



The Purcell School

for young musicians

Royal Patron: HRH The Prince of Wales



Specialist Music School

Co-Educational Boarding and Day

Over 180 pupils aged from 11-18

Music Resources Assistant
with Outreach Duties

Information for Candidates/Job Description

For November 2017

Closing Date for Applications: Friday 6th October 2017

Interviews to be held 2nd November 2017

The Purcell School
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www.purcell-school.org

Introduction

The Purcell School is Britain's oldest specialist music school and in 2012 celebrated its 50th Anniversary. In 2003 the School was awarded the UNESCO Mozart Gold Medal in recognition of its unique contribution to music, education and international culture and in 2015 the School became the first ever Fazioli Centre of Excellence. The School's pupils are funded largely by the Government's Music and Dance Scheme, along with the School's own bursary funds. The School has consistent success in national and international competitions and has an extensive programme of outreach and community work. Its orchestras, ensembles and instrumentalists give concerts throughout London, the UK and abroad.

History

The school was founded in 1962 by Rosemary Rapaport and Irene Forster as the 'Central Tutorial School for Young Musicians', and opened in temporary premises at the Conway Hall, Red Lion Square, with four pupils. Renamed 'The Purcell School' in 1969, it occupied premises first in Hampstead and then in Harrow before moving to its current location in 1997.

Location

The Purcell School is the only specialist Music School within the M25, and this proximity to London brings many advantages. We are only 30 minutes from Heathrow and Luton airports and an hour from Gatwick or Stansted; Bushey station and Watford Junction station are close by and provide a fast (19 minute) link to the heart of the capital; the M1 and M25 give access to the rest of the country.

Facilities

The school enjoys excellent facilities which have been improved considerably in recent years. In 2007 the new Music Centre was opened by Sir Simon Rattle and features state-of-the-art classrooms, a professional recording studio, practice rooms and a recital hall. Since 2009 extensive works have taken place to expand and upgrade the school's boarding facilities and a £4.25m boarding house was opened in January 2011. Other works are planned over the next five years to further enhance the facilities.

The Pupils

The school currently has over 180 pupils aged from 11-18 years, of whom about 30% come from abroad. Over 75% of pupils are boarders. The sixth form currently comprises around 90 pupils with approximately 25-30 pupils joining the school each year specifically for the Sixth Form. The majority of pupils progress to music conservatoires although a

small number each year elect to go to University to study both music and non-musical subjects.

Admissions

Pupils are admitted at any age between 11 and 17. Entry to the school is on the basis of a music audition, short written test and interviews. Pupils come from a wide variety of educational backgrounds, including maintained and independent schools in the UK and overseas. A wide academic ability range is therefore a feature of the school, with a significant number of students for whom English is not their first language. Thanks to the Department for Education Music and Dance Scheme, generous bursaries are available.

Music

The Purcell School has an enviable reputation for the quality of its musical education and performance. Students enjoy individual tuition on one or two instruments, or in composition, from some of the very best teachers available. They take part in orchestral, choral and chamber concerts, and have opportunities to perform regularly at venues including the Royal Festival Hall, the Wigmore Hall, Purcell Room and St Albans Abbey. Purcell students frequently achieve success in musical competitions both in the UK and abroad, including in the BBC Young Musician of the Year and the BBC Young Jazz Musician of the Year.





Academic curriculum

Our academic curriculum allows pupils to fulfil their musical potential without limiting their choices. Although the exact shape of the curriculum will be different for different students, the broad intention is that there should be a progression over time: younger students need a larger amount of academic time, to ensure that the basic skills and knowledge are in place, and that they are able to achieve good grades at GCSE. As they get older, they are expected to spend more time practising their instruments, taking part in chamber music and orchestral or choral groups, and the proportion of time spent on academic work therefore decreases. Depending on a pupil's age and instrumental commitments, between 25% and 50% of curricular time is spent on musical activities.

Details of the subjects available at the school can be found on our website.

Boarding

Approximately three-quarters of our students are boarders, living in one of four houses: Avison (boys and girls aged 11-13), Graham (girls aged 14-19), Sunley (girls aged 14-19) or Gardner (boys aged 14-19). Each house is supervised by at least two resident staff, with other staff involved in a non-residential capacity.

