

## DIRECTOR OF MUSIC

PERMANENT ROLE TO START SEPT 24/JAN 25

Thank you for showing an interest in this post. We hope that the following information about St Helen's School, the job description and person specification will help you to decide that this is an application which you wish to pursue.



## WELCOME TO ST HELEN'S

At St Helen's school many of the girls who leave us at the end of Year 13 have been with us since Nursery or Reception. We are ambitious for every single girl: that she achieves her potential; that she leaves us to embark upon an exciting and fulfilling future, able to deal with whatever life throws at her with resilience and courage; that she possesses inner confidence, strong personal integrity, and a sense of fun; that she is ready

to go out into the world and make a difference.

St Helen's has a long tradition of academic excellence which encourages girls to pursue intellectual curiosity beyond the curriculum. We are proud of our 2023 results where 65% of A Level students obtained A\*/A and 85% of GCSE grades were awarded at grades 9-7. Sixth Formers go on to established, high-ranking universities including Oxford and Cambridge, with more than a third studying STEM subjects. However, we give our girls much more than just academic success; our Co-Curricular programme is rich and varied, and our pastoral care ensures that every girl is known, valued, and cared for.

Within easy reach of central London, our school is set in 21 acres of grounds and, just as we are proud of our students' academic achievements and their personal development, we are also proud of our facilities and buildings. We have invested significantly in developing our facilities over the last ten years and have plans to do more.

St Helen's has a warm and lively atmosphere that makes it a rewarding and exciting place to work. Our staff and our pupils look out for each other and encourage each other to be the best possible version of themselves. As such, you will play a vital role in supporting the school in the next stage of its journey. We look forward to receiving your application.

Bridget Ward **Head Designate**



## THE SCHOOL

St Helen's is an academically selective independent girls' day school of more than 1200 students aged 3-18, set in beautiful green space in Northwood, Middlesex.

It draws pupils from a wide area of north-west London, Buckinghamshire, and Hertfordshire with easy access by Underground from central London.

We want our students to be brave and true, ever intellectually curious. They will believe they can do anything. They will want to explore how they can best interact with the world around them and make a difference for the better in their own way. They will be ready for whatever the future brings.

Our aims are:

- To provide each and every girl with the opportunity and means to achieve academic excellence.
- To provide our students with the personal skills, emotional resilience, and the confidence to achieve their full potential through a varied, rich and challenging Co-Curricular programme.
- To know, value and respect all girls as individuals so as to best support them on their journey through the school.
- To ensure that the girls are ready to play a full and active part in their communities and in an interconnected digital world.

Our students achieve high academic standards, and we encourage them to develop lifelong skills in a diverse range of areas, both within and outside the curriculum, and to pursue their individual ambitions. The school is proud of its tradition of providing a balanced and forward-looking education through which its pupils can become confident independent learners and leaders in their fields, their professions, and their communities. Attention to the individual child is at the heart of everything we do and shapes the pastoral care, teaching and learning and the co-curricular opportunities on offer at St Helen's.

## THE POST

St Helen's is looking to appoint a Full Time Director of Music to start either September 2024 or January 2025. The role will report directly to the Deputy Head Operations and Partnerships.

## THE MUSIC DEPARTMENT

Music plays a central role at St Helen's, with four class teachers across Prep and Senior Schools, a Music Administrator, Performing Arts Technician, and a team of 20 visiting music teachers led by the Head of Instrumental and Vocal Music. Senior Music is based in a new purpose-built space, opened in 2019, which includes two classrooms, a Music Technology suite equipped with a fleet of iMacs, a Recital Hall, a Recording Studio, and 14 practice rooms.

Pupils in Years 7 and 9 take one 55-minute curricular lesson each week, with Year 8 pupils taking three periods per fortnight; diverse and bespoke schemes of work are based around a practical core, with key strands of Music Technology and Band Skills featuring through the Key Stage. GCSE Music is a popular option (Edexcel) and numbers taking A Level Music are increasing. We also follow the Edexcel course at A Level.

