



**HEAD OF ACADEMIC MUSIC
FULL TIME POSITION
FOR APPOINTMENT IN SEPTEMBER 2020**

INFORMATION FOR CANDIDATES

A message from the Warden

Thank you for expressing an interest in working at St. Edward's - a traditional co-educational boarding school with progressive educational principles, set in the heart of Oxford.

St Edward's is a refreshingly different kind of school – the deliberate emphasis on a broad range of academic abilities on entry creates a community that fizzles with varied interests and enthusiasms. We are one of very few school to successfully offer both A Level and the International Baccalaureate in the Sixth Form, further supporting the diversity of our pupil body.

We want to equip our pupils with the best exam grades they can achieve, and our results and value-add scores show how well we do this; but just as importantly, we believe that education is about the whole person: we emphasise the development of wider learning skills in the class room, complemented by a rich and varied co-curricular programme.

This is a very exciting time for us – we are embarking on an ambitious building programme as the school continues to grow. You can find out more about our academic results and our distinctive ethos on our website <https://www.stedwardsoxford.org/>. You can find a copy of our prospectus [here](#).

About the School

Founded in 1863, St Edward's is an independent, co-educational boarding school for pupils aged 13 to 18 (year 9 to year 13); there are presently 690 pupils, of whom 85% are boarders. Our boy/girl split is 60:40 and overseas pupils make up 15% of our community.

There are 13 boarding Houses, 12 of which have around 60 pupils from all year groups. The school week includes lessons on Saturday mornings, apart from leave weekends or exeats which occur about every three weeks.

The boarding and day arrangements offer flexibility for families: day pupils may leave at 6:30pm or 9:00pm (most opt for the latter), and boarding pupils may choose to go home on Saturdays after sport and other commitments - but with a rich and varied weekend programme, a significant proportion of the boarding community stays in school on Saturday nights.

Pupils take part in a wide range of sports and activities in the afternoons and at weekends. St Edward's has a national reputation for sport: both boys' and girls' teams have been county and regional champions in a variety of sports and at all ages.

All teaching staff play a full part in the boarding and co-curricular life of the school.

About the Music Department

The Music Department is happy and flourishing, and driven by its ethos of creating stimulating opportunities for musicians of all levels. Its strengths lie in its teamwork, its commitment and in the considerable talents both of pupils and teachers. All its activities are thriving, and are characterized both by the high quality of the output and by good numbers participating. There are currently six full-time members of the department (including the Director of Music and the Arts, and the school's Assistant Head Academic), a Department Administrator and 36 visiting teachers who, between them, deliver about 500 individual lessons a week. The full range of orchestral and other instruments is taught as well as Music Technology and Alexander Technique.

The Department runs the following major groups: two Chapel Choirs, Chamber Choir, the St Edward's Singers, two close harmony groups, Orchestra, Chamber Orchestra, Concert Band, Brass Band, Big Band and various Jazz Bands. In addition to these regular groups, there is a wide-ranging chamber music programme as well as brass and percussion groups. There is a full programme of termly choral and orchestral concerts, recitals and weekly informal concerts, both in the School and outside. There are about 60 such events a year. In addition masterclasses, talks, concert/opera trips and tours regularly take place. The Department regularly joins forces with the Drama and Dance Departments to produce musicals and operas; recent productions include *West Side Story*, *Cabaret*, *Return to the Forbidden Planet* and *Footloose*.

Solid numbers study Music at A-level, IB and GCSE and there has been significant growth over the past ten years or so with many pupils going on to study music at Oxford and Cambridge and other leading universities. We also offer A-level Music Tech on request, the last 4 students to do so took the exam in June 2015 and are all now reading the subject at university: we plan to run it again this coming September for a similar sized set. In addition, the school is embarking on offering its own bespoke Middle School Curriculum for Year 10 and 11, alongside GCSE music, and the post holder will need to be fully involved in the development of three pathway courses in academic music. These schemes of work enable students to specialise in performance, composition or technology, and will prepare them fully for sixth form study, in specially written courses accredited by Buckingham University.

The department has moved into a brand new £7 million building, with state of art facilities and a 120-seater recital room. There are 3 purpose-built classrooms, with a suite of Macs running Sibelius, Ableton and Logic, and a sixth form library area for academic work. There are 25 practice rooms, including 7 ensemble rooms to rehearse chamber music. A studio suite enables students and staff to make professional recordings, from the Recital Room, Rock Room or vocal recording booth. There is also a Yamaha Transacoustic piano to enable students to link their piano work with apps and software on iPads and iPhones. This new building will enable the music at the school to progress even further and the successful candidate will take a full part in the next stage of development.

About the role

For those with ambition and talent, the post could be a very rewarding opportunity. The Music Department is busy and diverse, with sufficient breadth to enable the successful candidate to develop their interests. We are looking for an experienced teacher with first-class musical credentials, able to lead by example, to be organised and creative in their approach in the classroom, and to manage others in terms of academic music methods and results.

