



## Message from Douglas Robb, Headmaster

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I am delighted that you are considering Gresham's as an employer and hope that you will want to apply for this position once you have found out a little more about us.

Gresham's is an independent co-educational boarding school based in the beautiful Georgian town of Holt, in North Norfolk. The School occupies a large campus across three sites: Pre-Preparatory, Preparatory and Senior Schools, with approximately 800+ pupils ranging from 3 years to 18 years. We currently employ over 400 staff in positions such as teaching and pastoral care, finance, information technology, administration, site services and maintenance, and catering.

We take great pride in our reputation and recognise that this is built on the commitment and skills of our staff. The success of the School and the well-being of staff and its pupils depends very largely on co-operation, trust and respect between us.

We recognise that much time and thought goes into preparing an application and we, in turn, will give your application serious consideration, should you decide to apply.

For those of you who may not be familiar with the outstanding beauty of the North Norfolk Coast, I have attached two links below which I hope you will find useful:

<http://www.visitnorthnorfolk.com/places-to-visit/market-towns/holt>

With best wishes,



# HOW TO APPLY

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## Head of Academic Music

If you would like to apply for the position of Head of Academic Music, you will need to complete an application form. Completing the application form is the first stage of the selection process. The information you provide will be used to decide whether or not you will be shortlisted for further stages/an interview. It is therefore very important that you complete your application form accurately and as fully as possible, including all the information you think is relevant.

### Completing your application form

- Please read through all information provided before completing your application form;
- We require information about all applicants to be presented in a consistent format. Please include a CV if you wish, however this must not be submitted in place of the application form;
- Complete all sections; do not leave any blanks enter N/A if not applicable and provide as much information as possible;
- Continue on a separate sheet if you require more space to complete any section.

### Guidance for the completion of the section 'Statement of Qualities/Attributes'

This is an important section of the application form 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. Please provide clear examples when 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 will contribute to extra-curricular activities at Gresham's.

### References

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of your 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 (this applies to teaching posts). **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 referees at any time.**

### Submission of applications:

All application forms should be emailed to [applications@greshams.com](mailto:applications@greshams.com) or sent by post to:

HR Department  
Gresham's School  
Church Street  
Holt  
Norfolk  
NR25 6BB

Please submit your application by the closing date of **22<sup>nd</sup> March 2017**. If your application is submitted after this time, we will not be able to accept it.

Interviews will be held on **27<sup>th</sup> March 2017**.

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Please be aware that if you have not heard from us within 21 days of the closing date, unfortunately, your application has been unsuccessful. Due to the overwhelming response we receive to our vacancies we provide feedback only to those applicants who are interviewed.

# JOB DESCRIPTION AND PERSON SPECIFICATION

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The Job Description contains the main details of the tasks and responsibilities of the post.

The Person Specification lists the criteria that applicants are required to demonstrate in order to be successful in undertaking the role. These are listed in terms of qualifications, personal qualities and professional experience and skills and will be used in the shortlisting process and to form the basis for questions asked at interview.

## Personal Details

**Eligibility to work:** For all posts, we are legally obliged to confirm that the appointee is eligible to work in the UK before they start working for us. When you apply for positions it is important that you are aware of your eligibility status as government restrictions apply to the employment of migrant workers. If an applicant selected to be appointed requires permission to work in the UK, Gresham's may issue a conditional offer of employment subject to the School being able to sponsor the applicant.

For more information, visit the Home Office website at <http://www.bia.homeoffice.gov.uk/workingintheuk/>

## Equal Opportunities Monitoring Form

In order that we can continue to develop our commitment to equal opportunities you are asked to complete the Monitoring Form. This will be detached from your application on receipt and kept securely within the HR Department. It is used purely for monitoring the effectiveness of the School's Equal Opportunities Policy Statement and will not be seen by those responsible for shortlisting and interviewing. A copy of the School's Equal Opportunities Policy Statement is available on request.

## Retention of Records

The application forms of unsuccessful candidates will be held confidentially in the HR Department and destroyed after three months.

All documents resulting from the interview process will be retained on file by the HR Department and destroyed after six months (Data protection policy available on our website: [www.greshams.com](http://www.greshams.com)).

