



Lancing College Preparatory School At Worthing

Appointment of
Director of Music

For September 2024



Lancing College Preparatory School at Worthing

Lancing College Preparatory School at Worthing is situated in approximately 2 acres of grounds in Broadwater, an area north of Worthing. The school is sited in a Grade II listed building with the oldest part of the building dating back some five hundred years. The Manor of Broadwater is mentioned in the Domesday Book.

The School was acquired by Lancing College at the beginning of January 2014. Mrs Francesca Milling became the Head in September 2023.

The School provides a vibrant academic education and is ambitious for the future. Our pastoral care is outstanding, we have small classes and a strong community spirit. Our intention is to become the first choice prep school for children in the area and the school roll is increasing rapidly. Inspiring lessons and high quality learning is at the heart of our school. We prepare our pupils for entrance examinations and scholarships at 13+ and have had much to celebrate in recent years from our Year 8 pupils.

Our extra-curricular activity programme is an important part of our provision and we are looking to develop this area further from a position of current strength. Our pupils are fortunate in being able to share the magnificent facilities of Lancing College and we travel to the College regularly particularly for drama, swimming, hockey and cricket.

By the time our pupils leave us at 13+, we aim for them to love learning, to be kind and to go out into the world and do good. We aim for them to have reached their potential and acquired confidence, self-belief, and a set of values that will last a lifetime.

Music at Lancing College Prep at Worthing

Lancing College Prep at Worthing is home to a highly successful, flourishing and relaxed department. The community provides an environment in which the most talented pupils aim for the highest standards through many varied opportunities. Most pupils learn at least one instrument in a wide range of instrumental and vocal disciplines. Instrumental ensembles include orchestra, concert band, string group and rock band. There is a busy programme of chamber music performances at the many soirees that take place throughout the year.

The main music room is on the top floor of the school, instrumental lessons are taught in the keyboard room next to the main music room. It is a busy, fun and noisy part of the school.

Notable success in the past year includes music scholarships, children in National Orchestras and finalists in National Music Competitions. The school has a reputation for musical excellence.

Position: Director of Music

Responsible To: Head

We are seeking to appoint a person who is enthusiastic, inspiring and who will be a role model for pupil musicians. The successful candidate will have the vision to make music an exciting, vibrant part of school life.

Management Responsibilities:

- To oversee the development of Music in the whole school from Nursery to Year 8.
- To be involved in the interviewing of peripatetic teachers (VMTs) and then managing and liaising with them on a daily basis.
- To take responsibility for the organisation and planning of concerts and other musical events including the Harvest Festival, Carol Service, Easter Service, School Musical, Open Morning and the End of Year Celebration.
- To lead and manage the School Orchestra and other groups.
- To collaborate with the Drama department, including being musical director for the school musical.
- Playing the hymns for our weekly Eucharist Service and encouraging the children to sing well.
- Preparing Year 8 children for Scholarships to Lancing College and other Senior Schools.
- To make staff aware of National Curriculum and Common Scholarship changes and trends where necessary.
- Ensuring that all regulatory requirements are met, all school policies are followed, and that good practice predominates.
- To update and review the scheme of work annually.
- To monitor the delivery of the scheme of work in all year groups.
- To write and oversee the writing of medium-term and short-term plans.
- To attend courses relevant to the teaching of Music and to disseminate information to staff.
- To oversee the preparation for Music exams.
- To maintain and support the Music department budget.
- To attend Parent Consultation Evenings and to write reports for parents at the end of the academic year.
- To attend meetings with other Heads of Department from IAPS schools and liaise with Heads of Department from Senior Schools in the district.

Teacher responsibilities:

- Set and maintain good standards of discipline and behaviour inside and outside the classroom.
- To promote music throughout the school and encourage enjoyment through wide participation.

- Plan, present and mark work in a professional manner and in accordance with school policies.
- To provide piano accompaniment for concerts and ABRSM exams.
- Ensure full knowledge and compliance with school policies.
- Perform break, lunch, after school and prep duties as part of the staff duty rota.
- Maintain a happy working environment in the classroom, including displays of children's work.
- Play a full role in the extra-curricular life of the school. It is expected that full time teachers will run two clubs or activities a week and part time teachers will run one.
- Organise subject outings.
- Cover classes for absent colleagues as required.
- Actively support the marketing function of the school.
- Co-ordinating and promoting departmental enrichment activities such as attending concerts.
- Liaise with the Deputy Head over curricular/academic concerns regarding pupils.
- Liaise with the Assistant Head (Positive Behaviour and Restorative Justice) over pastoral and behavioural concerns regarding pupils.
- Liaise with the SENCo over concerns relating to SEN or EAL pupils and ensure that strategies for dealing with pupils with learning support requirements are developed.
- Represent the school at area IAPS subject meetings when required.
- Keep up to date with educational issues and be prepared to attend in service training as required.
- Be an excellent role model for the pupils.
- Fully support the ethos and aims of the school.
- Complete any other tasks which the Head reasonably requests of you.