The post arises from the promotion of the previous candidate to senior management, enabling a remodelling of the department: we expand to a team of eight full-time staff, as we are also appointing a Teacher of Music Technology for the first time. The main emphasis for the Head of Academic Music must be in leading the academic department and working with the Director of Music to continue to increase the profile of music within the school, both in and out of the classroom.

The successful applicant will be expected to:

- Take on the responsibilities of a Head of Department, reporting to the Deputy Head Academic, and working with the Director of Music to plan the direction and future plans for the department as a whole
- Play a full and active part in the extra-curricular life of the Music Department and school
- Run large-scale projects and ensembles as directed by the Director of Music
- Be an excellent administrator
- Be an excellent accompanist, sharing recital duties with others on the full-time team
- Act as a deputy for the Director of Music when required

In addition, applications from candidates who have experience and strengths in one or more of the following areas would be particularly welcomed:

- Chamber music, particularly in linking groups with outreach and community service
- Composition
- Examining for A-level, IB or GCSE exam boards
- Conducting and directing groups, particularly choral society work

As a member of the School's teaching staff the post-holder will have a responsibility in every circumstance to promote and safeguard the welfare of pupils in the School. The School's procedures and policies for child protection and security are published in the Staff Handbook, of which all teachers are given a copy, and training in these procedures and policies forms part of new teacher induction, as well as on-going staff development.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. This Job Specification is current at the date shown but, in consultation with the post holder, it may be changed by the Warden to reflect or to anticipate changes in the job commensurate with the grade and job title.

St Edward's operates its own pay scale and the School will comply with the employer pension duties in accordance with Part 1 of the Pensions Act 2008. Other non-contractual benefits include private health scheme; membership of the Nuffield Health Fitness & Wellbeing Gym and death-in-service insurance.

About the Candidate

The Head of Academic Music should be an inspirational and energetic teacher. Heads of Department are an important part of the School's management structure and the incumbent will be expected to play a full part in implementing the School's academic vision. The post holder will be expected to have an up-to date knowledge of, and interest in, issues affecting how young people learn and the pedagogy that best supports all pupils in their learning.

This is an exceptional opportunity to join an ambitious, creative and enthusiastic department and to take an active, visible role within it.

Person Specification Characteristics	
A good honours degree from a recognized university	Essential
Educational qualifications (PGCE, M.Ed)	Desirable
An outstanding classroom practitioner	Essential
Able to work flexible hours, including some evening and weekends	Essential
Passion for the subject	Essential
Excellent piano accompaniment skills for concerts, solos and performances	Essential
Able to enthusiastically contribute to the wider life of the school e.g. sports, music, drama, CCF, Duke of Edinburgh or other co-curricular activities	Essential
A proven track record of building and maintaining good relationships with pupils	Essential

A proven track record of building and maintaining effective working relationships with colleagues	Essential
Excellent communication skills (written and spoken)	Essential
Awareness of, and willingness to use, contemporary educational research	Desirable
Committed to safeguarding children and young people	Essential

Confidentiality and Data Protection

In the course of their employment, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the School and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. The School is registered under the Data Protection Act 1984 and staff must not at any time use the personal data held by the school or disclose such data to a third person.

Child Protection at St Edward's

St Edward's is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. All staff are required to apply for an Enhanced Disclosure from the Disclosure and Barring Service.

Health and safety

The School is obliged, so far as is reasonably practicable to provide safe and healthy conditions and safe systems of work for all employees which prevent risk to health, safety and welfare. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others. Employees must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions.

About the Selection Process

Those candidates whose applications we are pursuing will be contacted shortly after the closing date and invited to interview. At this stage we will take up references unless the candidate explicitly asks us not to contact a referee at this stage.

If we receive a large number of high-quality applications then we may conduct preliminary telephone interviews in advance of a formal interview at the School. The formal interview will involve meetings with colleagues responsible for the various areas of the School's activities. These interviews will seek to assess how well the candidate meets the requirements of the post, and will include an assessment of the candidate's suitability to work with children. Candidates will be asked to teach a lesson and possibly observe a lesson and in turn give feedback to the Deputy Head Academic. They will also be given a tour of the School by a pupil. Candidates will be asked to bring with them to interview any certificates relating to qualifications mentioned on the application form and identity and proof of address documents. Any discrepancies or anomalies in the application form will be taken up at interview. As part of the verification process, a candidate's present and past employers may be contacted, whether or not their name is given as a referee.

Application forms can be found on the School website: www.stedwardsoxford.org.

Completed forms should be emailed or posted to wardenpa@stedwardsoxford.org / the Warden, St Edward's School, Oxford OX2 7NN. Exceptional candidates will be interviewed immediately.

If you would like further information about this post, please contact Mr Alex Tester, Director of Music and the Arts, preferably by email: testera@stedwardsoxford.org.