**Disclosure and Barring Service:** Gresham's aims to promote equality of opportunity for all and therefore welcomes applications from a diversity of candidates. Criminal records will be taken into account for recruitment purposes only where the conviction is relevant.

As the School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, your offer of employment will be subject to an enhanced disclosure from the Disclosure and Barring Service (DBS) before the appointment is confirmed.

## Interview Process

If you are invited to attend an interview you will be required to provide evidence of identity, from the following examples:

- **Passport and/or UK driving licence (including a photo-card);**
- **A UK birth certificate**
- **UK firearms licence**
- **EU photo identity card**
- **A utility bill or bank/building society statement showing your name and home address (less than three months old);**
- **Documentation confirming your National Insurance Number (P45, P60 or National Insurance Card);**
- **Original documents confirming any educational and professional qualifications referred to in your application form.**

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

In advance of your interview you will be asked to complete an application form for an enhanced Disclosure which you should bring with you, along with your identity documents. In the event that you are unsuccessful please be assured that your DBS application form and photocopies of documents taken will be destroyed immediately.

**For Teaching Posts:** You will be contacted prior to your interview with the details of at least one teaching lesson that you will be expected to take. The interview process will involve a number of interviews with different members of staff and a tour of the School and/or department.

**Support Posts:** As well as a face to face interview, 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:

- receipt of a minimum of two satisfactory references;
- verification of identity and qualifications;
- a satisfactory DBS (Disclosure and Barring Service) disclosure;
- verification of professional status such as Qualified Teacher Status (QTS), where required, verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999);
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance;
- Verification of medical fitness. Completion of a medical declaration and satisfactory medical examination in certain circumstances;
- Completion of Educare Child Protection Training.

### **Safeguarding**

All adults working at Gresham's should be aware of their responsibility to safeguard and promote the welfare of every pupil, both physical and emotional both inside and outside the school. This involves ensuring that pupils are protected from significant physical or emotional harm and having a positive commitment to ensure the satisfactory development and growth of the individual. Everyone working in the School should be aware of, and when necessary, to follow the School's Child Protection Guidelines, which are in line with the Safeguarding Children's Board (OSCB's) practice and procedures.

Gresham's has a Child Protection Policy, and guidelines to follow in the event of being told of, or becoming aware of child abuse. It is a mandatory requirement that all staff are trained in generalist safeguarding as part of their terms and conditions of employment.

### **Warning**

Where a candidate is found to be on the DBS Children's Barred List or the Protection of Children Act List, or the DBS disclosure shows he/she has been disqualified from working with children by a Court; or found to have provided false information in, or in support of, his/her application; or the subject of serious expressions of concerns as to his/her suitability to work with children the facts will be reported to the Police and/or the DfES Children's Safeguarding Operation Unit.

### **Queries**

If you have any queries at all about your application or the recruitment process, please contact the HR Department on 01263 714623 or email [hr@greshams.com](mailto:hr@greshams.com).

# Job Description:

## Head of Academic Music

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**Responsible to:** Director of Music

### **The Music Department**

Gresham's is looking to appoint a highly skilled musician into the role of Head of Academic Music. Gresham's has a distinguished, thriving musical life, and is ambitious in its musical aspirations. Music plays a significant role in the daily life of a large proportion of pupils at Gresham's School, whether it is at the daily services in the beautiful 1920's Grade II listed memorial Chapel, in GCSE, A level or IB academic music studies, or in the form of the many instrumental and vocal ensembles, performances, and individual lessons run by a team of dedicated music staff and peripatetic teachers. There is a broad range of performances throughout the year in which all pupils can participate.

This is a particularly exciting time for music at the school; it is completing the construction of a new £5.5 million state-of-the-art Music School, which contains a 140 seat recital hall, an industry-standard recording studio, practice and teaching rooms and a café which will open in the Summer Term, 2017. The Gresham's Music School boasts an impressive list of old boys, the most famous of whom is Benjamin Britten who attended Gresham's from 1928-1930. The new Music School is to be called The Britten Building.

Demonstrating the school's commitment to musical excellence further, Gresham's became an All-Steinway School in 2012, taking delivery of 21 pianos, 8 of which are grand pianos. All-Steinway Schools demonstrate a commitment to excellence by providing students and faculties with the best equipment possible for the study of music.

