

City of
London
School

Information Pack for the position of
Head of Instrumental Music




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City of London School

We understand that for pupils to thrive they must be happy. It is why we cherish individuality, shun stereotypes, and encourage every pupil to be the very best version of themselves. With a vibrant, multicultural city on our doorstep, we draw strength from difference, recognising that diverse perspectives can help answer big questions.

As a result, every member of our community is keenly aware of their responsibility and capacity to make a difference. We ensure our pupils are ready for the rapidly changing demands of the coming decades. This shows in our commitment to academic excellence and in our restless curiosity and desire to improve in everything we do.

We aim always to provide an education in the broadest sense, combining academic excellence with exceptional pastoral care, framed by an outward-looking and forward-thinking approach. We also strive to make that education available to as many talented pupils as possible, through transformational

bursaries for those who may not otherwise be able to afford the fees.

We aspire to attract a staff that matches the social and cultural diversity of the CLS community. We welcome applications from

anyone with the relevant skills and abilities, and particularly from those who may not previously have thought of applying to a school such as ours. We use an anonymised approach to the selection of candidates.





Our Strategic Aims



Kind - We understand how excellent pastoral care underpins every achievement. We support and help to develop our pupils' health, happiness and well-being so that they can succeed at school and beyond. We nurture self-development and self-awareness so that every member of our community can become the best version of themselves. Every person has equal value, and we treat others as they would like to be treated. We have empathy for others – at school, in our community and in wider society. Our relationships are warm, honest and supportive.



Aware - There is strength in difference. Reflecting the multicultural city on our doorstep, our pupils and staff embrace and celebrate diverse voices, recognising that they improve their understanding of the world. We nurture a deep-seated sense of social responsibility. Our pupils know that there are others less fortunate than they are and strive to make a positive difference at school and beyond. We are active partners. We have a strong relationship with the City of London Corporation and the other City Schools, including the City of London School for Girls. Our wider community makes us powerful. We are enriched both by an extensive programme of transformative bursaries and by our collaborations with schools, businesses, arts organisations, and many other partners across London.



Ready - We are unashamedly academic. Our teaching is rigorous and exceptional, and our teachers challenge pupils appropriately and sensitively, so that they can thrive in university, work and life. We stimulate curious minds. Our boys have a restless inquisitiveness and lifelong joy of learning which equips them for a fast-changing world. Our staff strive constantly to adapt and develop their practice. We explore our passions and encourage our pupils to discover what excites and inspires them. It helps them become rounded people, well placed to forge their own path through life. We shape the future. Our boys combine kindness, respect and curiosity to become the leaders of tomorrow, creating positive change in our society. .

Our [Strategic Vision 2019-2024](#) is available to read in full on the CLS website.

Teaching and Learning

Our aim is that all pupils should fulfil their potential and leave with a love of learning. Our staff are highly qualified specialists in their subjects and their own academic aspirations encourage pupils to develop their creative, intellectual and physical skills.

The teaching environment provides both challenge and enjoyment. It is designed to support individual talent and ambition and help our pupils to develop their understanding of the world.

We teach our pupils the value of constructive questioning and analysis, and give them the tools with which to interrogate the world and to form their own ideas and opinions, as well as appreciating and respecting those of others.

Good teaching and learning develops creative thought, critical thinking and problem solving, research skills, intellectual curiosity and an ability to challenge preconceptions and to think outside the box.



Facilities



A modern, purpose-built School in an iconic location allows us to provide an attractive and dynamic learning environment for pupils and staff alike.

A quiet, yet amazingly spacious building, its walls and exhibition spaces have works of art in profusion and variety – most of which are produced by pupils. Outside, to the south, flows the River Thames whilst to the north, the dome of St Paul’s Cathedral is rarely out of view: it is an altogether inspiring environment in which to study and grow up. The courtyard and upper playground are particular assets, providing light, fresh air and space.

Almost all our teaching staff have their own teaching room and each of our departments has a staff common room and a full range of specialist audio-visual equipment, which is supported by full-time technicians. Inside the building you will also find a large Learning Centre and library (renovated and modernised in 2016 as a result of generous support from a benefactor, and benefiting

from a backdrop that takes in the Millennium Bridge and the Shard), a bookshop, a 200-seat theatre, a separate drama studio, numerous music practice rooms, a sports hall and a swimming pool.

Pupils also benefit from over 20 acres of sports pitches, tennis courts and running tracks at our Grove Park site in South East London. Most pupils spend one afternoon there each week.

The School has developed a Masterplan for improvements to our buildings and facilities over the next decade. This will improve provision for on-site sport and provide additional teaching and multi-purpose spaces.

