle Singers, Roderick Williams, Sons of Pitches, Charles Mutter, Joan Rodgers and Box 9 Drumline to give masterclasses to groups or individuals. In 2020 we are very much looking forward to hosting John Lill and Peter Donohoe. There is also a regular pattern of recitals and more informal concerts as well as the annual Perse Musician of the Year competition.

The curriculum presents a number of opportunities for students to pursue a musical pathway that is most suitable for their needs. Music is taught to all in Years 7 and 8 and the subject becomes a popular option in Year 9. For GCSE, pupils can take the subject as an extra-curricular 'fast-track' option in Year 10, or as a two-year course within the curriculum. Our recent track-record at GCSE has been 100% A\*-A (or 9-1 equivalent). Since its inception in 2010, we have taught the Pre-U course to 6<sup>th</sup> form students, and the first cohorts have been successful with the overwhelming majority of pupils achieving a 'distinction' grade. Music Technology is not currently taught as a discrete A-level subject, but a high emphasis is placed upon its importance through the delivery of the regular curriculum.

### **Timetable**

The School operates to a ten-day timetable cycle. Most members of staff, who are tutors, teach approximately 58/80 periods per two week cycle including games and enrichment sessions. There is timetable remission for the post-holder.

### **Applicants without formal teaching qualifications or experience**

Applicants without formal teaching qualifications will be considered for this position and indeed the Perse has a successful track record of training and developing teachers in situ. For applicants without a teaching qualification we would be looking for: a demonstrably high level of musical skill and experience, enthusiasm, patience, an empathy with young people and the communication skills to work successfully with a number of different stake-holders including the pupils, teaching colleagues, and parents both current and prospective.

### **2019 ISI Inspection Report**

The Pelican, Prep and Upper were inspected during the spring of 2019. The inspection report can be viewed at <http://www.perse.co.uk/about-us/our-approach/inspection-reports/>

### **Applications**

Applications are to be made using the School's **online application form**, available from the School website <http://www.perse.co.uk/job-vacancies/>

Any queries regarding the application process should be directed to the HR Co-ordinator at [recruitment@perse.co.uk](mailto:recruitment@perse.co.uk).

### **Safer Recruitment**

The Perse 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: references from previous employers, a Disclosure and Barring Service check at the enhanced level, as well as eligibility to work in the UK (in compliance with UK immigration regulations). Interviews will be conducted in person, and they will explore candidates' suitability to work with children.

### **Recruitment Policy**

The School's Recruitment, Selection and Disclosure Policy and Procedure is available for your information on the School website.

### **Interviews**

Candidates will be invited to spend a day at the School and to meet the Head, members of the Senior Management Team and colleagues within the Music Department. Candidates will be asked to lead a musical activity as part of the appointment process and further details will be available from the current Director of Music for those candidates who are shortlisted.

The closing date for applications is at 12.00pm on **30<sup>th</sup> September** and interviews will take place in the week beginning **7th October**.

# ASSISTANT DIRECTOR OF MUSIC

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## **Accountability**

The Assistant Director of Music is ultimately accountable to the Head through the Senior Deputy Head but day to day accountability will be to the Director of Music.

## **Qualifications**

- Good Honours Degree in Music or related subject;
- PCGE desirable but by no means essential;
- Additional performing qualifications/diploma may be advantageous.

## **General Skills and Experience**

- Exemplary classroom practitioner;
- Empathy for pupils, parents, staff and the community;
- Is committed to continual personal and professional development;
- A sense of humour, can-do attitude, proven communication, organisational and interpersonal skills;
- High order administrative skills, effectively manages commitments and deadlines;
- Works collaboratively and supportively with colleagues within school and with colleagues in other organisations;
- Capacity to inspire pupils of all abilities;
- Respects and values the different experiences, ideas and backgrounds others can bring to work and to teams;
- A generosity of spirit and a willingness to contribute to the extra-curricular life of the School;
- Ability to motivate and encourage participation in activities both inside and outside the classroom and a willingness to take part in / organise trips and visits;
- ICT competence, particularly in using Macs and Logic Pro/Sibelius music software.

## **Musical Skills and Experience**

Whilst not wishing to be overly-prescriptive, some or all of the following skills might be advantageous to an application:

- High-level keyboard skills and the ability to accompany pupils/groups with little prior preparation;
- A good understanding of music technology and how this can be effectively used both inside and outside of the classroom;
- Experience or knowledge of music operating within a house system;
- The ability to coach a diversity of different ensemble permutations; we greatly benefit from the high levels of specialism within our instrumental staff, so the ability to work in a more general way across the spectrum of instruments and abilities would be helpful.

## **Responsibility**

### **Curriculum**

- Teaching to GCSE, Pre-U (A-level equivalent) and Oxbridge entry standard;
- Teaching throughout the school in a manner appropriate to students' ages and abilities;
- Assessing and recording students' progress in accordance with departmental and school policies;
- Preparing students for Oxbridge and other university applications;
- Promoting the subject to potential sixth form students;
- Attending and contributing to departmental meetings;
- Developing and sharing teaching and learning resources;
- Monitoring the work and progress of pupils, including those with specific learning needs;
- Maintaining professional skills through INSET and our Professional Development programme;
- Being proactive in exploring innovative ways of delivering ICT through the curriculum;
- Producing displays to create an attractive learning environment in the department;
- Working with local primary school's to deliver music enrichment as part of the school's outreach work.

### **Extra-curricular**

- Contributing to the extra-curricular life of the school through Games, the Enrichment Programme or other appropriate commitment;
- Deputising for the Director of Music on occasion (in partnership with the Head of Curricular Music);
- Organisation of, and attendance at selected concerts and other out-of-hours events/rehearsals;
- Organising concerts or cultural trips from time to time;
- Coaching of ensembles – according to skills and experience – as requested by the Director of Music;
- Arranging for the provision of ABRSM aural preparation classes across the grade range;
- Provision of ABRSM theory tuition up to Grade 5 standard;
- Oversight of house music opportunities and competitions;
- An interest in 3-18 opportunities across the different departments;
- Supporting the Director of Music in the good running of the music department;
- Overseeing the department's social media presence and writing of half-termly department newsletters;

### **Review**

The job specification will be reviewed biennially as part of the professional development cycle. Any changes can only be made by agreement with the Senior Deputy Head and Head.

Daniel Cross  
Senior Deputy Head

September 2019