

**Head of Keyboard Studies, Organist and Accompanist  
(Maternity Cover)**

**Information for Applicants**

**Queen Margaret's**

Established in 1901, QM is an independent boarding and day school for girls aged 11-18. You will find us in glorious parkland about six miles south of York. But we are much more than our surroundings, we are more than a school:

We're a home from home.  
A family of learning and belonging.  
In a truly inspirational setting.

We are somewhere each and every girl can thrive.  
Where they'll be happy and healthy.  
Grow their knowledge, skills and confidence.  
And make friends for life.

Somewhere that's the bedrock for success.  
Opens up opportunities and possibilities.  
Inspires them to forge their own future.  
And gets them ready for life, whatever their calling

We nurture girls to fulfil their ambitions.  
To realise their potential.  
To become the best women they can be.  
And give them an amazing start in life.

Girls do so much better in single-sex education and here we see our pupils engaging enthusiastically in a range of activities – academic, sport, extra-curricular and social. No airs and graces, no frills or makeup, just girls getting stuck in, and having fun while they do it. They achieve academically (outstandingly so), they come from a variety of backgrounds and, with an increasing emphasis on the support available we are proud that we are continuing to make a QM education possible for an increasingly diverse range of girls. Our girls have homes in York, Ripon, Thirsk, Newcastle upon Tyne, Inverness, Hong Kong, Madrid, Frankfurt and Bangkok and many board, not because they have to, but because they want to.

The girls are the focus of life at QM and are at the heart of everything we do. It's this focus and an individualistic approach that allows our girls to carve their own path, and flourish as formidable, independent women. To be part of our team you will want the girls to be at the heart of everything you do during your time here.

Because of that, beyond the specific requirements of the job explained below, we are looking for teaching staff with personality and the ability to motivate girls. You will be knowledgeable and passionate about your subject and put your heart and soul into developing your practice and improving on what you do. You will know the value of school life inside and outside the classroom and know that this includes a readiness (within reason!) to be involved in events outside “normal” school hours. A team player, you are likely to want to spend time with colleagues and enjoy getting to know them and involvement in the boarding community.

### **Working at Queen Margaret's**

We are an equal opportunities employer and actively seek applications from candidates of all genders and all backgrounds. We employ around 170 staff of whom over 90 are teachers. The majority of staff live within 30-45 minutes of the school including York, Hull, Leeds and Harrogate. Staff involved in boarding live on site although the school is unable to provide accommodation more generally for staff. We operate our own salary scale and all staff contribute to a pension scheme. Full time staff receive a discount on day fees. During term time (in normal times) meals are provided when you are on duty.

Induction leading to confirmation of QTS happens in the normal way and more general support for professional development is overseen by a member of staff with specific responsibility for this. New teachers are always allocated a mentor to help them discuss all aspects of their teaching as well as the day to day life of the School.

Working in a boarding school is an experience like no other. The sense of community is very strong and the opportunity to get to know both girls and staff is more apparent than would be the case in a day school. In non-COVID times there are lessons on a Saturday morning, but teaching staff are given a half day free in their timetable in recognition of this. Our term dates are shorter than schools in the state sector though we adhere wherever possible to the half term dates of the local authorities in order to support our staff with children of school age.

The School day starts at 08:15 and finishes at 16:30 but most girls stay after this time either because they are boarders or because they are involved in activities. There are a variety of enrichment activities and clubs on offer including Horse Riding, Squash and Tennis coaching plus clubs as diverse as Debating, Fashion, Philosophy and Swimming. We have extensive sports facilities and all girls play Hockey, Lacrosse, Netball and Rounders as well as an array of other sports. Day girls are able to stay until 19:30.

We are not a particularly selective school, we are, after all, a place where each and every girl can thrive. In 2020 76% of girls taking A levels achieved 3 or more A\* to B grades and an equally impressive 93% of girls achieved on or above their test based ALIS targets. We assess all girls on entry to the school and those in need of additional support are overseen by our PASS department. Class sizes are small with the largest classes being no more than 15 girls, many are less.

### **Living in Yorkshire**

Yorkshire is often called “God’s own county” and many Yorkshire folk would agree. The people of the region are friendly, welcoming and down to earth with a “can do” mentality which is dynamic and uplifting.

