



# Lingfield COLLEGE

Nursery | Prep | Senior | Sixth Form

Lingfield College Recruitment Pack

Head of Music Prep School

[www.lingfieldcollege.co.uk](http://www.lingfieldcollege.co.uk)



# Welcome

*Thank you for your interest in working at Lingfield College Nursery & Prep.*

*As the Head of Prep, I am delighted to introduce you to our fabulous school, made special by the wonderful children, supportive parents and hard-working staff.*

*I am incredibly proud of the work that we do here daily. We have a huge responsibility to ensure our children get a rich and diverse education. Our school is one where children are nurtured in a family atmosphere, where they are given every opportunity to flourish, learn, create and grow as individuals.*

*We are a very happy school. The relationship between staff and students is exceptional; although very busy, it is a pleasure to work and study in such a friendly environment. Expectations of teachers and pupils are high, but this serves both to stimulate achievement and provide reward.*

*I hope you find everything you are looking for on our website to help you decide if Lingfield College is the environment you would like to work in. If you have any questions, our HR department will be happy to answer them for you.*

**We look forward to welcoming you.**

*Jacky Shackel*

Mrs Jacky Shackel, Head of Lingfield Prep



# Our School

Lingfield College is a vibrant and successful all-through independent co-educational school for over 940 pupils aged 2–18 years. The school has a strong academic ethos. Results in recent years have been outstanding, and the curriculum is broad, relevant and innovative. There is a wealth of extra-curricular activities available, and the students are encouraged to make full use of them to develop their own individual strengths and personalities. We work alongside the pupils and their families as a connected and diverse community dedicated to a mutual goal of creating a happy learning environment for our pupils.

## Our Aims

- To be a safe and trusted foundation for our pupils to achieve their individual academic, social and creative potential.
- To cultivate the skills, knowledge, self-awareness and academic credentials our pupils will need to confidently meet the challenges of our rapidly changing world.
- To instil and nurture a strong sense of social responsibility, moral justice and environmental awareness so our pupils can positively contribute to a sustainable and just society.
- To guide each child in the discovery, delight and development of their unique gifts, talents and character.
- To create and sustain an inclusive and contemporary school culture, where diversity, difference and individuality are recognised and celebrated.
- To prioritise physical and emotional wellbeing across every facet of our school community.

## Lingfield, Surrey

Lingfield College is set within a beautiful 40-acre campus located on the outskirts of Lingfield Village in Surrey and close to the borders of Sussex and Kent. It is a delightful place to live in, with the countryside on your doorstep but with vibrant towns and the coast all within reach.

It is also a convenient distance from both London and Brighton with easy transport links. The standard of living in the area is deemed attractive and sought after. Students and staff travel to the school from a wide area, from both rural and urban settings.







*Throughout Nursery & Reception, children make **EXCELLENT** progress in writing and are able to read sentences by the ages of 3 and 4*

ISI Inspection 2017



## Our Educational Vision

A Lingfield education goes beyond the academic and that is something we pride ourselves on. Our innovative academic curriculum is underpinned by the development of skills, attributes and mind-sets that will help students find success in an increasingly unpredictable future, and support them in becoming effective learners. This approach is complemented and reinforced by our wide-ranging co-curricular and pastoral programmes, and aims to prepare students to flourish in a rapidly changing world. The skills, attributes and mind-sets have been carefully chosen and given formal Lingfield College definitions so that all staff, students and parents can share in the collective vision.



# What is it like to work here



## Staff Benefits

- Pension contribution
- Induction, support & personal development
- Fee remission
- Complimentary lunches & refreshments.
- Free car parking facilities
- Cycle to work scheme
- Staff rewards scheme with discounts on hospitality & retail.
- Access to a 24/7 Employee assistance programme that offers lifestyle advice & wellbeing services
- Free access to our extensive sports facilities, including our gym.
- A range of wellbeing activities including fitness classes, massage and beauty treatments.
- Friendly staff common room and active programme of social activities.
- Access to borrow books from our library

— “ —

*I joined Lingfield College Prep in January 2021 as a Year 1 Teacher. Due to a second lockdown, my first few weeks teaching were online. I was very well-supported by colleagues and couldn't wait to meet my class in person. Since returning to class, I have really enjoyed teaching in this dynamic, fun school where the children thrive.*