Co-Curricular music is thriving at St Helen's, with a large number of girls participating in activities on a weekly basis. We offer a plethora of Co-Curricular ensembles including multiple orchestras and choirs, jazz groups, Soul and Pop bands and a variety of chamber and smaller groups. There are many performance opportunities for ensembles and choirs throughout the year, including a large-scale Ensembles Concert (featuring around 200 performers) and a Chamber Concert in each term, two Pop Concerts, a Carol Service and a variety of Tea-Time Concerts held every few weeks. The Department ran a successful tour to Paris in 2022 and this year will be visiting Italy with 60 pupils performing. The Department maintains an excellent relationship with Merchant Taylors' School and each year stages a Joint Concert, in which the combined choirs perform large-scale choral works (most recently this was a selection of English works, including Tippett's Five Spirituals and Vaughan-Williams' Five Mystical Songs). The string orchestras and big bands of both schools also join forces each year for performance, in addition to the combined musical which takes place every other year (most recently, The Addams Family).

Each week, over 250 individual music lessons are taught by the visiting music staff; this has been augmented recently with fully funded instrumental schemes which have enabled many new learners to get started with a new musical instrument.



## MAIN RESPONSIBILITIES

The specific responsibilities of the postholder include the following. The list is not exhaustive and may change over time as new initiatives evolve.

### Strategic Development

- Provide strategic leadership of academic and Co-Curricular Music throughout the whole School (Nursery to Year 13)
- To further develop choral activity, which is both inclusive and aims for excellence, whether that is in competitions or by singing in prestigious concerts and venues.
- Develop opportunities for girls to gain experience of performing, both as solo performers and in ensembles, with particular focus on developing on orchestral playing, with the School Orchestra as the flagship ensemble. Organise suitable music for the school events, including but not limited to weekly/end of term assemblies, Founder's Day, Open Events, Prize Day and any other event as directed by Line Manager.
- In consultation with the Executive Team, determine the annual programme of musical events and concerts, including performances both within and outside the school.
- Act as the public face of music at St Helen's by maintaining and developing the profile of the school's music in the wider community.
- Lead and oversee the long-term plans for music throughout the school, including further development of music technology within curricular and Co-Curricular Music.
- Develop and implement an outreach music strategy for partnerships and outreach music projects with maintained and independent schools including Merchant Taylors' and community groups.

### Leadership of Academic & Co-Curricular Music

- Lead the work of the staff and students through personal example as a practising performer, composer, or conductor.
- Conduct (as appropriate) the School Orchestra and take such other ensembles as required.
- Develop Choirs across all age groups.
- Inspire and lead the school's music performance work as a whole.
- Ensure that Music Scholars have an appropriate scholarship

- programme in place to support their development within music.
- Secure excellent standards of pupil attainment and achievement through monitoring and supporting student progress in Music throughout the School.
- Ensure that the academic music curriculum is appropriately delivered through liaison with the Academic Deputy Head, Director of Studies, and Head of Prep School Music.

### Management and Communication

- Liaise with the Director of Communications and Marketing Department to coordinate the marketing and publicity of musical events.
- Ensure that stories of musical achievements by girls and ensembles are made available for posting on the school website.
- Ensure that prompt and appropriate communication with parents takes place, whether over individual concerns which may arise from time to time in relation to the work of the Department, or in relation to communicating to parents the school's vision for music.
- Liaise with the Head of Art, Director of Drama and Director of Sport, to develop and promote collaborative projects where appropriate.
- Liaise with the Director of Music and others at Merchant Taylors' Boys' School in the planning of joint concerts, the annual Joint Musical and other musical events.
- Attend meetings of the Joint Performing Arts Committee (at STHNs or MTS), Curriculum Admin Group Heads of Departments Committee and Co-Curricular Logistics Committee, and attend other meetings as required.
- Plan and manage the overall music budget and other available resources.
- Organise and lead a programme of music tours to the UK and abroad.

### Line Management

- Lead, supervise and manage the Senior School music teachers, Music Administrative Assistant, Prep School Head of Music, Head of Instrumental and Vocal Music and Instrumental Music Teachers
- Motivate the team ensuring that all work is consistently performed to a high standard.
- Ensure the proper induction of new staff to the Department, including Instrumental Music Teachers, ECTs and trainee teachers (where applicable)
- Manage the annual professional development review/appraisal



- process for the Music Department
- Identify team training and development requirements and arrange training and development as required.