The School is only 20 minutes away from the beautiful and historic city of York, voted the Best Place to Live in the UK by the Sunday Times. Property prices are reasonable, (like anywhere, there are variations) and there are many picturesque villages and market towns in the Yorkshire region which make an attractive base for those enjoying the great outdoors and a Yorkshire welcome, as well as those who want to access the high quality arts venues in the region or, indeed the magnificent Yorkshire coast.

York is a major transport hub with frequent trains to London (you can be there in less than 2 hours), Leeds, Manchester, Newcastle and Edinburgh. There are also good road links via the A1, M1 and M62 so the area feels at the heart of the UK. We might be biased but there are few better places to live and work.

### **What next?**

Our outstanding Head of Keyboard Studies has let us know that she will be taking maternity leave in the summer of 2021. She will be hard to replace but we are, of course, delighted for her. If you like the sound of Queen Margaret’s and that you feel that the role might suit you then please read the detailed job description and feel free to contact the School prior to application if there is more you want to know. Then let us have your application. We look forward to meeting you.

### **The Music Department**

Music is an integral part of the life of Queen Margaret’s, with a thriving department which not only caters for music as an academic discipline but also as a major contributor to the School’s enrichment programme. The department consists of the Director of Music who is assisted by the Head of Keyboard Studies (this role), a Teacher of Music, a School Administrator and a team of 16 peripatetic music teachers. In the academic year 2020/2021 we have had to adjust both our curriculum and its mode of delivery as the School both anticipated and reacted to changing guidance in relation to the COVID-19 pandemic. Our sincere hope is that by September 2021 the musical life of the School will have returned to something very close to normal. The description below in part represents the position that we plan to return to.

### **Academic Music**

All girls in Years I-III study Music in the curriculum. GCSE and A Level Music courses are offered, currently with WJEC Eduqas at both GCSE and A Level. Class sizes are small and results are always high: regularly 100% A\*-A (A Level); 100% A\*-A (GCSE).

In Key Stage 3 the girls at Queen Margaret’s follow a varied programme which equips them with the practical skills and theoretical knowledge needed to enjoy engaging with music. Building

confidence, communication, rehearsal and ensemble skills are core to the approach and lessons are always fully inclusive and hands-on. As they progress, students get increasing opportunities to work in small groups to develop independent learning skills. For example, 'Just Play' ensures that all girls have functional skills at the Piano, Guitar and Ukulele. Other topics include Jazz, Find Your Voice, Taiko and African Drumming, Songwriting and Garageband.

GCSE Music in Key Stage 4 not only gives an excellent foundation for further study at A Level but also imparts a wealth of transferable and lifelong skills including analytical essay writing, creativity through composition and confidence fostered through performance and ensemble projects. Students emerge as more rounded and capable musicians and our small class sizes mean that they benefit from individual support throughout the course. The course covers a stimulating and exciting breadth of study, from the historical eras of Baroque, Classical and Romantic Music to Jazz, Rock and Film Music.

### **Individual Music**

Over half of the girls in the School take individual instrumental or singing lessons each week. There will again be regular opportunities for the girls to perform in concerts and competitions both inside and outside QM and all are encouraged to join ensembles. We host termly examinations for both the Associated Board and Trinity Music qualifications.

### **Ensemble Music**

The School anticipates that we will once again run the following groups: Chamber Choir, Cantiamo, Vocal Consort, QM Orchestra, Dynamics (training orchestra), Cello Group, Flute Group, Jazz Group, Wind Band, Rock Band and various Chamber Music groups. There are numerous collaborations with the Dance and Drama departments and the School stages a musical every year.

### **Religious Music**

The Chamber Choir will provide music for Chapel Services (three each week). Special services are held for St Margaret's Day, Advent Sunday, Service of Lessons and Carols, Anglican and Roman Catholic Confirmation Services, Ash Wednesday, Passiontide, Ascension Day, Founder's Day, Old Margaretians' Day and Speech Day. Choral Evensong and Eucharist services are interspersed with Morning and Evening Prayer on Sundays in full term; the repertoire is varied. Annual visits by the Chamber Choir to Cathedrals and Abbeys also form an important part of their work, recently including York Minster and Durham and Bradford Cathedrals.