— ” —

Staff member, 2021

# Job Description

The Role :	Head of Music - Prep School
Reporting to :	Head of Prep School
Responsible for:	Part-Time Music Administrator. Instrumental Music Teachers (approx. 15 across a range of musical instruments)
Works closely with :	Director of Music Senior School, Director of Studies and Head of Drama Prep School
Salary :	Based on the Leadership Scale
Start Date :	September 2022

## Music Department

The Music department at Lingfield College Prep School is busy and thriving. The children are taught musicianship from Nursery upwards, with a strong emphasis on excellence and enjoyment, through the internationally renowned methods of Kodaly and Dalcroze. Approximately 75% of the children in KS2 learn at least one instrument individually, and all children in Y3-5 learn the recorder. The School has several choirs, ensembles for every instrument, an orchestra, Samba Band and Rock groups, with regular opportunities for performance for all children.





# Job Purpose

To lead an ambitious Music programme across the Prep School to stretch and challenge our most able musicians whilst encouraging musical enjoyment for all, bringing innovative and creative ideas for developing the Music curriculum. To contribute to the Senior Management Team and be fully involved in the life of the Prep School.

## Responsibilities

### Teaching and Class Management

To teach allocated classes by planning teaching to achieve progression of music learning through:

- Identifying clear learning objectives and specifying how they will be taught and assessed.
- Setting tasks which challenge all pupils and ensure high levels of interest.
- Providing clear structures for lessons, maintaining pace, motivation and challenge.
- Maintaining discipline in accordance with the School's behaviour policy and encouraging good practice with regard to punctuality, behaviour and standards of work and performance.
- Using a variety of teaching methods to match approach to content, structuring information and teaching to the needs of the pupils.
- Ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught.
- Liaising with all staff who teach the pupils, including their class teacher and other specialists, and also including the Prep School Director of Studies, SENDCO and Gifted and Talented Coordinator.
- To participate in parents' evenings as directed and coordinate reports to parents from Instrumental Music Teachers (IMTs) of pupils' progress in their instrument/s.

### Curriculum Development

- To develop, lead and deliver a class music curriculum for EYFS, KS1 and KS2, integrating discrete and topic based learning.
- To determine valid and realistic aims and objectives for the Music curriculum, and to devise and publish detailed guidelines of content, recommended methods and materials, as appropriate, by: discussion with colleagues in school; consultation of NC documentation and QCA guidelines where relevant; producing an annual Action Plan which shows development of the subject and resources and budget required which will become part of the Whole School Development Plan will be reviewed and updated annually; examination of the range of books and materials available.
- To ensure that the Music curriculum is understood by all teachers and that the agreed methods are put into practice, by: staff meetings to discuss content and organisation; discuss curriculum with all new staff, including supply teachers; advise staff of relevant courses and subject reading.

- To monitor the delivery of the Music curriculum by: ascertaining the degree of priority given to the subject; make an inventory of resources: quantity, quality and storage and update as necessary and budget allows' ensuring online content is effective in delivering the subject throughout the Prep School on Firefly.
- To ensure that resources are acquired and deployed in sufficient quantities to support the objectives of the Music curriculum, by: making an inventory of existing materials and arrange storage effectively; examine and recommend purchase of new materials: allocate available budget funds on basis of priority for delivery of curriculum.
- To keep up to date with current developments, by attending relevant courses (as budget allows) and reading journals and books.