## Teaching

All teachers are expected to ensure the highest standards of teaching and learning by:

- Preparing and delivering challenging and differentiated lessons.
- Setting homework in accordance with the school's homework policy
- Marking work in accordance with the school's marking policy
- Using all available data and information to ensure that each pupil is provided with an appropriate programme of study
- Having a good understanding of the schemes of work they are following and how these fit into the overall scheme of work for the subject they are teaching
- Keeping up to date with developments in the teaching of their subject

## General

- Carry out such duties that may be reasonably required by the Headmistress.
- Follow responsibilities as defined in the Health & Safety Policy
- Promote and safeguard the welfare of children and young people with whom s/he comes into contact and adhere to and ensure compliance with the School's Child Protection and Safeguarding Policy
- Support and promote and School's ethos, aims and objectives.

## THE PERSON

It is essential for the successful candidate to have the following qualifications, experience, and personal attributes:

|  | Essential  | Desirable   |
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| <b>Level of Education/ Professional qualifications</b> | Degree (or equivalent qualification) in Music or a related subject | A teaching qualification such as PGCE (or equivalent) |

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|                                   |  | Evidence of commitment to further professional development                  |
| <b>Experience/ Positions held</b> | <p>Substantial experience of teaching in a Senior school Music department across KS3/GCSE/A Level</p> <p>Experience (or willingness to learn) of managing financial budgets at department level.</p> <p>Experience of generating and maintaining external links and partnerships</p> | A proven record of success in pursuing music professionally at a high level |
| <b>Knowledge</b>                  | <p>A thorough understanding of current developments in music and performance</p> <p>Detailed understanding of current developments in the secondary curriculum and assessment</p>  |   |



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| <p><b>Job specific capabilities/skills</b></p> | <p>Good ICT skills and knowledge of the use of technology within music education</p> <p>Excellent written and oral communication skills</p> <p>Competent to teach and lead rehearsals from the keyboard</p>  |  |
| <p><b>Soft skills</b></p>                      | <p>Demonstrates excellent people skills with the ability to build long term relationships with a wide range of stakeholders.</p>   |  |
| <p><b>Personality Traits/Values</b></p>        | <p>Demonstrable passion for teaching Music across all Key stages</p> <p>Enthusiastic with the ability to inspire and lead staff and pupils of all abilities.</p> <p>Artistic integrity and the ability to inspire the musical life of the whole School leading it forward with vision and energy.</p> <p>A clear motivation to work with young people.</p> <p>The ability to form and maintain appropriate</p> |  |

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|  | <p>relationships and boundaries with young people.</p> <p>Entrepreneurial spirit with an eye for new opportunities and an ability to think creatively and laterally.</p> <p>Strong leadership skills, a good communicator, and a team player</p> <p>High level of organisational skills with an ability to plan and coordinate complex programmes.</p> <p>Ability to mediate and resolve disputes and conflict between a range of different stakeholders.</p> |  |
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## BENEFITS

- Membership of the Teachers' Pension scheme
- 50% fee remission for staff children subject to spaces and entry examinations (pro rata for part time staff)
- Cycle to work scheme.
- Access to the School's swimming pool and fitness suite
- Free on-site parking and excellent public transport links
- Free lunch and refreshments (term time only)
- Generous occupational sick pay
- A beautiful working environment – the school is set in a conservation site in excess of 20 acres.

## APPLICATION PROCESS

Closing date: **08.00am Monday 13<sup>th</sup> May 2024**

Please apply as soon as possible as shortlisting/interviews will progress up until the closing date. Should a suitable candidate be appointed, we reserve the right to close the advert early.

Due to the high volume of applicants, we receive, if you do not hear from us within 4 weeks of the closing date, please assume we will not be progressing your application further on this occasion.

## THE SELECTION PROCESS

Shortlisted candidates will be invited to the school where they will be interviewed by Members of the Executive Team, observed teaching a lesson, participate in a skills exercise, have a tour of the school, and meet other members of the Music team.

St Helen's school is committed to safeguarding and promoting the welfare of children and young people, as detailed in Part 3 (Safer Recruitment) of the KCSIE 2023 guidance document. Applicants will be asked for proof of right to work in the UK and undergo child protection screening, including checks with past employers and the disclosure and barring service.

If you have any queries about this position, please contact the school at [recruitment@sthelens.london](mailto:recruitment@sthelens.london)

