

**St Catherine’s School Twickenham**

**Head of Music**

**Full time**

**September 2019**

INFORMATION FOR APPLICANTS

**ST CATHERINE’S SCHOOL**

**TWICKENHAM**

St. Catherine’s School is a Catholic Independent Girls’ Day School, which draws pupils from a wide catchment area and from a range of backgrounds.  It was founded by the Sisters of Mercy in 1914.

The site of St. Catherine's has been famous since the poet, Alexander Pope, came to Twickenham in 1719.  He developed extensive gardens behind his riverside villa and the School is now situated in this garden.  In 1992 the School became fully independent and now operates as a charitable trust.

The School enjoys an enviable position next to the River Thames and yet only a short distance from the centre of Twickenham.  Strawberry Hill Station is a ten minute walk from the School and Twickenham Railway Station, 15 minutes. Both have regular services to London (Waterloo), Surrey, Berkshire and Middlesex.

We are a Catholic School, with a warm ecumenical tradition.  Approximately 36% of our girls are Catholic, and we also welcome girls from all families who are in sympathy with the Christian values taught by the School.  Girls and staff participate in prayers during assembles and meetings, and attend mass. The School’s focus on ethos and on the Catholic tradition allows us to help girls to explore deeper values. This also underpins our excellent pastoral care system and, although the pastoral and academic oversight of every pupil is primarily the responsibility of the Form Tutor, all staff are involved in the care of pupils.

We strive to help every girl achieve her personal best by providing a broad and balanced education within a stimulating, secure and supportive environment which encourages learning.  Success is achieved through personal responsibility, high expectations and a close partnership between parents and school.  Emphasis is placed on self-discipline, responsibility, and the importance of kindness, service, and respect for others.  Since we are a relatively small school the staff are able to know the pupils as individuals and this engenders a strong community.

The School is organised into the Preparatory School, Senior School and Sixth Form all of which are located on the same site.  The Preparatory School accepts pupils from the age of three.  On leaving the Preparatory School at 11, most pupils enter the Senior School.  It is also expected that most Year 11 pupils will enter the Sixth Form. Academic standards are high and the intake is selective at all ages.

Academic Scholarships are awarded at 11+ and 16+ to pupils of high academic promise who will benefit from the opportunities that St. Catherine's provides and who will contribute strongly to the life of the school.  Music, Art, Drama and Sports Awards are also available.

In the Senior School pupils follow courses in English, Mathematics, Science, Religious Studies, History, Geography, Drama, Music, Art, Physical Education and Food and Nutrition, and all pupils in Years 7 to 9 study Spanish, French and German.  Emphasis is also placed on the development of Computer Science skills and the school has three ICT suites which can accommodate whole classes.  Most pupils study nine or ten subjects to GCSE level and three or four subjects to A Level. Sixth Form pupils can choose from a wide selection of subjects and they also have the opportunity to work towards gaining an Extended Project Qualification (EPQ).

We attach great importance to a well-rounded education and extra-curricular activities play a significant role in the life of the School.  Competitive events are held throughout the year and there is a healthy rivalry between the four houses (Bronte, Cavell, Nightingale and Pankhurst).  The Duke of Edinburgh Award Scheme is a popular option. Sports include swimming, netball, athletics, hockey, tennis, gymnastics and rounders, and our pupils achieve considerable success at county, regional and national level.  Music also plays an important part in the life of the school and all pupils are encouraged to participate in choirs, orchestras, ensembles and the varied programme of concerts and informal performances.

Facilities are very good and include an indoor swimming pool, multi-purpose hall, playing field, three ICT suites, and netball/tennis courts. Over the past ten years the school has invested heavily in new facilities, including a Sixth Form Centre, Drama Studio/Lecture Theatre, Fitness Suite, dining facilities and other teaching areas, as well as upgrading the Science Block.

The school received a Section 48 inspection from the Diocese of Westminster in September 2016 and was judged to be outstanding in all areas.  This inspection was followed in October by a Focused Compliance inspection and an Educational Quality inspection by ISI (the Independent Schools Inspectorate).  The school was judged to be fully compliant and the quality of the pupils’ academic and other achievements, together with the quality of their personal development were deemed to be excellent.  We were delighted to achieve the highest accolade possible in all areas of each inspection.

Further details may be found in the Independent Schools’ Year Book and on our website (www.stcatherineschool.co.uk).

**Head of Music**

The successful candidate will be expected to manage the delivery of Music and to ensure that the programme is challenging and enjoyable. S/he will be responsible for the teaching, organisation and further development of the subject throughout the Senior School and in liaison with the Prep department. The role of singing throughout the girls’ time at St Catherine’s is especially highly valued and the Head of Music will coordinate with the Chaplain and House Captains to create opportunities for girls to learn and perform a wide range of genres.

