



*Be part of our School community*

# Assistant Director of Music (Composition)

## Vacancy Information Pack

January 2022

# Introducing the Music Department

Thank you for your interest in our school



## 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 over 40 members of staff led by Dr Charlotte Exon, Director of Music. There are 10 members on the full-time team, including the Head of Composition, Teachers of Music, full time accompanist, two Graduate Music Assistants and our Musician in Residence, Bob Chilcott. With over 30 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 (35 minutes) each week as part of the core curriculum. In the Upper IV (Year 9), music is a popular option where girls experience a “Year of Composing”, receiving a double lesson each week (75 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 as well as girls being awarded scholarships to study at Conservatoires.

## CO-CURRICULAR MUSIC

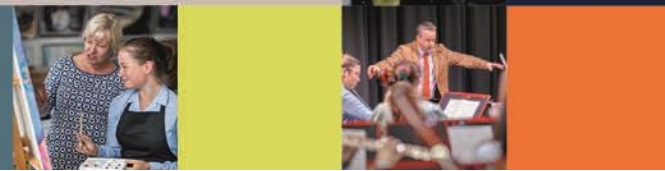
Music plays a central and much valued role in the cultural life of the School. Students of all levels and abilities are encouraged to participate in co-curricular musical activities.

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 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 twice and have again reached the Finals this year at the Barbican. 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. In previous years we have welcomed, Judith Weir CBE, Master of the Queen's Music, Cecilia McDowall and Will Todd to adjudicate the Finals of this competition. 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 18 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](https://www.twitter.com/DowneHouseMusic)

or click on the link

[Downe House Music](#)



# Job Description



## JOB TITLE

Assistant Director of Music (composition)

## LINE MANAGER

Director of Music

## MAIN DUTIES AND RESPONSIBILITIES

- To work with the Director of Music in overseeing curriculum development.
- To oversee and teach the composition components at GCSE and A level, with responsibility for updating the schemes of work, marking coursework (GCSE), and submitting completed portfolios for examination.
- To oversee and teach Year 9 composition course, updating scheme of work where necessary, and organising composing workshop sessions when required.
- To arrange and/or compose for various ensembles and events throughout the school year such as for concerts and carol services.
- To encourage students in composing and arranging music beyond the classroom, in a wide range of contemporary genres.
- A good understanding of Pro Tools software would be ideal, to encourage students in using the Studio for developing production and song writing skills.
- To promote excellence in teaching and learning.
- To be an integral part of the Department's Music Scholarship programme, mentoring Music Award Holders and developing the provision.
- 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 play a full life in the Music Department leading music ensembles and organising performing events as required.
- 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 attend all major school events as required by the Headmistress or Director of Music.





- To be committed to their own professional development.
- To undertake any other duties as may reasonably be required in line with the level of responsibility of the post.

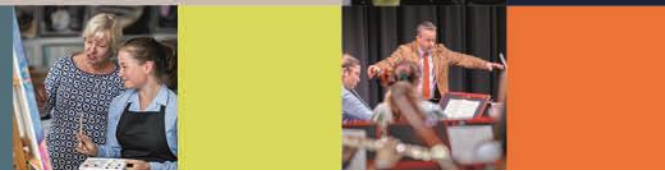
#### To the Department:

- To take part in departmental meetings as required by the Director of Music;
- To participate in the preparation and implementation of the Departmental Development Plan as required by the Director of Music;
- To participate in the development of appropriate syllabuses, materials, and schemes of work and to accept advice and instruction from the Director of Music;
- To keep the Director of Music informed of any pupil who may be experiencing difficulties of any kind;
- To attend external INSET courses recommended by the Director of Music and to continue to seek to develop professional skills;
- To keep an accurate record of text books and to provide the Director of Music with details of any lost or damaged books or resources for billing purposes and re-ordering;
- To evaluate any INSET undertaken as required by the Headmistress;

- To accompany pupils to Music concerts, trips and other such meetings as necessary;
- To help keep up-to-date the department's resources collection and contribute to the development of Information Technology within the Department;