Key Skills required:

- Degree-level education in Music or a relevant discipline with appropriate postgraduate professional qualifications and experience in schools.
- An inspirational practitioner.
- A good team player with the ability to lead and work with a small team but also to work independently.
- Good understanding of independent schools and their rationale.
- To have the personality, enthusiasm, and gravitas to be an outstanding ambassador for the school.
- Excellent manner with parents.
- Organisation, discretion, flexibility and attention to detail.
- Evidence of CPD.
- Excellent skills in oral and written communication and strong organisational skills.
- Commitment shown in other areas, e.g. drama.
- Experience of preparing children for Music Scholarship, or other auditions, competitions or performances.
- Ability to form strong working relationships with pupils, colleagues and parents.
- Confident proficiency with using Microsoft Office. Training will be given on the school's Management Information System (iSAMS).

Personal Characteristics:

- Commitment and passion for teaching in general and Music specifically.
- Resourcefulness and flexibility.
- Desire to be fully involved in the life of the school.
- Ability to lead from the front and by example.
- Ability to see through to completion.
- Ability to work under pressure of deadlines.

This job description sets out the main duties at the time it was drawn up. Such duties may vary occasionally but without changing the general character of the duties or the level of responsibility entailed, and the candidate will be required to carry out any reasonable requests required by their Line Manager.

Application Procedure:

Applications should be made using the application form. Candidates are asked to add a covering letter setting out, as succinctly as possible, their reasons for applying for the position.

Application forms are available from the College website www.lancingcollege.org.uk. Please send any emails to recruitment@lancing.org.uk.

A full curriculum vitae and the names, addresses and telephone numbers of a minimum of two referees, one of whom should be the candidate's current or most recent employer should be included with the application.

Closing date: Wednesday 10th April

Interviews: w/c 22nd April

What we can offer you:

- In return for your commitment and hard work, we offer you a complimentary lunch for those working either side of lunch, free tickets to College musicals, dance and drama performances, access to books, magazines and DVDs from the College library, staff events, Christmas parties and end of term celebrations and access to the Cycle to Work scheme.
- Discounted childcare at Little Lancing Nursery and Forest School.
- Comprehensive wellbeing support from Lancing's Employee Assistance Programme which provides employees with a 24/7 support helpline and wellbeing tips including professional advice.

Terms and Conditions:

- The starting salary will be commensurate with the experience of the successful candidate. The Lancing Prep Worthing salary scales (2023/2024) currently range from Standard 1, £28,875 per annum. Members of staff appointed on the first six points of the Lancing Scale can expect to move one point up the scale each year (in addition to any inflationary award made by the Governing Body and subject to satisfactory progress) until they reach Point 6, £41,790 per annum. Thereafter salary increases

(other than inflationary awards) are made as a result of a biennial salary review process. An allowance is given to a Head of Department on top of this.

- The School currently provides access to the Teachers' Pension Scheme administered by Teachers' Pensions and governed by the Teachers' Pensions Regulations 2010 as amended from time to time. This may be subject to change on reasonable notice.
- The School also provides an alternative defined contribution pension which is currently with Royal London. Teachers in this pension can adjust the School's contribution and their own contribution, within certain limits, to increase or decrease their own take home pay/ pension allocation – this is also known as a total reward package. Teachers in this scheme are also part of the School's death in service and income protection schemes.
- As may be consistent with the entry conditions of the Senior and Prep School, and at the discretion of the School, up to two children may be educated as day pupils at Lancing Prep at Worthing and/or Lancing College for a maximum of seven years (per child). At Lancing College Senior School this will be for the payment of 33.33% of the appropriate fees. This remission does not apply to care outside School terms. Sibling discounts are not available in addition to this. Wraparound care for up to two children will be provided free of charge. At Kindergarten and Nursery level the remission is conditional on the Nursery Grant being claimed from East or West Sussex County Council, being allocated to Lancing rather than any other provider, and subject to the maximum fee discount allowable under HMRC rules. Means-tested fee remissions for additional children subject to the availability of places may be applied for. Any decision to grant fee remission shall be at the sole discretion of the School and shall be exercised by the Governing Body. In the case of part time teachers, any fee remission will be pro-rata to the Teacher's weekly hours.
- The College operates a medical health insurance scheme. Staff are eligible to join after three months' service. The College will pay for membership, but this is regarded as a benefit in kind and is therefore taxable.
- Probationary Period - the employment will be subject to a probationary period of one year during which time the College may terminate the employment by giving in writing no less than four weeks' notice and the member of staff may terminate the employment by giving in writing no less than one term's notice.

Further Information:

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. Any offer of employment will be subject to an enhanced DBS disclosure which the School considers satisfactory, the receipt of satisfactory references, the school's pre-employment medical questionnaire and sight of relevant original ID documentation and degree certificate(s).

Applicants who have lived outside of the UK in the past 10 years will be required to provide a Police Check from their country of residence. In addition, and where applicable, successful candidates will be required to produce a 'letter of professional standing' issued by the relevant professional regulatory authority as proof of past conduct.

Lancing College conducts online searches for shortlisted candidates. This check is undertaken based on the requirements set out in Keeping Children Safe in Education 2023.

The check helps us to ensure safe and robust checks on the suitability of individuals to work within our School.

To minimise unconscious bias or potential discrimination issues, a person who will not be on the appointed interview panel will conduct the search and will only share information when findings are of a concern. The appointed panel may explore any concerns passed to them as part of our due diligence process.

The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands, and final warnings (including those which would normally be considered "spent" under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School's objective assessment.