

# MAIDWELL HALL

## Role Description

Job Title	Director of Music and Head of Performing Arts
Reports to	Assistant Head Co-curricular

### Job context

Maidwell Hall is a co-educational boarding and day school, educating pupils from Reception through to Year 8. Situated in a beautiful part of Northamptonshire, pupils at Maidwell Hall are encouraged by a dedicated team of staff to make the most of the 40+ acres of parkland, woodlands, lake and sports fields. At the heart of the school estate is a 17<sup>th</sup> century manor house, and all these factors combine to provide the perfect place for young children to learn and grow throughout their formative years.

With a Pre-Prep which opened in 2020, Maidwell Hall is growing and currently educates 135 pupils: around 50% of pupils fortnightly or flexibly board. In September 2022, Maidwell Hall joined the Uppingham Group of Schools (UGS), and the recent merger starts the School's next chapter, which will arguably be its most exciting and ambitious.

### Job purpose

The Director of Music and Head of Performing Arts will lead and develop our strong music department, whilst establishing and driving Maidwell Hall's fledgling drama and dance provision. In all endeavours, they will strive towards an enviable calibre and calendar of music and performing arts within the Prep School world. This role is accountable to the Assistant Head Co-curricular and ultimately the Headmaster.

The Director of Music and Head of Performing Arts will be responsible for the music and performing arts provision from Reception to Year 8, primarily teaching music, as well as co-ordinating, strategising and over-seeing drama and dance throughout the School. They will be responsible for the co-ordination of timetabled and co-curricular activities for music and performing arts, always ensuring the delivery of an ambitious curriculum, which is reflective of the school values.

The successful candidate will advance the vision for music and performing arts at Maidwell, where we seek to promote a love of music, drama and dance for all, offering a platform for those with particular interest and ability to thrive in these areas. They will encourage an awareness and enjoyment of a wide range of artistic forms, traditions, cultures, and styles.

The Director of Music and Head of Performing Arts will teach class music, run choirs and ensembles, lead some and co-ordinate all performing arts performances throughout the year and manage a visiting team of peripatetic music, drama and dance teachers who provide specialist tuition. In addition to playing the piano to a high standard, the ability to play an orchestral instrument would be an advantage.

The Director of Music and Head of Performing Arts will also ensure every year group – and thereby every pupil – performs in at least one production per year, whether that be in music, drama or dance.

The successful applicant will lead the Prep and Pre-Prep Music and Performing Arts Department, working with the support of the Director of Music and Director of Theatre at Uppingham School

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## Music and the Performing Arts at Maidwell

Currently 90% of our prep school pupils learn a musical instrument. There are two choirs and several instrumental ensembles, including Concert Band, Strings, Clarinet and Guitar. The Church Choir sings an anthem in the local Church on Sundays and the school sings a hymn at the morning assemblies. Major concerts take place in the Autumn and Summer Terms. Maidwell musicians regularly attend choral and instrumental days at senior schools, and the growing links with Uppingham's music and drama departments provide exciting opportunities for shared performance, staffing and resources. Pupils participate in a range of performances from informal LAMDA evenings to whole school productions/musicals in which the majority of the school get involved.

From September 2023, facilities for music will include a newly constructed music facility with a large teaching room, ensemble spaces, six instrumental teaching/practice rooms and office space for the Director of Music and Head of Performing Arts. Our multi-purpose hall within the Prep School serves as a large performance space for concerts, with space for smaller concerts and recitals in the heart of the original school building. Our ambition is to build a dedicated performance hall.

