

Job Description for Director of Music (fixed term maternity cover)

4 January 2021 to 31 December 2021 (inclusive)

The Ladies' College

The Ladies' College was founded in 1872. It operates as a direct grant school within the Bailiwick of Guernsey and the Principal is a member of the Girls' School Association (GSA). There are approximately 579 pupils between the ages of 2 ½+ and 18. The Junior School, The Ladies' College, Melrose, (177 pupils) occupies a separate building with its own staff and includes our Pre-Preparatory Department. The Ladies' College, Senior School and Sixth Form (402 students) occupies purpose-built premises opened in 1963 and has recently been both refurbished and extended. "The Wessex Wing", which includes dedicated teaching spaces for Mathematics, English, Music, and a modern Library and Refectory was opened in September 2016. We have a rolling programme of refurbishment which has included an additional laboratory being created and the upgrading of two other laboratories, with further refurbishment planned for this summer.

In our Pre-Preparatory Department our girls follow the early years curriculum in small groups, the maximum at any one time being 28. In Melrose we are a one form entry school, with a maximum of 20 girls in the Preparatory Department and 24 in the Junior Department. In the Senior School we have a three-form entry at Year 7 and most classes comprise 18 to 24 girls. Our students take ten (I)GCSEs, on average, and the vast majority proceed on to the Sixth Form. The College operates a Sixth Form (100 students) partnership with Elizabeth College (HMC boys' direct grant school).

In our last ISI Inspection, the College was judged as excellent in all categories, most notably: in the quality of the students' achievement and their learning, attitudes and skills; their spiritual, moral, social and cultural development; curricular, co-curricular and community links and arrangements for welfare, health and safety.

We believe that a young person will achieve their best if they are happy and inspired to do well by experienced and enthusiastic adults who care about them as individuals. We care as much about our girls' well-being and happiness as we do about their academic progress.

The Department

In addition to the Director of Music there is one other member of the department who shares the teaching of both curricular and co-curricular music. Private Peripatetic Teachers and Teachers from the Guernsey Schools' Music Service visit the school to teach over 100 individual pupils a variety of instruments including voice, woodwind, brass, strings and percussion.

Rooms and Resources

Music facilities are housed in the Wessex Wing, which opened in September 2016. The new facilities include a large classroom with three practice rooms of the first floor. The ground floor houses a large space for teaching and rehearsing, which can be divided into two smaller spaces.

The hall contains a Yamaha C7 Grand Piano and a two-manual Wyvern digital organ. A regular investment has been made over the years in keyboards, tuned and untuned percussion instruments, recording equipment and ICT. The Department uses Sibelius software and Garageband on a mixture of PCs, laptops, and iPads. Each practice room is equipped with a digital piano and laptop.

The department has recently added a recording studio including control and live rooms. Recording takes place via an Allen and Heath QU16 digital desk and an Apple iMac 27" computer. A supply of Shure microphones is in place and it is expected to grow this collection dependent on the needs of the department. A music technology co-curricular programme is currently being explored and it is hoped to have this implemented by 2020/21

Students

Many students possess considerable musical ability and thanks to the Peripatetic Music Service have reached a very high standard of competence on one or more instruments. Within the school, there is much enthusiasm for music and approximately two thirds of the students take part in some kind of musical activity during the year.

The Curriculum

Music forms part of the core curriculum at Key Stage 3 with 60 minutes per week in Years 7 & 8 & 9. Music is offered at GCSE, A Level. The Sixth Form partnership with Elizabeth College also creates opportunities for collaboration and a sharing of expertise at Sixth form level.

The syllabus currently studied for both A-level and GCSE is OCR.

Candidate Criteria

We are looking for an individual with a high standard of musicianship, excellent teaching ability, good organisation and administrative skills and the personal qualities of vision, energy, and enthusiasm. He or she will be expected to take a lead in the continuing development of Music both as a subject within the curriculum and as a co-curricular activity. The person will have an overview of music provision at Melrose, the Ladies' College Junior School, to provide continuity throughout the college. Although the Ladies' College is not a church school, it is a non-denominational Christian Foundation and some interest in church music for our Carol Service, Confirmation Service, Commemoration Service, Leavers Service, Remembrance Service, Easter Service and School Assemblies would therefore be an advantage though it need not be a main interest.

Co-Curricular Music

The following groups meet regularly:

- Junior Choir
- Senior Choir
- Junior String Orchestra
- Junior Wind Band
- Junior and Senior Chamber Choirs
- Wind Band
- String Orchestra
- String Quartet
- Small ensembles

A House Music competition takes place annually. Informal music evenings for KS3 pupils take place each autumn and summer and our main Concert is in the Spring term.

Island Musical Events

Outside school, music groups give concerts for parish events, for charity and at Christmas. They also participate in the Guernsey Eisteddfod. In view of the large number of Ladies' College girls who play in the Music Centre orchestras, choirs and instrumental groups and island orchestras it is expected that the Director of Music will take an interest in the girls' musical activities and achievements in the wider island community as well as within school. Due to the growth in popular music schools it is also expected that the Director of Music will keep in contact with these and the developments within.