### **Concerts**

Regular concerts are an important showcase for music at QM with the main programme containing a Christmas Concert, Summer Concert and a Speech Day Concert. We have a programme of quarter-termly leave out concerts showcasing a particular year group in correspondence with parents' meetings. There are also Wednesday@1 concerts which are used to showcase the music.

### **The Head of Keyboard Studies, Organist and Accompanist (Maternity Leave Cover)**

Music is an integral part of life at Queen Margaret's the School and from September 2021 we will require an enthusiastic and forward-thinking professional to be the Head of Keyboard Studies, Organist and Accompanist to cover the current post-holder's planned maternity leave. If you have some availability for temporary work in June 2021 that would be very welcome. The successful candidate will be an inspiring musician and teacher with the following:

- A strong desire to continue to raise the profile of music at QM and to develop links with feeder schools
- Creative and inspirational leadership skills
- A sympathy with the Christian faith and worship
- Excellent communication skills, and the ability to enthuse and challenge girls of all ages and abilities with rigour and good humour
- An excellent pianist, accompanist and sight reader
- A proficient organist capable of providing Chapel Services, Evensong and organ tuition
- A willingness to support and develop the enriching presence of Music outside the classroom
- The ability to work collaboratively and creatively with the Drama and Dance departments

### **Head of Keyboard Studies, Organist and Accompanist: Job Description**

#### **1. Appointment**

The Head of Keyboard Studies, Organist and Accompanist is appointed by the Head, subject to enhanced DBS clearance, receipt of satisfactory references and completion of a medical questionnaire (and medical examination where applicable), the costs of which will be met by the School.

## **2. Line Management**

The Head of Keyboard Studies, Organist and Accompanist reports to the Director of Music on all matters. The Head of Keyboard Studies, Organist and Accompanist may be allocated specific responsibilities within the department, e.g. leadership of a particular course, activity or ensemble. The Head of Keyboard Studies, Organist and Accompanist will be responsible for line management of the Piano peripatetic staff in conjunction with the Director of Music.

## **3. Role and responsibilities**

While no Job Description can describe all of the role and responsibilities of the post holder the Head of Keyboard Studies, Organist and Accompanist will work with and report to the Director of Music in all aspects of the musical life of the school. This will include the successful candidate being involved in:

- Providing 1:1 tuition on piano and organ
- Providing organ accompaniment for all school Chapel Services
- Provision of the ABRSM Grade 5 theory tuition, overseeing exam entries and invigilation
- Supporting the Director of Music in the planning, organising and implementing of the enrichment and extracurricular programme of the Music Department including concerts, trips and relevant risk assessments where appropriate.
- Overseeing and organising the Annual Music festival week in tandem with the Director of Music including our outreach programme to feeder prep schools.
- Overseeing entry, organisation and running of ABRSM and Trinity practical examinations in collaboration with the Director of Music
- Providing Accompaniment for ABRSM and Trinity practical examinations, supported by the Director of Music.
- Providing support clinics for aural tests in the immediate weeks before ABRSM/Trinity examinations
- Rehearsing and accompanying the lunchtime concert series in support of the Director of Music
- Providing rehearsal sessions in the weeks leading up to ABRSM/Trinity practical examinations where appropriate
- Supporting the Director of Music in the running, administration and management of the peripatetic staff where appropriate.
- Taking ownership of the running of our informal concert series 'Wednesday@1'
- Facilitating ensemble work for piano and organ students, including duets, piano trios, piano quintets etc
- Oversight of the maintenance and tuning of school pianos and organ
- Assisting the Music staff in the direction, accompaniment and running of ensembles and deputising in their absence wherever necessary
- Assisting the Director and Teacher of Music in the musical direction of whole school musical theatre productions including répétiteur work and playing in the pit orchestra during the week of the show

- Supporting the Director of Music in the preparation and rehearsal of performance coursework for GCSE and A Level recitals.
- Accompanying performance opportunities in Minsters, Abbeys and Cathedrals in the UK and trips further afield
- Accompanying Ballet examinations in support of the Dance department where required. Mentoring Music/Choral Scholars
- Overseeing the allocation of practice facilities and supervising girls' Music practice in tandem with the Director of Music
- Assisting the Director of Music in the organisation, accompaniment and adjudication of the annual QM Musician of the Year Competition
- Attending and facilitating the promotion of school at Open Mornings and other such events
- Assisting in the planning and facilitating the outreach programme to Feeder Schools
- Liaising with Senior Tutors, Tutors and Boarding Staff to ensure the pastoral wellbeing of the girls
- Attending regular departmental meetings
- Undertaking such other reasonable duties as directed by the Head, or the Director of Music
- Being prepared to deputise for the Director and Assistant Director of Music in classroom teaching on rare occasions.

