

Director of Music



ARNOLD
HOUSE
SCHOOL

APPLICATION PACK

THE ROLE	Director of Music
START DATE	September 2024/January 2025
REPORTING TO	Headmaster
PACKAGE	Competitive salary and pension



WELCOME TO ARNOLD HOUSE

Dear Applicant

Thank you for your interest in the role of Director of Music at Arnold House.

The School was founded in 1905 in St John's Wood. It is an independent preparatory school for boys from 3 to 13, and a member of IAPS (the Independent Association of Preparatory Schools). In 2021 we opened a Pre-Prep department a short walk away at Marlborough Place. We now have 370 boys on roll across 10 year groups. Each year group is split into two forms.

A thriving school, Arnold House aims to provide an education of breadth and excellence and to serve the boys' best

interests across the ability range. We aim to do so in a supportive, purposeful and stimulating environment, to provide a foundation for the boys' development within a generous Christian ethos, to help them mature into well-rounded individuals by developing their enjoyment of music, the arts and sport, and to promote good citizenship through the virtues of courtesy and industry. The cultural identity of the school is diverse and enriched with an array of backgrounds being represented throughout.

The School values a supportive family ethos and operates in a relaxed, though structured manner, ensuring that all

boys are cherished and achievements recognised and rewarded. Academically sights are set high with the object being for each boy to develop his talents.

As a registered charitable trust, Arnold House is overseen and supported by an experienced Governing Body.

Arnold House underwent an Educational Quality inspection by ISI in November 2022, in which it was reported that both the quality of pupils' academic and other achievements and the quality of pupils' personal development is excellent. The report can be downloaded from: www.arnoldhouse.co.uk/isi-inspection-reports

MUSIC AT ARNOLD HOUSE

The aim of the Music programme at Arnold House is to encourage and promote boys' enjoyment of music-making in a wide variety of contexts. Music here is taught as a dynamic, evolving and practical subject, geared to all abilities and enthusiasms. It helps to build the boys' self-confidence and social skills and gives them tremendous satisfaction when performing and creating music as an integral part of their educational experience at Arnold House.

The Music Department currently comprises the Director, an Assistant Director and 12 peripatetic instrumental teachers. The department is situated in a self-contained suite of rooms. The main class teaching room is equipped with MacBooks and midi keyboards. In addition we are fortunate to have a bespoke performance theatre at our premises at Canons Park which is used for concerts, performances and plays throughout the year.

The vast majority (80%) of pupils in Year 2 and above learn an instrument. Arnold House has a strong tradition of ensemble playing and choral singing. Over 25 groups and choirs rehearse each week, including Junior and Senior String Orchestras, Senior Orchestra, Jazz Band, Rock Band, woodwind and brass ensembles and more. Four choirs rehearse each week: Lower, Upper, Cambiata Vox and Chapel Choir.

The Director of Music coordinates the work of peripatetic teachers and organises timetables for individual lessons. They manage arrangements for boys to take external music exams three times a year. They also work closely with

the Head of Drama to direct the musical element of plays and productions.

The Chapel Choir leads the worship at church services at least twice a term. Other musicians and ensembles perform at main concerts twice annually and each year group has a solo recital once a term. Boys regularly achieve music awards (Scholarships) to their chosen senior schools.

We are looking for an excellent musician and teacher who is enthusiastic, talented and highly organised to lead our thriving Music Department. The successful candidate will demonstrate that they have the ability and experience to organise the complex work of the department and inspire all pupils in their musical endeavours.

The school is based across three sites, two in St John's Wood and one in Edgware. You will principally be based in Loudoun Road, St John's Wood, but will be required to work across all sites as necessary.

Arnold House offers excellent benefits including a competitive salary, access to our contributory pension scheme, free lunches during term time, access to the cycle to work scheme and a good proportion of non-contact time.

Generous benefits reflect the fact that teachers 'go the extra mile' in a school such as ours by contributing to sports, drama productions, clubs, trips and other activities. All teachers take a share of supervisory duties and enjoy the benefit of a good number of non-contact periods each week which they can use for lesson preparation, marking etc.

Staff are appraised regularly and are encouraged to reflect on and develop their practice.

Arnold House is committed to promoting and protecting the mental and physical wellbeing of all our staff.



JOB DESCRIPTION

Arnold House 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 Director of Music is responsible to the Headmaster for leading and developing all aspects of musical education and performance throughout the school, including:

- Planning and coordinating the Music curriculum for all year groups and teaching Music to Years 3-8
- Acting as line manager for the Assistant Director of Music
- Appointing visiting instrumental teachers in consultation with the Headmaster
- Organising timetables for the visiting instrumental staff and monitoring their performance biennially
- Providing information for parents on the availability of instrumental tuition, organising taster sessions and recruiting pupils
- Organising three termly concerts to showcase the musical talent of pupils
- Organising solo recitals termly
- Conducting/directing the Senior Orchestra, Upper Choir, Chapel Choir and Lower Choir
- Overseeing all ensembles, organising rehearsal times and personnel and helping with rehearsals where necessary
- Organising and conducting/directing the musical content of all church services in collaboration with the Deputy Head/Headmaster
- Overseeing the preparation of boys for senior school music scholarships
- Overseeing the organisation of Associated Board exams
- Accompanying pupils, playing in assembly and directing musical productions
- Collaborating with the Head of Drama on the musical aspects of school plays
- Managing budgets and purchasing resources in collaboration with the Director of Finance & Resources
- Ensuring all departmental documentation is up to date and used as a working document by all members of the department
- Ensuring that each member of the department is aware of the information within the departmental handbook
- Ensuring new members of the department are given appropriate guidance and support
- Ensuring that appropriate IT software is wherever possible made available and used
- Contributing to Heads of Department meetings.



PERSON SPECIFICATION

QUALIFICATIONS & EXPERIENCE	ESSENTIAL	DESIRABLE
Good degree in relevant subject	✓	
Qualified teacher status		✓
Experienced Music teacher	✓	
Experience of teaching Music up to KS3		✓
Experience of leading a Music department		✓
Experience of organising pupil concerts and performances	✓	
Evidence of excellent level of musicianship	✓	
Evidence of excellent organisational skills	✓	
Experience of using music technology in the classroom (GarageBand, Sibelius, LOGIC Pro)		✓
SKILLS & PERSONAL COMPETENCIES	ESSENTIAL	DESIRABLE
Evidence of effective teaching	✓	
Confidence in integrating the use of IT into the curriculum	✓	
Evidence of being a reflective practitioner and a desire to keep improving the learning experience of the boys	✓	
Ability to evaluate the pastoral needs of the boys and to always be mindful of their wellbeing	✓	
Ability to plan and teach lessons which ensure progress for boys of all abilities	✓	
Evidence of excellent marking and feedback to pupils	✓	

HOW TO APPLY

DEADLINE FOR APPLICATIONS: Tuesday 7th May, 9am

START DATE: September 2024/January 2025

Please read our Recruitment, Selection and Disclosure Policy & Procedure, download and complete an application form, and send a covering letter to recruitment@arnoldhouse.co.uk explaining why you feel you are suitable for the role.

In the case of any queries, please contact: Frances Peel Yates, HR Manager on 020 7266 6998.

Arnold House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The role will include regulated activity and is exempt from the Rehabilitation of Offenders Act 1974.

Arnold House will conduct online searches for shortlisted candidates. This check will be undertaken based on the requirements set out in Keeping Children Safe in Education 2023. The check will help us to ensure safe and robust checks on the suitability of individuals to work within our School.