#### To the School;

- To assist with the programme of induction for new staff as appropriate and required;
- To assists with and participate in the induction day before the start of each new academic year if required;
- To assist with the training of any trainee teachers at the School as required;
- To implement measures to be taken with a view to promoting, among the students self-discipline and a proper regard for the guidelines on the part of students, and dealing with any infringements of discipline promptly by referring them to the appropriate member of staff;
- To advise the Tutor of any pupil who needs care or help, or who does not respond to correction;
- To complete pupil reports as and when required by the deadlines set;
- To acquaint oneself with the School's and Department's Health and Safety policy and to ensure that Health and





Safety rules are followed and the students are also made aware of and comply with them;

- To participate in the supervisory duties shared by all members of staff;
- To maintain high personal standards of prompt arrival for the School day and scheduled lessons and activities and appropriate professional appearance;
- To seek the Headmistress's authorisation for any absence from the School, and to give notice as early as possible in the case of unavoidable absence through sickness, and to indicate work for classes to follow;
- To participate in the rota of cover for absent colleagues;
- To attend all relevant staff meetings and INSET days;
- To participate in the School's system of induction and performance management;
- To participate in cross curricular activities as arranged by the School;
- To attend all Parent/Staff meetings and other meetings about students as required by the Headmistress, or Deputy Heads;
- To attend all major school events as required by the Headmistress;
- To maintain up to date accurate records of pupil progress;
- To provide any reports required by the editor of the School magazine;

- To ensure that any events or trips are organised according to the School Policy and procedures;
- To maintain regular contact with and a flow of information to the Director of Music, the Housemistresses/Housemasters and the Head of Section on all matters concerning the welfare and progress of individual girls;
- To take an active part with all members of staff, in encouraging good relations with all members of the local and wider community in ensuring that the School is always promoted positively;
- To undertake such other tasks relevant to the work of the Department or Tutor group, or the needs of the School as these may arise.

## 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 Child Protection 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



# Job Description



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 (SchoolBase).

## EQUALITY, DIVERSITY AND INCLUSION

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 and promotes diversity inclusion.

## 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.

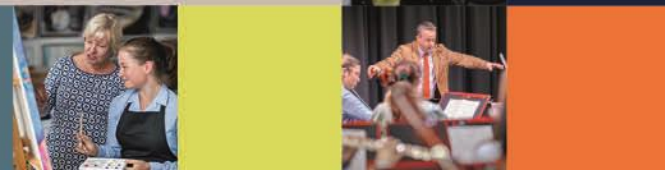




## TECHNOLOGY

As a Microsoft 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 SchoolBase.



# Person Specification



It is anticipated that in order to be successful in this role, you will be able to demonstrate the following:

- Be a good Music honours graduate and/or have QTS
- Hold a Postgraduate qualification in Music or a related subject (desirable)
- Have the ability to teach Music from KS3 through to A level
- Experience of teaching Music Tech would be desirable
- Have the ability to teach theory and aural
- Have proven conducting and ensemble coaching experience (desirable)
- Have excellent keyboard skills (desirable)
- Be up-to-date with current thinking and practices;
- Be competent in the use of ICT
- Be able to be an effective Tutor
- An appropriate understanding of the whole school business
- A strong commitment to the Downe House ethos, aims and aspirations;
- Appropriate expertise/knowledge
- Highly professional approach
- Integrity
- Punctuality
- The ability to prioritise and meet deadlines
- The ability to work as a member of a team and accept direction

- The ability to be flexible, adapt to change and new ideas
- The ability to be proactive and positive
- Excellent communications and interpersonal skills
- Good organisational skills
- Good judgement
- The ability to be self-critical
- The ability to work on own initiative
- The ability to teach throughout the School
- Strong classroom management and presence
- Ability to deliver consistently outstanding lessons in music to pupils of all ages and abilities
- Energy, dynamism and patience
- The ability to relate well to adolescents and enjoy their company
- A willingness to participate in the boarding life of the School and contribute to the extra-curricular activity programme
- A commitment to ongoing training and learning;
- An analytical mind and pro-active approach to problem-solving;
- A sense of perspective and humour;
- Have a commitment to safeguarding and promoting the welfare of children and young people, and to adhere to and comply with the School's Child Protection Policy statement at all times



# Terms, Conditions & Benefits



Thank you for your interest in joining Downe House. We offer a range of benefits and competitive terms and conditions and these are 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.