#### **4. Plan of Day, Diary and Bulletin**

The Head of Keyboard Studies, Organist and Accompanist shall be aware of the School's Plan of the Day, term dates (including training days) and calendar entries, as detailed on the School website and refer to the regular bulletin updates.

#### **5. Professional Development and Review**

The Head of Keyboard Studies, Organist and Accompanist shall participate fully in the School's professional review process and seek opportunities to progress their development as a teacher through training, lesson observation and discussion.

#### **6. Parental Contacts**

The Head of Keyboard Studies, Organist and Accompanist shall write reports for girls, as instructed by the Director of Music, following school and departmental policies at times as set out in the calendar. The Head of Keyboard Studies, Organist and Accompanist should also be prepared to contact parents, under the guidance of the Director of Music on other specific matters, as appropriate. The Head of Keyboard Studies shall attend Parents' meetings regardless of whether they occur at times when the post holder would not normally be in School.

#### **7. Rewards and Sanctions**

The Head of Keyboard Studies, Organist and Accompanist shall ensure that expectations regarding behaviour and attire are closely monitored and implemented and clearly



communicated to girls. The Head of Keyboard Studies, Organist and Accompanist should issue rewards and sanctions in line with the School Policy.

#### **8. Marketing**

The Head of Keyboard Studies, Organist and Accompanist, like all other members of staff, is responsible for the marketing of the School through their contact with girls, parents, visitors and outside organisations and through the conduct and contributions they and any girls in their care make whether in or outside School. It is hoped that the Head of Keyboard Studies, Organist and Accompanist will offer ideas, through their department or at the marketing Forum, regarding the marketing of QM.

#### **9. Inspection**

The Head of Keyboard Studies, Organist and Accompanist shall be prepared for inspection, either by the Deputy Head (Academic) or external Inspectorate, by reviewing and understanding School policies, up-dating lesson plans & documents and ensuring girls' work is marked and annotated with detailed feedback which enables girls to make significant progress.

#### **10. Request for Absence**

The Head of Keyboard Studies, Organist and Accompanist shall make any request for absence during term time through the electronic absence form on the VLE. This is automatically sent to the Deputy Head (Academic), who will make consistent and transparent judgements based upon the best interest of the girls and the School. Sufficient notice must be given. If the Head of Keyboard Studies, Organist and Accompanist is unable to come into school due to illness or other reason she/he should email [staffabsence@queenmargarets.com](mailto:staffabsence@queenmargarets.com) before 08:00 on the day of absence outlining the reason for absence with the cover work provided, where possible.

#### **11. Salary and Pension**

Queen Margaret's has its own competitive salary scale. The salary for this post will reflect the responsibility attached to the role. The Teacher will be eligible for membership of the Teachers' Pension Scheme if currently available for new recruits to the school or otherwise such other scheme as the School may operate from time to time.

#### **12. Meals**

Food and refreshments are provided during term time during the hours of duties when girls are in School.

#### **13. School Fees Remission**

An appropriate School fees remission package is available for the daughter(s) of the Head of Keyboard Studies, Organist and Accompanist, during their time at Queen Margaret's at the discretion of the Head.



#### **14. Safeguarding and Child Protection**

Queen Margaret's is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding policies and procedures at all times. Staff members must be aware of how to contact the Designated Safeguarding Lead and not hesitate in communicating concerns regarding Child Welfare to the DSL or DDSL as appropriate.

#### **15. Health and Safety**

All staff at Queen Margaret's are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety, report all accidents and incidents, raise concerns through their line managers, and address minor physical problems by reporting them as maintenance requests through the School's internal ticketing system on the VLE.

#### **16. Equality and diversity**

Staff at Queen Margaret's are expected to promote equality of opportunity for all girls and staff, both current and prospective, and to support an environment that values diversity.