## **Leadership and Management**

- To take responsibility for the development of instrumental playing, by enthusing the children, organising taster sessions, arranging demonstrations etc, and by regular contact with parents by phone or email.
- To maintain a column in the weekly Newsletter to maintain the high profile of Music within the school.
- To plan and lead a regular series of formal and informal concerts, assisted by IMTs as appropriate.
- To engage and manage the team, including Music Administrator and IMTs, overseeing pupil progress as well as suitable teaching timetables and other administrative issues.
- To observe, monitor and develop IMTs' teaching as appropriate, and support their teaching of pupils as necessary to promote best outcomes for all children.
- To organise IMTs to write reports in the Autumn and Summer Terms, and for other occasions as appropriate (e.g. senior school references).
- To oversee the administrative and organisational tasks of the Music Administrator related to the post, such as Grade entries and concert programmes.
- To ensure the provision of a suitable and wide range of ensembles, responding to pupil feedback, directing key ensembles and monitoring those led by IMT's. To be prepared to lead these ensembles in case of staff absence.
- To oversee individual music exams (for example, ABRSM exams), accompanying pupils as required, and running aural training and sight reading support as appropriate.
- To oversee the maintenance of the school's stock of musical instruments, and take responsibility for Parental invoicing as appropriate.
- To prepare and manage the departmental budgets.
- To liaise with the Head of Drama and outside agencies to ensure that the School meets its responsibilities in regard to Public Benefit, and constantly strive to explore further opportunities to develop the Prep School Music profile in the wider community.

## **Events**

- To act as Musical Director for all Key Stage Productions (4 per year) in conjunction with the Drama department.
- To plan and lead the Carol Service, 2 major whole school concerts and the Celebration Day events, as well as in-house assemblies such as Harvest and Remembrance Day.



## Staff Development

- To participate in the School's INSET arrangements.
- To take responsibility for own professional development and to set objectives for improvements, including up-to-date knowledge and use of ICT.
- To participate in arrangements for further training and professional development.

## Other Professional Duties

- To have an appreciation of local and national policies, priorities and statutory frameworks, including those relating to the safeguarding of children.
- To take part in marketing and liaison activities such as Open Days.
- To provide cover work in the event of staff absence and be prepared to teach on-line if necessary.
- To undertake other such duties that may from time to time be reasonably requested by the Head or Head of Prep School.

The job description sets out the duties of the post at the time it was drawn up. The post holder may be required to undertake other duties within the School as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.



# Person Specification

## Qualifications and Knowledge

- Qualified teacher with a music degree from a recognised educational establishment.
- An exceptional musician, with knowledge of and skills in a broad range of musical styles (world, Western classical tradition, pop/rock/jazz) and the ability to inspire pupils of all ages and abilities.

## Skills and Experience

- Experienced in teaching music to children from EYFS to KS2 and in the understanding and use of Kodaly and Dalcroze musicianship.
- Experience in conducting and directing choral and vocal ensembles and other instrumental groups effectively.
- Able to accompany pupils on piano, ideally up to ABRSM grade 5, and to sight-read music to a high standard.
- Able to teach the recorder in differentiated class groups to children from Year 2 to Year 5.
- Able to lead and manage a large team and to work collaboratively with counterpart in Senior School.
- Experience in forging good working relationships with colleagues and able to work collaboratively.
- Able to forge strong links with the wider community.
- Organised, approachable, committed and enthusiastic.
- Excellent communication skills, both written and verbal.

## Personal Qualities

- An understanding of and empathy with the independent school sector, together with a commitment to the School community and its purpose and future prosperity.
- An inspirational, committed and highly effective practitioner, dedicated to achieving the best possible outcome for each child.
- Ability to promote and develop music across the whole Prep School community.
- Ability to form positive relationships and work successfully as a member of a team.
- Willingness and flexibility to respond to situations beyond standard hours.
- Supportive of Lingfield College Prep's ethos and strategic objectives.
- Willingness to promote Lingfield College Prep in a positive way at all times and support the marketing objectives.



# The Process

To apply for this position please complete an application form to and return it to the HR Manager, Lingfield College, St Piers Lane, Lingfield, Surrey, RH7 6PN or email [hr@lingfieldcollege.co.uk](mailto:hr@lingfieldcollege.co.uk)



[hr@lingfieldcollege.co.uk](mailto:hr@lingfieldcollege.co.uk)

By email



By post

HR Manager,  
Lingfield College, St Piers Lane,  
Lingfield, Surrey. RH7 6PN

## Closing date:

Closing date: Applications should arrive no later than 9.00 a.m. on Monday 21st February 2022. Interviews are planned for week commencing Monday 28th February 2022.

*Lingfield College is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check via the Disclosure and Barring Service. At Lingfield College we uphold fundamental British values and expect all employees to do the same. Lingfield College is an Equal Opportunities Employer.*