



VACANCY INFORMATION PACK

HEAD OF ACADEMIC MUSIC



ABOUT THE DEPARTMENT



Downe House has a thriving Music Department with a strong reputation. The Department is ambitious in its expectations of its students with the aim of providing every girl with the opportunity to thrive musically and ensuring that music is accessible to all pupils. Music is a valued academic and creative subject that is fully inclusive and equips girls with lifelong musical skills.



This is a large Music Department with 43 members of staff led by Dr Charlotte Exon, Director of Music. There are 10 members on the full-time team, including the Head of Academic Music, Director of Music, Head of Composition, Teachers of Music, full time accompanist and three Graduate Music Assistants. With 33 members on the Visiting Music Team, the Department delivers over 600 weekly individual music lessons and the day to day running of these lessons are co-ordinated by the Music School Manager.

At the heart of the Department is the Concert Room, two class teaching rooms, sixteen practice rooms, a well-equipped recording studio and Music Library. On-site large-scale concerts take place in the Performing Arts Centre and the Farr Centre with the Concert Room, Murray Centre and the Chapel being used for smaller concerts. Plans are underway for the development of a new Music School

THE MUSIC CURRICULUM



Pupils in the first two years of the School study music for one lesson (40 minutes) each week as part of the core curriculum. In the Upper IV (Year 9), music is a popular option and girls receive a double lesson each week (80 minutes) as a foundation for the GCSE Music course. The Department provides a Key Stage 3 course that offers an introduction to the key components of musical style and allows girls the opportunity to explore these in a range of classical, popular and world music contexts. Girls develop listening, performing and composing skills, exploring the great works of the past and understanding how to create those of the future.

Music is a popular subject at GCSE with excellent results at A* and A. Girls pursue the Edexcel GCSE course and the four areas of study within its syllabus: Instrumental Music 1700–1820, Vocal Music, Music for Stage and Screen, and Fusions

Equally outstanding results are achieved by girls who study Music at A Level. Girls follow the AQA A Level course. Many girls go on to study Music at University as well as continue with vocal and instrumental activities through to Higher Education and beyond. There is a strong track record of girls being awarded Oxbridge choral and organ scholarships.

CO-CURRICULAR MUSIC



Music plays a central and much valued role in the cultural life of the School. Students of all levels and abilities are encouraged to participate in co-curricular musical activities.

Individual music lessons take place each week and, as such, a high proportion of girls take music lessons and these include all standard orchestral instruments as well as harp, piano, organ and singing. Lessons are also taught in jazz, pop and rock instruments, including saxophone, acoustic, electric and bass guitars and kit percussion. Lessons generally take place during prep periods. Girls can also study Grade 5 theory and can participate in aural workshops.

The Department runs a very busy and varied co-curricular programme of activities. Large instrumental ensembles include a Symphony Orchestra, Chamber Orchestra, Sinfonia Strings, Sinfonia Wind, Big Band and a Samba Band. There are also many smaller chamber and vocal ensembles including piano ensembles, jazz, pop and rock groups.

There is a strong choral tradition at Downe House and our choirs have won the Barnardo's Senior Choir of the Year Competition at the Royal Festival Hall in 2018 and 2019. There are currently six choirs at Downe House, enabling every girl to belong to both a non-auditioned and auditioned choir at every stage of their choral journey at Downe House. They explore a variety of repertoire and enjoy performing at a number of different venues, including the Royal Albert Hall, Royal Festival Hall, Cadogan Hall and Winchester Cathedral.



There are numerous performing opportunities, including a formal large-scale concert each term, many smaller-scale concerts throughout the school year, weekly lunchtime concert series as well as the opportunity to be involved in masterclasses, diploma recitals, our Minority Instrument Scheme, music competitions and musical productions. Our choirs enjoy regular visits to Cathedrals. Recent visits have included Evensongs at Winchester, Guildford, Gloucester, Worcester and Chichester Cathedrals as well as Westminster Abbey and St Paul's Cathedral.

Our Young Musician of the Year Competition is a very popular and exciting event that takes place during the Lent term over a four week period with over a third of the School taking part. Previously we have welcomed Judith Weir CBE, Master of the Queen's Music, and Cecilia McDowall to adjudicate the Finals of this competition. This year we are welcoming Will Todd. This is such a fantastic opportunity for our girls. In addition, the Department undertakes overseas tours. Recent destinations have included Rome, Venice, Paris and Budapest and Prague.