## Type of contract

The position is for a full time teacher, and is offered on a permanent contract to commence in September 2022.

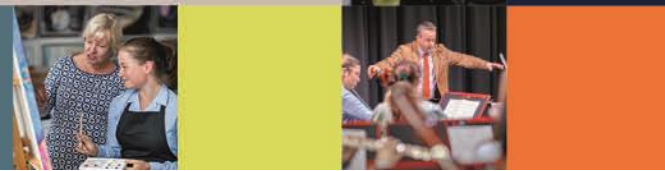
## Working Hours

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.

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

As a member of the Music Department we recognise that you will already be undertaking responsibilities during weekends and evenings to support music events/concerts and this is taken into account. You will therefore not be allocated any further weekend duties. 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 students (approximately eight) and you will meet with them on an individual basis every week. 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.

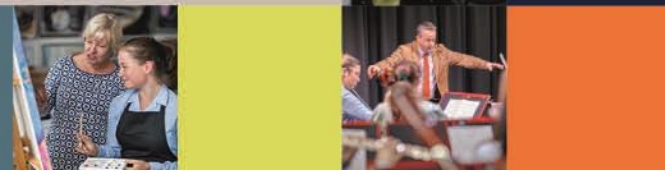
If appointment is to terminate at the end of Michaelmas Term, notice must be given by 1 November at the latest.

## 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.

You will not normally be required to attend school during non-term time but you may be required to work reasonable hours

from time to time during School holidays as required by the Headmistress.

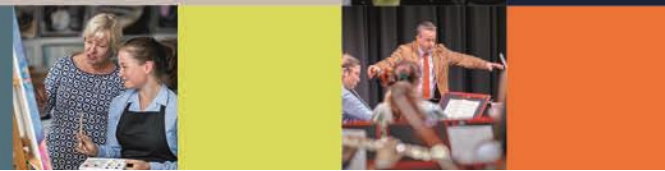
In particular all academic staff are expected to attend INSET and staff meetings at the start of each term prior to the return of the girls. These dates are published in advance so you will have plenty of notice.

Heads of Department are also required by the Headmistress to come into School during the holidays for various meetings and 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.

### Meals and Refreshments

We normally provide freshly prepared, nutritious meals in the Main Dining Hall and the Sixth Form Dining Hall, and a wide choice is normally available. Refreshments are also available throughout the day. Meals and refreshments are available during your working day and are free of charge.

### Parking

There is plenty of free on-site parking available.

### Smoking

Smoking is not allowed in any of the School buildings or on the School site. 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 permitted to smoke.

### Disclosure and Barring Service checks (DBS)

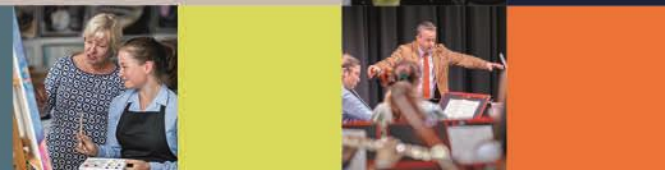
Due to the nature of your role working in a boarding environment with young people, you will be required to undergo an Enhanced Level DBS check. During your employment it will also be important for you to keep us fully informed of any changes that take place that could affect your DBS status

### Staff Facilities and Social Events

Various sports facilities are available on site that can be used by staff at agreed times during the week. Activities include swimming, gym, yoga tennis and squash. In addition you will be invited to a number of school social events and functions that run throughout the year.

### Staff Wellbeing and Support

You will be offered free membership of our Employee Assistance Programme and we also promote a range of other well being initiatives to support our staff. These have included free on-site flu vaccinations, eye care vouchers, yoga and on-





site head and shoulder massages. This is an area that we are keen to develop and we are working with our staff to find other ways to support them.

### 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 and Development

You will receive initial induction training when you first join us, with ongoing support and guidance. Following induction, your continuous professional development will be supported and you will be invited to attend appropriate internal and external training courses, seminars and conferences.

### Technology

As a Microsoft Showcase School, we are committed to preparing our girls and staff for the future which will be of benefit to the entire Downe House community. You will be provided with a Microsoft Surface and full training will be available.

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](mailto:recruitment@downehouse.net)