## Your accountabilities

- 1. Music and Performing Arts Strategy:** Up to now Music has been the stand-alone performance related department at Maidwell Hall. With a clear whole school vision to provide an increasingly enviable co-curricular programme which complements our academic provision, the setting and communicating of a clear strategy for the new Music and Performing Arts Department will be key to implementing this vision. The Director of Music and Head of Performing Arts will encourage pupils of all abilities to participate in music and performing arts; promote a culture that ensures music and performance at Maidwell are enjoyable for all; embrace a pupil-focused approach to ensure each individual feels valued and empowered to work towards their personal goals; ensure a continuity of experience in music and performing arts throughout the School.
- 2. Music and performing arts programme:** planning and overseeing a balanced programme of musical and performing arts opportunities for pupils within a busy boarding and day prep school; allowing all pupils to access, as a minimum, one creative and dynamic weekly music lesson a week and one yearly opportunity to perform to an audience. Beyond this, creating and driving a musical and performing arts experience at prep school which is inspiring.
- 3. Leadership and management:** demonstrating inspirational, dynamic leadership, ensuring that all music, drama and dance peripatetic teachers have clear direction; being a positive role model for the teaching of music and performing arts; overall responsibility for the music and performing arts budget; overseeing the management of the various individual music and performing arts budgets including equipment, staging, set design and staffing.
- 4. Communications/Events – colleagues, pupils, parents:** actively managing the disseminations of information about musical and performing arts related activities to staff and parents; ensuring that accurate information is provided to the colleagues who coordinate the calendar; ensuring that online systems (e.g. SOCS Calendar System) are updated; ensuring catering arrangements and schedules for all concerts/performance are communicated effectively; ensuring that pupils have the correct equipment for each activity and are smartly turned out for performances; overseeing the organisation of inter-house music and performing arts competitions and the big musical and performance occasions such as the Christmas Concert and school plays; in liaison with the marketing department ensure music and performing arts are accurately represented on the website, social media platforms and publications.

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5. **Health and Safety:** ensuring all aspects of health and safety are fully understood and procedures are always followed; ensuring that all risk assessments for music and performing art activities are up-to-date and regularly reviewed; ensuring that all music and performing arts equipment is organised, stored, and maintained appropriately and treated with due care by all users; produce, maintain, and communicate up-to-date policies and procedures that relate to music and performing arts provision and relevant facilities use; ensure all new staff have are inducted into Maidwell Hall's processes and procedures regarding music and performing arts, especially with regard to health and safety requirements.
6. **Recruitment:** overseeing the recruitment of music and performing arts staff at Maidwell Hall; in liaison with the HR Department at Uppingham School, ensuring that the correct employment procedures are followed; all external peripatetic contracts are correctly managed and paid.

## Outcomes

1. **Music and drama strategy:** a clear strategic vision for music and drama is set, shared and monitored; pupils of all ages enjoy participating in music and drama; pupils of all abilities are empowered to realise their creative ambitions; all involved in the music/drama programmes benefit from enhanced activities.
2. **Music and Drama programmes** each pupil at Maidwell has a music and drama lesson every week; instrumental lessons are offered in all orchestral instruments; an inspiring musical and performing arts experience is evident by the success of the department.
3. **Leadership and management:** staff are motivated to be involved in the music and drama Maidwell offers; all specialist music and peripatetic staff are managed well and excel in delivering music and drama to Maidwell's pupils; the music budget is managed well; all documentation and reports are produced in a timely manner; appropriate INSET is delivered; suitable monitoring systems are in place to assess progress of the musical and drama programmes and their implementation.
4. **Communications/Events – colleagues, pupils, parents:** pupils, staff and parents are accurately informed and communicated with about all aspects of the music and drama programmes which are relevant to them; the calendar co-ordinator is provided with accurate information re. concerts and performances; calendar systems are accurately updated; catering, equipment and arrangements are scheduled and communicated with all relevant parties; inter-house music competitions and the termly Music Days, concerts and productions are well managed; music and drama are accurately represented on the website, social media platforms and publications.
5. **Health and Safety:** pupil safety and welfare are the priorities of all involved in the teaching of music and the performing arts; the School conforms to all internal and external health and safety guidance; activity-specific risk assessments exist which are regularly updated and in line with health and safety protocols.
6. **Recruitment:** music staff and external peripatetic staff are safely recruited in line with all UGS policies and procedures; all contracts are successfully managed.