Pastoral Care

At The Purcell School we strive to prepare our students for life in a modern society. The education we provide extends far beyond the classroom, and our young people grow in all aspects of their lives. All students have a Tutor who meets them regularly and monitors their progress.

We have a dedicated school nurse, who is available to see pupils each day and who will arrange any medical care with the school doctors, as well as a School Counsellor and physiotherapist.

Religious affiliation

The school has no formal religious affiliation, and accepts pupils of all faiths or none. There is no school chapel and assemblies are secular in content. Boarders who wish can attend local places of worship as appropriate.

The staff

The school staff consists of around 25 academic subject teachers, a small number of full-time music staff, nearly 60 part-time vocal and instrumental teachers, and around 40 support staff, including residential boarding staff.

Owing to the small size of the school, academic teachers are often the sole practitioner in their subject, except in English and Mathematics. This allows teachers to teach the full range of ages and to get to know pupils extremely well over a long period of time. Almost all teachers have their own classrooms.

Class sizes rarely exceed 15 at Key Stages 2 & 3, 20 at GCSE or 14 at A Level.

Further details of the school can be found by visiting our website: www.purcell-school.org.



The Post:

The Music Library is housed in a room on the ground floor of the main building, close to the centre of the school. The Library was refurbished in 2012, and provides desks and workstations for pupil or staff use, open shelves for scores and books, and locked cupboards for orchestral parts, choral and chamber sets. Cataloguing software has been installed, and a partial catalogue exists. There is also a small fiction library for younger pupils, and a printer/photocopier.

The Library is used by pupils and staff during the school day as a workroom, for research, and to borrow scores and parts for rehearsals. Pupils can also order sheet music and other music supplies (strings, reeds, etc.) through the Library, or have work such as their own compositions printed. It is therefore an important place in the daily life of the school.

The Music Library is part of the Concerts Department, which organises all the school's concerts each year, and also supports the rehearsal process and the school's many projects.



Job Description:

Music Resources Assistant:

The Music Resources Assistant is responsible to the Heads of Music via the Concerts Manager for the provision of all sheet music, and for the maintenance and development of the Music Library. In addition, he/she will work alongside other members of the Concerts Department to provide support for rehearsal and concert management.

The post will be full-time during school terms, plus a further 15 working days during school holidays to be arranged with the Concerts Manager and Outreach Team.

The responsibilities of the post will include:

- Preparation and provision of all music for the school's orchestras, choirs and ensembles, including hiring, borrowing and purchasing music, preparation of parts (including the

- copying of bowings and other markings and, where appropriate, type-setting using music notation software e.g. Sibelius), or photocopying (subject to copyright law).
- Delivering, setting out and collecting in sheet music for rehearsals and performances by the Symphony Orchestra, Sinfonia, Choirs, and other groups as required.
- Ensuring the upkeep of the music library (orchestral, choral, chamber and instrumental) by monitoring stock and ensuring that sets are complete, in good repair, organised for easy access, and stored securely.
- Supervising pupils using the library, ensuring a good working environment and assisting them in their studies.
- Maintaining an accurate record of all music lent to pupils or staff and ensuring it is returned promptly after performances.
- Management of the sheet music budgets, in consultation with the Music Department Secretary, ensuring all purchased and hired music is procured on a 'best value' basis, and managing purchase orders and invoices. Ordering sheet music and other music supplies for pupils, and supplying re-charge lists to the Finance Manager.

- Completing and maintaining the music library database by inputting and amending data as appropriate.
- Maintaining and enhancing the fiction library.
- Working with other members of the Concerts Department, including assisting with rehearsal and concert management.
- Managing the school's copyright licences and ensuring compliance with current copyright legislation.
- Responding to sheet music research requests from staff and pupils, and providing information as required.
- Establishing and managing a hiring scheme to enable to the school to hire orchestral and choral sets to other musical institutions.
- Carrying out any other duties as are within the scope, spirit and purpose of the job, as requested by the Concerts Manager, Heads of Departments or Headmaster.

Outreach Duties

- Actively support the Purcell School's flagship outreach programmes and undertake administrative duties associated with them.
- Work with approximately 30-36 pupils in Year 12 each year who have an interest in outreach work and who have opted to develop their skills via the IMPULSE Outreach Training programme.
- Help support logistics linked to individual leadership ideas and projects run by pupils, liaising with the Instrumental Heads of Music Departments, the school calendar and the concert team as appropriate.
- To help and support all pupils working for their Arts Awards.