Head of Instrumental Music at CLS

We are seeking to appoint a dedicated and inspirational Head of Instrumental Music within a flagship department in this top independent school. The postholder will contribute actively to the strong culture of excellent Music in the school, communicating their own love of Music across the community and will be expected to support the Director of Music and assist in the development of short, medium and long term strategic plans for the co-curricular activities of the Music Department.



It is envisaged that the post will represent 0.8FTE but some flexibility and discussion around practicalities will be possible.

The role of Head of Instrumental Music is to assist the Director of Music by ensuring that all instrumental teaching (individual and ensemble) is of the highest calibre and inspiring for all students, across the whole range of standards from beginners to those working at the advanced, specialist level. Related to this is the purpose of ensuring that all students have the opportunity to be fully prepared to fulfil their co-curricular activities to the best of their ability. The role would suit someone who is committed to music education, loves performing and directing ensembles and is committed to leading instrumental teachers. The post holder should have the desire and administrative skill for concert planning and coordinating events with the relevant ensemble leaders.

The Head of Instrumental Music will support the Director of Music at an exciting time

in the development of the department, as partnership links and external opportunities are broadened and expanded. Music tours, concerts in and beyond the school, and working closely with the family of City schools, the Barbican and other institutions nationally and internationally, will all form part of the department's output in the coming years, and the postholder will be expected to play a full part in this. They will be an enthusiastic and effective instrumental teacher, with a proven track record of success across a range of all levels and abilities and will be expected to teach across the entire age range of the school, promoting high standards at all levels.

In particular, they will be expected to contribute fully to department extra-curricular activity, so experience in leading orchestral ensembles and strong keyboard skills especially as an accompanist will be important. Experience of managing whole school extra-curricular provision is also important, since the postholder will take charge of coordinating instrumental

ensemble music making across the school. To this end, they will also be an experienced performer and/or conductor, as the role will include coaching, and directing a variety of classical ensembles, large and small. In particular, the Music Department intends to expand its provision for chamber music and concerto projects and this will be the responsibility of the Head of Instrumental Music.

Experience in the management of staff is essential, since the postholder will line manage the Visiting Music Teachers and assist the Director of Music in recruiting visiting music staff. Working as part of a large and varied team of professionals, as well as interacting with staff from other departments and stakeholders such as parents and external partners, the postholder will have excellent communication skills and a positive, friendly approach, allowing them to build good working relationships. This will allow them to liaise appropriately with colleagues to ensure the best possible provision for instrumental players so that musical opportunities are inclusive and available to the entire community.

Some experience and interest in classroom teaching is desirable as developing the provision of classroom instrumental provision to support the uptake of instruments and ensembles will be an essential part of this role.



Job Description

Specific duties as Head of Department

Job Title	Head of Instrumental Music
Start date	September 2024
Salary	£37,440 - £ 61,410 (City of London School pay scale 2023/24) plus responsibility allowance, timetable allocation and membership of the Teachers' Pension Scheme

1. To be the primary point of contact for parents and pupils regarding instrumental/singing lessons and relevant performance platforms.
2. Line manage the Visiting Music Teachers and assist the Director of Music with the recruitment of new teachers In coordination with the Music Department Coordinator, undertaking and monitoring pupil allocations and;
 - » Organise interviews for new VMTs.
 - » Be the first point of contact for matters relating to instrumental tuition.
 - » Conduct lesson observations and appraisal.
 - » Ensure safeguarding/e-learning completed.
3. Take responsibility for aspects of the department's co-curricular output and certain events on the calendar, as agreed with the Director of Music, including rooming, calendar, accompanists, VMT participation, communication as appropriate.
4. Support the Director of Music and assist in the development of short, medium and long term strategic plans for the extra-curricular activities of the Music Department, including Partnership opportunities with CLSG and the family of schools.
5. Curate a programme of recitals, talks, workshops, and visits specifically to focus on our chamber music provision.
6. Continue to develop the provision of classroom instrumental music making and to extend the Junior Class scheme into an Orchestra for all programme across KS3, envisaging opportunities for partnerships at this level with CLSG.
7. Lead a co-curricular section at regular department meetings, outlining upcoming events and identifying necessary practical requirements and support required from the department.