Our musicians are also regularly represented in the National Youth Choirs of Great Britain, National Youth Choir of Scotland, the National Children's Orchestra and the Berkshire Youth Orchestra. There are also girls who attend the junior departments of the London music colleges.



MUSIC SCHOLARSHIPS



Every year many girls are awarded Music Scholarships and Exhibitions for outstanding musical potential and go on to play leading roles in the musical life of the School. These assessments are based on practical examination and interview. Music Awards are open to candidates at 11+, 12+, 13+ entry, and at Sixth Form level. There are currently 23 Music Award Holders. Alongside their vibrant performing life, Music Scholars and Exhibitioners receive individually tailored support and musical enrichment as part of the Downe House Music Award Mentoring Programme.

For more information about our vibrant and thriving Music Department, please visit the Department's Twitter site: www.twitter.com/DowneHouseMusic

JOB DESCRIPTION



JOB TITLE

Head of Academic Music

LINE MANAGER

Director of Music

Job Purpose

- To lead the academic musical life of the Department, maintaining and developing the Department's academic music profile.
- To share in the teaching of music across the Department to include GCSE and A Level.
- To assist the Director of Music in the day to day running of the Department.
- To work closely with the Director of Music in the shaping of a vibrant Department.
- To deputise for the Director of Music in her absence.
- To continuously develop musical opportunities and to raise the profile of music across the school through innovation and interest.

Main Duties and Responsibilities

As far as is practical the responsibilities of the post will be tailored to the successful candidate's strengths and interests. Core responsibilities will include:

To the pupils and department:

- To foster musical excellence across the school and actively promote the Music Department within the school community to encourage the girls' interest in the subject.
- To promote excellence in teaching and learning.
- To ensure that individual pupil progress is regularly assessed, recorded and reported and monitor the girls' progress through the use of performance and benchmark data to ensure that high standards of learning are achieved and maintained.
- To mentor Oxbridge music candidates.
- To co-ordinate the Grade V Theory programme.

- To oversee the development of the Music Award Holder Programme.
- To keep up to date with developments in the subject and education in general and to lead the regular sharing of best practice with colleagues.
- To establish positive relationships with staff and pupils.
- To get involved in co-curricular activities of the Department, whether as accompanist or ensemble coach.

To the School:

- To work with the Director of Music in overseeing curriculum development.
- To work with the Director of Music in the organisation of Department meetings.
- To foster effective working relationships with all colleagues across the school community. This may include line management of staff in the department.
- To contribute to the broader life of the School by supporting and leading extra-curricular activities.
- To actively promote interest in music and organise co-curricular activities in music including orchestras, choirs and groups.
- To work closely with the Director of Music in arranging concerts and other performance opportunities including public events and services in the School Chapel.
- To attend all major school events as required by the Headmistress or Director of Music.
- To act as an integral part of the school's pastoral and tutor system, including the mentoring of Music Award Holders.

Other:

- As far as practically possible, the responsibilities of the Head of Academic Music will be tailored to the successful candidate's strengths and interests.
- To undertake any other duties as may reasonably be required in line with the level of responsibility of the post.
- To attend external meetings or training courses as required.
- To maintain high professional standards of attendance, punctuality and appearance.
- To conduct positive relations with pupils, parents and colleagues.
- To work flexibly and be prepared to work additional hours as required including weekends and evenings, in order to carry out the responsibilities of the role.

SAFEGUARDING AND CHILD PROTECTION

Downe House 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 and Promoting the Welfare of Children policy and procedures at all times.

HEALTH AND SAFETY

All staff at Downe House 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 IT reporting system (MERLIN).

EQUALITY AND DIVERSITY

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

PROMOTING BRITISH VALUES

Downe House 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.

DATA PROTECTION

All staff at Downe House 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 Downe House Privacy Policy.

CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD)

Downe House is committed to providing Continuous Professional Development opportunities to all our staff. We have a healthy training budget for both external and internal study and regularly organise engaging and topical training events, which staff are invited to attend. We set aside specific times for training and offer a wide range of development opportunities to staff, whatever their role. All new staff also participate in a detailed induction programme to ensure that they are supported during the important first few weeks in post.

TECHNOLOGY

As a Showcase School, Downe House is committed to preparing our girls for their future. We use market-leading, Microsoft technologies to facilitate and develop those 21st Century learning skills, that they will require to succeed. Skills such as collaboration, problem solving and the ability to use ICT to truly enhance teaching and learning, are now encouraged across all subjects and benefit the entire Downe House community. As a member of staff, ongoing training and support will be made available to you and you will also be provided with a Microsoft Surface.