## Qualifications, skills and experience, personal qualities required

### Qualifications:

- Good honours degree [necessary].
- Specialist music qualification [necessary].
- Specialist drama qualifications [desirable].

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## Skills and experience

- Significant music teaching experience at prep school or junior level [necessary] and drama teaching and or experience [desirable].
- Able to play piano/organ to high standard [necessary].
- Outstanding track record as teacher with a high level of organisational skills and ability to prepare weekly instrumental teaching & practice timetable for peripatetic music teachers (100+ lessons) [necessary].
- Lead major school ensembles (choirs and concert band) as well as run and monitor smaller groups. [necessary].
- Organise, enter and accompany music exams (ABRSM and Trinity)
- Well networked and respected within the profession, with an excellent reputation [necessary].
- Musical Director of school musicals and annual Pre-Prep Nativity
- Strong IT skills, especially in data-handling and analysis [necessary].
- An ability to ensure behaviour management is maintained for safety and to maintain optimum progress for pupils [necessary].
- Ensure effective record keeping, pupil monitoring, assessment and reporting [necessary].
- Direct the chapel choir[necessary].
- Prepare the Church Choir for Sunday Service anthems and play the church organ. [necessary].
- Organise annual Carol Service. [necessary].
- Produce an itemised annual budget for submission to Senior Management, taking account of the development needs of the departments(Music and Drama). [necessary].
- Organise and submit termly peripatetic claim forms to the finance department[necessary].
- Ensure that copyright and licensing regulations pertaining to printed materials, recordings and software are not breached. [necessary].
- Experience of working within the independent sector [desirable].
- Proven experience of leading and managing innovation and change [desirable]
- High level of personal musical achievement [desirable].

## Personal qualities

- An outstanding, dynamic and inspirational specialist Music teacher with strong keyboard, vocal and instrumental skills.
- Strong communication skills, both interpersonal and in public
- Having the energy, charisma and dynamism to develop a vision for music and drama at Maidwell Hall.
- Personable, supportive and able to both motivate, and work in, a team
- Develop excellent relationships with pupils and their parents to ensure that every pupil's pastoral needs are met.
- Possessing the capacity to analyse and improve systems
- Professional integrity and high standards of personal presentation.
- Ability to understand the needs, opportunities and challenges of the independent school community.
- Ability to work with pupils with all levels of musical and drama competence.
- Commitment to, and an understanding of, the values and aims of the School.
- Ability to promote and actively 'market' Maidwell Hall music both within the School and to prospective parents, pupils and staff.
- Ability to think creatively.
- Good humoured.

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## Key Relationships

The Director of Music and Head of Performing Arts is responsible for the line management of the following roles.

### Direct reports:

- Internal and external music peripatetic staff
- LAMDA and Drama teacher
- Gap Tutors

### Key relationships

- Deputy Head\*
- Head of Pre-Prep\*
- Operations Manager\*
- School Office Staff
- Executive team, Uppingham School
- Music & Drama Departments, Uppingham School

\* = member of the Senior Leadership Team

## Holidays

The annual holiday entitlement is all Maidwell Hall holidays, although the Director of Music and Head of Performing Arts will be expected to be available and to work a limited reasonable time during the holidays at key periods, as designated by the Headmaster. No holiday may be taken during term time. Any public holidays that fall within term time are normal working days.

## Benefits

- Free Westfield Healthcare
- Free staff lunches in term-time
- School fee discount
- Retail, gym, supermarket, cinema and restaurant discounts, via Westfield
- Cycle to work scheme
- Employee Assistance Programme
- Occupational Health Services
- Free annual flu jabs
- Recognised as a “Disability Confident” employer
- Recognised as a “Mindful” employer

## Safeguarding

The post-holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the school’s safeguarding (child protection) policy at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the school’s Designated Safeguarding Lead (DSL) or to the Headmaster.

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## **Note**

This Job Description is not an exhaustive list of what may be expected of you in the role. It is non-contractual and may be amended by Maidwell Hall from time to time.