



# WALTHAMSTOW HALL

## SEVENOAKS FOR GIRLS AGED 3-18

### Job Description for part-time Head of Instrumental Music and Performances, Junior School

*The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*

<b>Commencing</b>	September 2019
<b>Summary of the role</b>	We are looking for an outstanding musician who is dynamic and highly motivated for this successful and flourishing school for girls aged 3-11. They will have the initiative, imagination and capacity to lead and inspire with an obvious love of music and performances. This is a part-time position.
<b>The Post</b>	<p><b>As Leader:</b></p> <ul style="list-style-type: none"> <li>• Demonstrate strong commitment for the pupils' pastoral and academic welfare.</li> <li>• Be an active and supportive 'team player' in all areas of school life and contribute to the co-curricular programme.</li> <li>• Establish good partnerships in communicating with pupils, members of staff, parents, governors and outside agencies.</li> <li>• Promote the benefits of music in education to existing and prospective parents.</li> <li>• Always have the pupils' best interests at heart and be sensitive to their needs.</li> <li>• Monitor pupil progress through observation, assessment, tracking and record keeping.</li> </ul> <p><b>As Head of Instrumental Music and Performances:</b></p> <ul style="list-style-type: none"> <li>• Raise the profile of Music through the Junior School.</li> <li>• Liaise closely with the Director of Music (who is based at the Senior School).</li> <li>• Explore and find opportunities to unlock musical potential in individuals' musicianship.</li> <li>• Promote a culture of commitment to consistent, purposeful personal practice.</li> <li>• Proactively minimise timetabling clashes through effective communication with relevant stakeholders, eg SMT, the Co-curricular Co-ordinator and Visiting Music Teachers.</li> <li>• Organise, lead and promote participation in co-curricular music and music groups.</li> <li>• Develop an interest for different types of music.</li> <li>• Direct the School's choirs: Year 1/Year 2, Year 3/Year 4 and</li> </ul>

	<p>Year 5/Year 6.</p> <ul style="list-style-type: none"> <li>• Be responsible for Visiting Music Teachers at the Junior School, in conjunction with the Director of Music.</li> <li>• Closely liaise with colleagues and the Director of Music in the Senior School.</li> <li>• Organise and lead the whole School singing in assemblies and hymn practices.</li> <li>• Play the piano in assemblies, productions and concerts.</li> <li>• Organise the formal performances such as the Harvest Festivals, Carol Service in a local Church and the Summer Concert, liaising closely with the Drama Subject Leader.</li> <li>• Organise the informal concerts such as Musical Teas.</li> <li>• Co-ordinate the House Music and House Singing competition.</li> <li>• Co-ordinate the ABRSM examinations, in conjunction with the Music Department Administrator.</li> <li>• Co-ordinate musical performances involving liaison with the Drama Subject Leader (who is responsible for productions at the Junior School) for Pre-Prep at Christmas, and Prep at Easter and Summer.</li> <li>• Manage and maintain the Music pages of Firefly.</li> <li>• Seek ways to establish a Junior School orchestra.</li> <li>• Encourage participation in local arts festivals.</li> </ul>
<p><b>The Person</b></p>	<p><b>Educational</b></p> <ul style="list-style-type: none"> <li>• Be an outstanding educator, encouraging pupils to give of their best.</li> <li>• Have knowledge and experience of independent education of the primary age range.</li> <li>• Be an excellent conductor, choir trainer and have advanced keyboard skills.</li> <li>• Have enthusiasm for the subject including performance and an ability to inspire and communicate it to the pupils at all levels.</li> <li>• Be competent in ICT and willing to develop its use further within the department.</li> <li>• Have the ability to work with and within teams and have strong organisational skills.</li> <li>• Have the energy, innovation and flair, as well as the desire, to develop his/her own ideas through CPD.</li> <li>• Maintain and develop the success and profile of music in the School and wider community.</li> </ul> <p><b>Personal</b></p> <ul style="list-style-type: none"> <li>• Be an accomplished pianist and an expert in at least one orchestral instrument.</li> <li>• Absolute commitment to the ethos, values and objectives of Walthamstow Hall.</li> <li>• Have a relevant degree or equivalent qualification.</li> <li>• Be forward looking and optimistic.</li> <li>• Have excellent judgement and integrity.</li> <li>• Have considerable enthusiasm and stamina.</li> </ul>
<p><b>Line Manager</b></p>	<p>Head of the Junior School via the Director of Music</p>

<b>Salary and hours</b>	Between £13,000 - £15,000 pa actual; up to 19 hours to be discussed at interview
You may also be required to undertake such other comparable duties as the Head of the Junior School requires from time to time.	
<i>Walthamstow Hall 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</i>	

## **Applications**

Applications should be made on the School's Application Form and should be accompanied by a handwritten covering letter to the Headmistress, Miss Stephanie Ferro. Please post your letter and application to:

Miss Stephanie Ferro, MA (Oxon), MA (Lond)  
 Headmistress  
 Walthamstow Hall  
 Holly Bush Lane  
 Sevenoaks  
 Kent TN13 3UL

**The closing date for applications is Tuesday 2 July 2019**

## **Interviews**

**Interviews will take place on Monday 8 July 2019**

*References will be taken up before interviews.*

**The School reserves the right to change these dates, and to close the vacancy at any time, so early application is advised.**

*Polite notice: Please note that it is not customary for the School to provide feedback to candidates.*

June 2019