8. Set up and manage ensembles being run for student participation, including allocating staff and students to these, in discussion with the Director of Music. Particular attention should be given to strengthening small ensemble coaching and chamber music initiatives.
9. Work with the Director of Music to create performance opportunities for Music Scholars in and out of school, especially in collaboration with CLSG.
10. Strengthen the Music Scholar coaching and mentoring programme and oversee the personal portfolio project.
11. Oversee the progress of Music Scholars to ensure they fulfil their potential.
12. Advise the Director of Music on the suitability of candidates auditioning for Music Scholarships.
13. Assist in the recruitment of Music Scholars: first point of contact for parental queries, coordinating video submissions, auditions, external adjudicators.
14. Assist Head of Academic Music and curriculum staff with performance preparation for GCSE and A Level Music, including accompaniment as required and the allocation of VMTs to support students.
15. Work with the Music Department Administrator and all department staff to manage event logistics, including external music exams, and to coordinate the maintenance, tuning and inventory of instruments.
16. Coordinate with the Head of Instrumental Music CLSG to run the annual Young Musician competition.
17. Strengthen our links with competitions, festivals, Junior Departments of GSMC, RAM, RCM and local/national orchestral projects (NSSO, NCO, LSSO).
18. Assist with ensembles (coaching, sectionals, bowing) and to direct ensembles as required within the department.
19. Provide piano accompaniment for soloists as and when required.
20. Some instrumental teaching if required.
2. To attend and contribute to regular departmental meetings.
3. To ensure that SEND requirements are met with attention to particular implications for practical music.
4. To participate in the school's Appraisal Scheme and to take advice from the Director of Music and other Senior Colleagues on Professional Development.
5. To co-operate in the preparation and marking of examinations, including assisting with the administration and marking of entry examinations, report writing and other assessment and record keeping procedures. Sufficient allocation should be considered here for admission procedure around Music Scholar auditions.
6. To undertake supervisory duties and to attend INSET sessions and meetings on days outside full term as necessary.
7. To attend Parents' Evenings and staff meetings (including those which take place before and after the school day and before the beginning of term) and to attend morning Assembly and major school functions.
8. To make a contribution to the extra-curricular life of the School.

Other Responsibilities

1. To take on duties and responsibilities as shall from time to time be allocated by the Director of Music to include classroom music teaching as appropriate.

Person Specification

In appointing to this position, the following personal and professional competencies will be particularly important. Candidates are encouraged to consider these as part of their letter of application, and should be prepared to discuss them (and how they have demonstrated them through their roles to-date) as part of the interview process.

Essential

- { Excellent academic qualifications – degree or equivalent in Music.
 - { An understanding of the expectations and ethos of a highly academic school.
 - { Significant experience as a performer and excellent working knowledge of chamber & orchestral music.
 - { Strong keyboard skills and significant experience as an accompanist.
 - { Experience of managing large teams of visiting music staff and supporting other instrumental teachers.
 - { An experienced leader/director of ensembles who is willing to be an active contributor
- to the co-curricular life of the department, outside of lesson time.
 - { An excellent instrumental teacher with a proven track record of success across all age ranges, who expects extremely high standards from all students.
 - { An enthusiastic and friendly individual with strong communication skills and the ability to develop secure, positive relationships with staff and students alike.
 - { Experience of working in collaboration to develop departmental strategies and initiatives for development.
- { Commitment to further professional development.
 - { Competency in the use of ICT for administration and for carrying out the teaching of this subject.
 - { Experience of the organisation and planning of events, trips and tours, and running a programme of recitals and concerts.
 - { A keen desire to support the broader strategic vision in terms of partnership work across the City family of schools.
 - { Fostering excellence, innovation, and pioneering initiatives in music education.

Desirable

- { A teaching qualification.
- { Experience of professional instrumental playing.
- { Experience coaching string players.
- { Experience of training student ensembles.
- { Experience of managing advanced performance programmes with Scholars.
- { Experience arranging music for student groups.
- { Experience of observing instrumental lessons.
- { Some experience in teaching KS3-KS5.

Personal qualities

The post-holder should use these personal and professional competencies to carry out the duties and responsibilities of the role in such a manner as to maintain and develop the well-being of the School.

Personal attributes

- { Showing collegiality in working with staff, with the ability to work effectively and supportively with all staff.
- { The ability to build and maintain purposeful and successful relationships.
- { Demonstrating self-reflection and an openness to constructive criticism.
- { The ability to work towards an agreed outcome, particularly when it is not the approach that you might not have chosen.
- { Discretion.
- { Resilience, the ability to work under pressure and be able to meet deadlines.
- { Flexibility and adaptability.
- { Demonstrating enthusiasm.

How to Apply

You should [visit our website](#) for further information and to apply.

Closing Date: **9am on Friday 24 May 2024**

Interviews will be held on **w/c 3 June 2024**



City of London School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

We welcome applications from all sectors of the community as we aspire to attract staff that match the social and cultural diversity of our pupil intake.

To view our Recruitment Policy, please [click here](#). To view our Safeguarding Policy, please [click here](#).

Further information about the School and a copy of the 2021 ISI Inspection report is available on the website. www.cityoflondonschool.org.uk



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