**The Music Department**

The department is housed in its own building with three practice rooms, an interactive whiteboard, and Sibelius and Mixcraft software. Along with the usual music room equipment there are 11 computers, 10 Yamaha keyboards with headphones and splitters, and 20 guitars for class teaching.  The Head of Music manages the pupils and lessons for eight peripatetic staff and works closely with Prep Music staff.

In the first three years in the Senior School, Music is a compulsory mixed-ability subject with 1-2 periods per week. GCSE Music is popular and taught over three periods, and A Level Music has six periods each week. The department follows the Edexcel syllabus for Music GCSE and A level.

**Extra-curricular and school events**

The Head of Music is responsible for extra-curricular sessions before and after school and at lunchtime. At present we have a Senior choir called the St Catherine’s Singers, the Siena Singers for years 7 and 8, a Year 7 choir, and an Orchestra. Other music groups, such as the Sixth Form choir and the Junior Rock Band, have also enjoyed popularity, though provision can alter year by year. The successful candidate will be free to develop this range.

There are many formal concerts throughout the year, including the Autumn Concert, Carol Service, Chamber Concert, Spring Concert, and Summer Concert. There are also informal concerts given by peripatetic staff and pupils. The Head of Music is expected to plan choir or concert tours, and local community events, in consultation with the Deputy Head. S/he may also work with the Head of Drama on school musicals, and will support House Music events.

**Head of Department role**

The Head of Department is responsible for the effective leadership and management of the subject and the team of academic and peripatetic teachers. S/he will aim to continually improve the quality of teaching and learning, to inspire others by personal example, and to create a vision, sense of purpose and pride in the Department.

Other responsibilities include:

* Formulating the Department's plans and policies;
* Presenting an annual report for the Headmistress and allocated senior line managers;
* Meeting with line managers to review and discuss department matters;
* Maintaining accurate records and standards including in the setting and marking of work, and in the writing of reports;
* Attending Head of Departments Meetings and working with HODs to promote whole school initiatives;
* Implementing school assessment and target setting policies, and making effective use of data to monitor and evaluate the achievement and attainment of pupils;
* Assisting in the recruitment of staff and pupils;
* Managing the Department budget and resources;
* Adhering to School policies and advice, including GDPR, Health and Safety and Safeguarding;
* Liaising with academic, SEN, pastoral and support staff;
* Managing the provision of information at parent/teacher evenings, and providing prompt, helpful and accurate responses to parent enquiries;
* Attending the annual Prize Giving Evening, Open Events, INSET, other out-of-school functions, and performing other duties as reasonably required by the Headmistress;
* Overseeing specification choices and exam entries;
* Preparing and reviewing schemes of work and assessments;
* Arranging extension work, visits and pupil participation in events and competitions;
* Developing departmental strategies for pupils’ spiritual, moral, social and cultural development, including citizenship;
* Monitoring teaching methods and identifying strategies to support best practice;
* Developing the expertise of teachers by support, encouragement and advice, and assisting in the training of NQTs;
* Developing the purposeful use of information technology within the Department;
* Initiating and maintaining the provision of extra-curricular activities, both at lunchtimes and out of school hours.

**Person specification**

The successful applicant will:

* Be a well-qualified graduate with teaching experience;
* Demonstrate her/his love for music, and aim to develop the subject and inspire pupils;
* Have high level keyboard and vocal skills needed to accompany individuals, school hymn practices and other events;
* Be experienced in directing ensembles;
* Have strong communication, organisational and administrative skills;
* Have a professional and conscientious and collaborative working style;
* Show a commitment to, and an enjoyment of, the education of girls;
* Be able to adapt to any reasonable adjustments within this middle management role as the needs of the school change.

All staff are responsible for the pastoral care of pupils and are usually Form Tutors.

The person appointed will be expected to become involved in, and contribute to, the extra-curricular life of the school. Staff are mindful of safeguarding principles and health and safety at all times. Staff undertake other duties as reasonably requested by the Head. They ensure the highest standards are maintained and encourage all pupils to participate enthusiastically.

The salary, which will depend on qualifications and experience, will be discussed when the position is offered to the successful candidate.

**Application**

If you feel you have the experience and commitment necessary for such a post, then we would be delighted to receive an application from you.

Please complete the enclosed application form and send it together with a covering letter to: The Headmistress, St Catherine’s School, Cross Deep, Middlesex TW1 4QJ

Please note that only applications on the School’s application form will be considered. It is not necessary to send a separate CV.  Closing date for applications: **Monday 25 March 2019**

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.  The successful applicant will be subject to an enhanced DBS check.

Thank you for the interest you have shown in our school. We look forward to receiving your application.

Mrs Johneen McPherson

Headmistress