Note: This job description is not a comprehensive definition of the post. It will be reviewed as part of the cycle of appraisal, and it may be subject to modification or amendment at any time after consultation with the holder of the post. Further guidance on the duties and responsibilities of members of staff is found in the Staff Handbook and on Merlin.

PERSON SPECIFICATION



Head of Academic Music

Criteria	Essential	Desirable
Qualifications	Hold a good honours degree. Be a qualified teacher or have appropriate teaching experience.	Relevant post graduate qualifications
Experience	Experience of managing staff. Experience of KS3, GCSE and A Level Music. Experience conducting choirs and/or ensembles.	
Specific skills and knowledge	Excellent professional knowledge, expertise and understanding. Be up-to-date with current thinking and professional developments in the subject, including the benefits of digital learning in teaching music. Experience of music curriculum development. Highly effective communication and interpersonal skills. Clear and effective leadership style. Ability to develop opportunities and implement innovative solutions. Strong ability to increase individual effectiveness through leadership, motivation, communication, coaching and training. Excellent teaching practitioner, having a lively, creative and innovative approach to music education. Effective classroom management skills and ability to teach throughout the school. Excellent IT skills and a confident user of music notational software. Sound knowledge of a wide range of musical styles. Strong keyboard skills.	Ability to play the organ.
Personal Qualities	Passion for music Drive, enthusiasm and energy. An innovative approach. High level of self-motivation.	

	<p>The ability to relate well to young people and enjoy their company.</p> <p>Excellent time management and organisational skills.</p> <p>Able to work on own initiative</p> <p>Strong commitment to the Downe House ethos, aims and aspirations.</p> <p>Strong ability to build professional partnerships and communicate at all levels.</p> <p>Ambitious for school music and musicians.</p> <p>Flexible approach and the willingness to work evenings and weekends as required in order to perform the responsibilities of the role.</p> <p>Willingness to participate in the boarding life of the school and contribute to extra-curricular activities.</p>	
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TERMS, CONDITIONS AND BENEFITS



Downe House offers a range of benefits and competitive terms and conditions as outlined below. The information in this document is non-contractual but is designed to give you an overview of the post.

Salary

You will be paid on the Downe House pay scale, and your starting point will be agreed on appointment by the Headmistress dependent on your qualifications and experience. You may also receive an incremental point each year up to point 12 on the Downe House scale. In addition the School normally reviews salaries on an annual basis and any pay award agreed by the Board of Governors is implemented annually in September.

Salaries are paid by direct transfer into your bank account by the Bursary on the last Friday of the month.

Working Hours

Normal school hours are 8.30 to 6.00 Monday to Friday and 8.30 to 12 on a Saturday. There are 57 timetabled 40 minute lessons available across the week. Full time staff normally teach up to 32 lessons per week and part time staff a proportion of this and are paid accordingly pro-rata. Although we always endeavour to offer stability with regard to the number of lessons and the timetable, this is reviewed on an annual basis by the Headmistress and Academic Deputy and may vary dependent on the needs of the School.

Due to the nature of this position, a reduced timetable will be arranged, allowing for management responsibilities.

In addition to timetabled lessons, Teachers are also required to assist with duties as required (lunch duty etc) and attend staff meetings, Department meetings, and parents meetings.

Time off

As a general rule full time Teachers may be given time off during the working week. Staff who work on a Saturday morning will be given a full day off where possible and staff who work Monday to Friday will be given half a day if possible. The time off will be dependent on the School timetable and specific days cannot be guaranteed.

Duties

As a busy boarding school, we normally expect all academic staff to play a part in the full life of the School. All full-time staff will be required to complete nine duty sessions per

year and part-time staff will be required to undertake a proportion of duty sessions in line with their timetable commitment.

A duty is usually considered to be a half day (up to 4 hours) during the weekend. There are many interesting opportunities to spend time with the girls including theatre visits, sports events, cinema, outdoor activities, open days and many more! Staff are given as much flexibility as possible to select dates and activities that are of interest and/or fit with their home commitments. Full information about our duty system is contained in our Duty Sessions Procedure.

There may be some flexibility on the number of duties for staff who already undertake regular weekend commitments outside the normal teaching timetable as a result of their teaching role. Where appropriate any reduction in the normal nine duties will be agreed by the Headmistress on an individual basis and confirmed in writing. *This arrangement will apply for the Head of Academic Music.*

In addition, you will participate in a rota of cover and other duties during the normal School day, for example lunch duty.