#### **17. Promoting British Values**

Queen Margaret's recognises the importance of placing emphasis on fundamental British values in the curriculum and all other aspects of School life. These values reflect the ethos of the school and all members of the community have a role to play in delivering the values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs. All subject areas, and all non-teaching staff, are responsible for promoting these values when opportunities arise.

#### **18. Data Protection**

All staff at Queen Margaret's have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the School, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role at the School, shall not be kept for longer than is necessary for that purpose or those purposes in accordance with the Data Protection Act 2018 and the Queen Margaret's Privacy Policy.

#### **19. Policy awareness**

All staff are required to be aware of the School's policies and procedures from time to time which are set out in detail in the Red Book on the VLE and in particular of the School's Safeguarding and Staff Behaviour policies.

#### **20. Notice and Duration of this contract**

This is a contract to provide maternity cover and will last in the first instance until 31 December 2021 but that period may be extended by mutual agreement. One Term's notice is required from the post-holder to terminate this contract. The School may determine this contract on one month's notice.

**Person Specification: Head of Keyboard Studies, Organist and Accompanist**

<b>Qualifications</b>	A good honours degree in music	Essential
	A Higher qualification in music	Desirable
	Qualified teacher status/extensive instrumental teaching experience	Desirable
<b>Qualities</b>	The ability to inspire students and sensitively challenge underperformance	Essential
	A creative, inspirational and enthusiastic teacher to students of all abilities	Essential
	An inspirational rehearsal practitioner	Essential
	A genuine desire to develop girls to their fullest potential	Essential
	A team player who keeps the best interest of the department and the girls at the forefront of their actions	Essential
	Demonstrably self-reliant, resilient and adaptable	Essential
	Evidence of the ability and willingness to contribute to the wider school community outside of the classroom	Essential
	Willingness to commit to and foster the values and ethos of the School in line with the school's Strategic Plan	Essential
	An approachable manager who is sympathetic to both the needs of the instrumental staff and the girls	Essential
	Ability to actively seek out and develop new opportunities for girls to experience music	Desirable
<b>Skills, Knowledge and Experience</b>	Outstanding keyboard skills, musicianship and sight reading	Essential
	Extensive experience of individual tuition in piano and organ to the highest standards	Essential
	A sensitive accompanist	Essential
	Ability to advise on and improve students attainment during répétiteur work	Essential
	Excellent and up to date subject knowledge	Essential

	Ability to prepare students for theoretical and aural examination	Essential
	Experience of preparing practical assessment of music to a very high standard at GCSE and A Level	Desirable
	High levels of competence in the use of ICT for teaching and administration	Desirable
	A commitment to safeguarding and promoting the welfare of children	Essential

### Terms and Conditions of Employment

The following additional particulars do not form any part of an offer of employment. Terms and conditions will be documented in a detailed letter of appointment in due course.

1. This is a temporary position to cover a period of maternity leave starting on 1 September 2021 and it is currently anticipated that the period of appointment will end on 2 April 2022. Applications from those who have some availability for temporary work in June 2021 will be welcome.
2. The appointee shall be entitled to the statutory minimum holiday entitlement calculated pro rata (currently 28 days) which is to be taken during the School holidays. In addition, and subject to all duties being fulfilled and responsibilities being met to the satisfaction of the Head and Academic Deputy including attendance at training days and parents' meetings, as required, you will not normally be required to work during normal School holidays.
3. The School's sick pay policy is non contractual and is available in the Staff Handbook (The QM Red Book).
4. No work outside QM should be undertaken without permission of the Head.
5. The normal hours of work are 08:15 – 17:30 (Monday – Friday) and 09:00 – 12:00 (Saturday). Clubs, societies, matches, practices, duties, training days and parents' meetings may, necessarily, extend these times.

### The Application Process

Should you require any further information please contact the Director of Music, Dr Samantha Horseman by email [shorseman@queenmargarets.com](mailto:shorseman@queenmargarets.com).

All applications must be made on the School's application form available on the website and submitted with a covering letter explaining what you will bring to the role addressed to the Head and delivered to her PA Louise Capponi at [lcapponi@queenmargarets.com](mailto:lcapponi@queenmargarets.com).

Applications will close at 09:00 on Monday 1 March and the timing and format of interviews etc. will be confirmed shortly thereafter.

Queen Margaret's is committed to safeguarding and promoting the welfare of children and young persons and candidates must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.