Concert Tours

In recent years, the department has organised Concert tours to Paris (2007), Florence (2008), Venice (2011) and Prague (2013).

Results for the 2019/2020 cohort

A-level: 100% A* - B

GCSE: 100% 9-1; 71.9% 9-7

Candidate Criteria

We are looking for a teacher with first-rate academic qualities who can inspire the students with a love of Music, as well as a genuine interest in each student and the wider curriculum issues.

All full-time staff are expected to serve as form tutors and to support the pastoral and extra-curricular activities of the school.

Role and Responsibilities

This document should be read in conjunction with the Head of Department job description which applies to all Head of Department roles at The Ladies' College and is provided for reference on advertising this role.

1. To teach music from remove – U6, write Schemes of Work and plan lessons for all musical abilities.
2. Communication with peripatetic teachers, organising of timetables and managing peripatetic music lessons.
3. Support and prepare girls with university and music college applications and auditions to national orchestras and choirs.
4. Co-ordinate and run co-curricular music events including, but not limited to, carol service, Easter service, spring concert and Eisteddfod.
5. Provide direction and oversight of the Music programme at all key stages including concerts and the management of orchestras, ensembles and choirs.
6. Run and take part in the coaching, directing and conducting of orchestras, choirs and ensembles.
7. Work closely with the Head of Drama regarding the planning and performance of musical productions.
8. Overseeing and coordinating trips for the department, including any international tours.
9. Manage the departmental budget and order musical instruments and parts as appropriate.
10. Oversee the ordering of music for all orchestras, choirs, wind bands and ensembles.
11. To initiate concert opportunities, both formal and informal, for children for all abilities within the school.
12. To liaise with heads of music at other Guernsey schools to moderate and keep abreast of curriculum developments.
13. Contributing to broader work in College as required.]

Line Management

Reports to the Deputy Principal (Enrichment)

Remuneration

Teaching Colleagues

Guernsey has its own salary scale. The remuneration for this post will be on the Main Pay Scale (MPS) between £30,975 and £44,477 according to qualifications and experience. There is also an Upper Pay Scale (UPS) from £46,973 to £49,962 for teachers who have worked for more than six years and have successfully crossed the threshold. These rates are reviewed annually.

In addition to the appropriate level of teaching remuneration (as above), the remuneration for this position is a Level 2 Management Allowance, which currently equates to £5,405/annum at the time of writing.

Pension

All colleagues employed on permanent contracts are automatically enrolled in the States of Guernsey Public Servants' Pension scheme, a contributory defined benefit pension scheme on a Career Average Revalued Earnings (CARE) basis. The current employer contribution rate is 14.1% of salary at the time of writing. The current employee contribution rate is 7.5% of salary at the time of writing. This is fully transferable into and out of the DfEE Teachers' Superannuation Scheme.

Other benefits

A relocation allowance of up to a maximum of £2,000 (to cover the physical removal and transport of person/s and possessions to the island, as well as support from our preferred relocation consultants) will be paid by the College on completion of the contracted period. Colleagues should note that any sum reimbursed is subject to tax and social security deductions.

All colleagues employed on permanent contracts are eligible for a one third fee reduction (pro-rated for part-time staff) for one daughter based in either the Senior School or Melrose. A further one quarter fee reduction (pro-rated for part-time staff) is available for a second daughter. Details regarding places and entry requirements are available from the Registrar.

Living and working in Guernsey

Residence in Guernsey is controlled by the Committee for Home Affairs who have political responsibility for "The Population Management (Guernsey) Law, 2016". The College is required to apply for either a Short-Term Employment Permit (STEP), duration up to 1 year, a Medium-Term Employment Permit (MTEP), duration up to 5 years, or a Long-Term Employment Permit (LTEP), duration up to 8 years, on behalf of employees who are not locally qualified residents.

The permit associated with this role is a STEP.

Equal Opportunities

The Ladies' College is an equal opportunities employer and does not discriminate against applicants on any grounds. The criteria for selection relate purely to the suitability of an applicant for the job for which they are applying.

Safeguarding

The Ladies' College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening including an enhanced criminal records bureau check and be able to prioritise the well-being of young people in our care.

As part of the recruitment process, and once employed, there is a responsibility on an individual to disclose unlawful activity to the Principal, should this situation arise. There is also a requirement for all employees to seek permission for and disclose details of additional employment, and to disclose details of personal business interests (or those of a member of their immediate family or some other close personal connection) which may conflict with their role at the College. All requests and disclosures should be made in writing to the Principal in a timely manner, with permission being sought prior to any additional employment being taken up.

Data Protection

This data has been requested by The Ladies' College exclusively for the purpose of recruitment. The Ladies' College will ensure that this is processed in compliance with its Privacy/Data/General Data Protection (GDPR) policy and Data Protection (Bailiwick of Guernsey) Law, 2017, and will ensure that any information disclosed within this form is not passed to anyone who is not authorised to have this information.