Tutor Responsibilities

As part of your role you will be a tutor to a small group of girls (approximately eight) or hold an equivalent responsibility. This is a fulfilling and valuable role and further information about the responsibilities of being a tutor will be given to you when you join the School.

Probation Period

Your appointment will be subject to a probation period of three terms. During this time you will meet regularly with your line manager and receive guidance, support and feedback. This will also be an opportunity for you to raise any concerns and to discuss your development needs.

Notice Period during Probation

During your probation period the following notice period will apply:

If appointment is to terminate at the end of Lent Term, notice must be given by 1 March at the latest.

If appointment is to terminate at the end of Summer Term, notice must be given by 1 June at the latest.

If appointment is to terminate at the end of Michaelmas Term, notice must be given by 1 November at the latest.

Normal Notice Period

After probation is complete, your notice period will increase to the following:

If appointment is to terminate at the end of Lent Term, notice must be given by 1 November at the latest.

If appointment is to terminate at the end of Summer Term, notice must be given by 1 March at the latest.

If appointment is to terminate at the end of Michaelmas Term, notice must be given by 1 June at the latest.

Pension

On appointment you will be automatically enrolled as a member of the Teachers' Superannuation Scheme administered by the Teachers Pensions. You may also opt out of this scheme.

Holidays

The school holiday year runs from 1st September to 31st August and you are entitled to 5.6 weeks statutory leave, inclusive of public holidays. You are required to take your statutory holiday entitlement during the first arising non-term time periods (aggregated until the statutory entitlement is exhausted) in each holiday year, provided that, during those periods, you are not unavailable for work due to sickness or the exercise of a statutory right (for example paternity leave or maternity leave). Public holidays will be counted as non-term time periods, but days on which you are required to work for the school (such as INSET days, where a public holiday falls during term time, or school trips) will not.

Although you will not normally be required to come in to school you may be required to work reasonable hours from time to time during School holidays as required by the Headmistress.

In particular all academic staff are expected to attend INSET and staff meetings at the start of each term prior to the return of the girls. These dates are published in advance so you will have plenty of notice.

Heads of Department may also be required by the Headmistress to come into School during the holidays to support pupils during the period when exam results are available.

Sick Pay

The School operates an occupational sick pay scheme to support you if you are ill and comply with the requirements of the scheme. The payments are as follows:

- After 4 calendar months service completed, up to 25 days on full pay and thereafter up to a further 25 days at half pay in Year 1.

- Up to 50 days on full pay and thereafter up to a further 50 days at half pay in Year 2.
- Up to 75 days on full pay and thereafter for up to a further 75 days at half pay in Year 3.
- Up to 100 days on full pay and thereafter for up to a further 100 days at half pay in Year 4 onwards.

Under Statutory Sick Pay (SSP) the first three days of any absence count as “waiting days”, and do not qualify for sick pay. However, under the School Sick Pay Scheme employees will be paid in full during the waiting period providing that:

- during the first year of employment, no more than an accumulative total of 5 working days of sickness have been taken.
- after one years’ service, no more than an accumulative total of 10 working days of sickness have been taken in a rolling 12 month period.
- After 5 or 10 days absence as above, waiting days will then apply and the first three days of absence will be unpaid.

Smoking

Smoking is not allowed in any of the School buildings including staff residential accommodation. A designated smoking area is situated on site next to the Estates Department and this is the only area in the School grounds where staff are allowed to smoke.

Facilities for use by staff

There are some excellent facilities on site that staff can use at set regular times. For example our tennis courts, swimming pool, and fitness room plus staff swim and Yoga. Further details are available from the PE department.

Social events

At Downe House we enjoy a number of special social occasions through the year when staff can mix with colleagues and family members. There is normally a Christmas Dinner with dancing, a Summer Staff Party in the marquee, and a Lent Term Dinner. Pastoral staff are invited to attend with a partner/guest and no charge is made for these events.

Discounted School fees

At the discretion of the Headmistress, staff may be eligible for up to two-thirds discount on day fees should their daughter be accepted into the School. This discount is on a pro-rata basis for part-time employees.

Induction and Staff Training & Development

At Downe House we are committed to the professional development of all our staff. You will receive initial induction training when you first join us, and you will also be assigned a mentor for your induction period.

Following induction, you will be encouraged to demonstrate continuous professional development by attending appropriate internal and external training courses, seminars and conferences.

We look forward to receiving your application. If you require any further information then please do not hesitate to contact the HR Department on 01635 204712 or email recruitment@downehouse.net .