Choral Music is central within the school's musical life, not only with the weekly Chapel Choir performances, but also with the chamber choir, close harmony and other choirs, and with the annual Messiah performance, which showcases soloists from the school. Every Lent Term the department invites the general public to join the choral society. Anyone who can sing and follow a score is welcome to come along. This term they are performing Brahms' *Ein Deutsches Requiem*.

A regular slot in the music time-table is the popular Music & Munch, which takes place every Thursday. Members of the public are invited to come along and enjoy a sandwich lunch and listen to the pupils perform. This intimate venue provides invaluable performing experience for Gresham's musicians and a chance for them to showcase their talents. The annual House Music Competition brings out the enjoyably fierce competitive nature in every pupil as they strive to win for their house. Each year the Music and Drama departments combine to stage a musical. This year the pupils performed *Guys and Dolls*, to great acclaim.

We are looking for a dynamic and exceptional musician to run the Academic Music to build on the success of the current department at this exciting time of development. You will be an outstanding teacher and musician. The successful candidate will probably have experience overseeing the academic music in a school.

The role will include an element of input at the Prep School's music provision, ensuring a smooth transition into the senior school. The successful candidate will work closely with the Director of Music, John Bowley, overseeing all Academic Music.

## **Head of Academic Music - RESPONSIBILITIES**

The Head of Academic Music will have a good Honours degree in Music and will also be both an outstanding pianist and organist. He or she will have the ability to generate enthusiasm for academic music, have strong interpersonal and communication skills and be able to fulfil the responsibilities of the post with energy, enthusiasm and excellence.

The nature of the role is such, that this list of responsibilities is not exhaustive:

- To deliver Academic Music to all ages (13 – 18)
- To oversee all teaching and direct the delivery of the GCSE, A Level and IB programmes of study; to include schemes of work, coursework, assessment and submission
- To ensure consistent teaching throughout the academic department
- To monitor progress and maintain assessment records for pupils in these areas
- To maintain current knowledge of the relevant specifications and disseminate information as appropriate
- To oversee the setting and marking of internal/rehearsal examinations
- Maintain the curriculum section of the Music Department Handbook
- To chair the weekly academic meeting
- To oversee the department's provision for top academics
- To play a full role in the ensemble and concert programme of the school
- Oversee the department's teaching of theory
- Involvement with the Prep School as agreed with Directors of Music
- Provide high quality coaching/rehearsal and then piano accompaniment for pupils in concerts and exams as required
- Provide outstanding organ accompaniment and voluntaries in Chapel for school services when required.
- Act as high quality répétiteur for Joint Schools' musicals, Choral Society and Choir Practices as required
- Deputise for the Director of Music in Choir Practices and School Services when required

## KEY REQUIREMENTS

Qualifications	Essential	Desirable
A good degree in Music	✓	
Qualified Teacher Status		✓
Work Experience, Personal Competencies and Skills	Essential	Desirable
Personally committed to continuing professional development	✓	
Experience of independent and/or state boarding environments		✓
Be committed to safeguarding the physical, emotional and mental well-being of young people	✓	
An outstanding teacher	✓	
Excellent presentation and verbal communication skills	✓	
Professional appearance and manner	✓	
Ability to inspire pupils	✓	
Well established and demonstrable CPD	✓	
Appropriate attitudes to the use of authority and maintaining discipline	✓	
Ability to maintain confidentiality appropriate to the setting	✓	
Ability to inspire and lead a team	✓	
Able to exercise good motivational skills	✓	
Awareness of health and safety requirements	✓	
An ability to communicate effectively with pupils, parents and staff	✓	
Physically, emotionally, resilient and grounded	✓	
Enthusiasm and willingness to contribute fully to the life of a busy boarding school	✓	
Good organising and personal planning ability	✓	
Patience and a sense of humour	✓	
Driving licence		✓
Excellent ICT skills		✓

## REMUNERATION AND OTHER BENEFITS

The salary band for this position is based on our Gresham's Academic Pay Structure.

- Teachers' Pension Scheme
- Fee Remission
- Private Health Scheme
- Free school lunch during term-time