The post is available immediately, however the start date is negotiable.

General and Professional Responsibilities

The Purcell School exists to provide young musicians of exceptional promise and talent with the best possible teaching environment in which to fulfil their potential, irrespective of their background.

All parents and pupils have the right to expect that we will provide an education of the very highest quality and that we will conduct ourselves in a professional manner, in line with best practice across the education sector. We also have a duty towards the school and our colleagues to maintain high professional standards.

- In addition to the specific responsibilities of the post, all staff are expected to:
- Promote the aims and values of the school.
- Support and protect the interests of the pupils.
- Support colleagues in their work.
- Ensure the smooth-running of the school and well-being of the school community.

In particular, staff are required to:

- be aware of the current legal requirements, school policies and guidance on safeguarding and promotion of well-being of children and young people.
- work constructively and co-operatively as members of the school community, sharing good practice with the aim of improving the education and welfare that the school offers.
- undertake such administrative and supervisory duties as may be required.
- follow school procedures and policies set out in the Staff Handbook.
- promote equality by actively protecting staff and pupils from discrimination.
- keep up to date with Health and Safety regulations and best practice as appropriate to their roles, attending training courses and completing appropriate risk assessments as required.
- help to maintain and improve the public image of the school.

The Person Essential

- The successful candidate will be a music graduate with experience of performing to a high standard. You will probably be either considering doing a PGCE at a later stage, or looking to fill in a year before going on to a further career.
- You should have the ability to develop and maintain warm, respectful and valued rapport with young people, whilst understanding the professional boundaries that must exist between staff and students. You should provide a positive role model, demonstrating self-motivation and mature interpersonal skills.
- The ability to negotiate and manage complex events in a professional, effective manner. An understanding of community partnerships and organisation. Imagination, creativity and enthusiasm and a warm sense of humour!
- You will need effective communication skills (verbal and written) and the ability to deal with pupils, parents and staff across the whole school. You will be expected to maintain high personal and professional standards, including recognition of the confidentiality issues

impacting upon work in a school (e.g. access to sensitive pupil medical or family information).

- You must be able to demonstrate an awareness of safeguarding and child protection legislation and issues, and will be expected to uphold a full commitment to the best safeguarding practice.
- You will need a flexible approach to your duties, and a willingness to 'muck in' as required. This is not a post for someone who counts working hours!

Desirable

- Experience of working with children/young people in an academic or musical environment.
- Holder of a current First Aid qualification, or willingness to undertake training.

Terms and Conditions

- This is a full-time post, term-time only as indicated in the outline job description above.
- Annual salary: £19,500 (pro rata) as a Music Resources Assistant and a further £2080 for Outreach duties payable monthly in arrears.
- Your working week will total up to a maximum of 37 hours during term time not including a one hour unpaid lunchbreak every day.
- Successful applicants will be required to make an enhanced disclosure by the Disclosure and Barring Service (formerly the Criminal Records Bureau) and to complete a self-disclosure Medical Questionnaire. All new staff receive Child Protection training on taking up their appointment.

Child Protection

The Purcell School aims to maintain an ethos of constant improvement across all areas of school life and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. This job description will be reviewed annually and may be varied in light of the needs of the School.

The job Description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed.

The Purcell School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school's Child Protection policy, which is available on our website, and are required to declare any

criminal convictions or cautions, or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post, including records checked and processed through the Disclosure and Barring Service (DBS).

Equal Opportunities

The Purcell School is an equal opportunities employer and welcomes applications from appropriately qualified persons regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment.

Applications

Applicants are asked to complete an Application Form (available on our website) and send it with a supporting statement to the Headmaster by the closing date.

The closing date for applications is Friday 6th October. Interviews will be held Thursday 2nd November.

Completed application forms should be sent to the Headmaster by post or by e-mail to:

Mrs Shirley Clark
Headmaster's PA
The Purcell School
Aldenham Road
Bushey
Herts
WD23 2TS

Tel: 01923 331104

Email: s.clark@purcell-school.org

Website: www.purcell-school.org