



CHELtenham
COLLEGE

Director of Music
Information for Candidates



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Message from the Head of College, Nicola Huggett



I am delighted that you are considering a role here at Cheltenham College. Music really is at the heart of our community as a school and I hope that you find this information helpful.

The College itself lies in the heart of one of the country's most beautiful Regency spa towns, only a few short miles from the rural delights of the Cotswolds. This means that as a place to live and work, you truly have the best of both worlds; a cosmopolitan centre with wonderful restaurants, shops and of course, four major cultural festivals a year, in addition to easy access to walks, country pubs and the great outdoors. Having moved to Cheltenham myself just a few years ago, with my husband and four children, I can assure you that there is something for everyone here.

As staff, we enjoy the very wide range of activities that our pupils enjoy, with access to wonderful sports facilities for you and your family, a beautiful Common room, full IT provision, a thriving staff consultation committee and many staff social events. You will also have a tailored professional development programme and extensive support from our dedicated HR team.

Whilst we may seem a large organisation, we operate very much as a close community with a family feel. I know that as a new member of staff you will find that our focus lies very much in developing you as an individual. Just as we expect you to go the extra mile for your pupils, we will engage with your own professional and personal development from the start. We will ensure that you enjoy and feel valued in your new role as quickly as possible.

We recognise the time and thought that goes into an application and we will certainly give this our serious consideration. If you have any further questions, the HR department via recruitment@cheltenhamcollege.org will be happy to help.



Cheltenham College

Cheltenham College is a thriving community, with over 1100 pupils from the Prep and Senior Schools combined, cared for by 700 support and academic staff.

We have high class facilities for academic development, boarding, sport, music and drama, as well as a truly awe-inspiring chapel.

We are a 24/7 operation, working a six-day week with Saturday School. With our focus on full boarding (80% of our pupils are boarders, 20% of our pupils reside overseas), we are able to get to know our pupils very well and that makes inspiring them in and outside the classroom all the more enjoyable.

Music at Cheltenham College

Music is central to life at College, and all members of the community are involved in some way. This ranges from singing hymns in Chapel, to performing concertos with the College Symphony Orchestra and everything in-between. Musical life is rich and varied, and all genres and styles are celebrated.

Pupils regularly continue their musical studies after College, and in the last 12 months pupils have been offered scholarships at Juilliard, Truro Cathedral, Exeter Cathedral, the Royal Academy of Music, Royal Northern College of Music, Downing College Cambridge and Merton College Oxford. Two pupils have won Gloucestershire Young Musician of the Year Competition in recent years, and performed concertos with local semi-professional orchestras.

There are 3 full-time academic music staff at College, including the Director of Music, Head of Academic Music and College Organist. The rest of the department comprises the Music Administrator, Heads of Strings, Woodwind Brass and Percussion, Contemporary Music, Vocal Studies and Exams & Performance; together with around 40 visiting instrumental and vocal teachers, all with a wealth of teaching and performing experience; the department is friendly, diverse and enthusiastic.

There are weekly lunchtime recitals for soloists and frequent opportunities for formal advanced performances, as well as less formal first-time or beginner concerts. Choral Evensong is sung by one of the three Chapel Choirs, and there is a sung chapel service on a selection of Sunday evenings. Currently, College runs a chorister scheme for local primary school pupils who sing Choral Evensong with College altos, tenors and basses once per month.

Larger ensembles include two Jazz Bands, Symphony Orchestra, Sinfonietta, Chamber Orchestra, Wind Band, Pop Choir, Glee Club and Choral Society. There is also a huge range of smaller groups including rock bands, jazz ensembles, piano duets and chamber groups.



Winner of Gloucestershire Young Musician of the Year



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Cheltenham College is an **All-Steinway School** and boasts two Model D Concert Grand Pianos. Piano lessons are given on Steinway Model A pianos, while all the practice rooms are equipped with Steinway designed Essex uprights.

The Music Department is located in Thirlestaine House, a beautiful former stately home recently renovated to include state-of-the-art practice and performance facilities, including a recording studio and ICT suite. Outside the Music Department there is a magnificent 800-seat Chapel with generous acoustics and a celebrated three manual Harrison & Harrison organ, fully refurbished in 2016. The chapel is also equipped with professional streaming cameras and microphones. The majority of performances are held in Big Classical, which has a staged area and raked seating for a capacity audience of 300, and it houses one of the concert grand pianos. Large ensemble rehearsals take place in Thirlestaine Long Gallery, where there is another Model D Concert Grand.

Generous Music Scholarships and Exhibitions are awarded each year at both 13+ and 16+, providing musical leadership at all levels throughout the school.

You can view the department's YouTube videos [here](#) and the Cheltenham College Chapel home page [here](#).

Musical Events

- Weekly lunchtime recitals
- Evening recitals
- Instrumental and Vocal concerts in Chapel Arts, Cheltenham
- Annual House Singing Competitions
- Piano Competitions
- Orchestral and Jazz Band concerts
- Concerto performances for advanced students
- Band performances at Cheltenham Jazz Festival
- Choral performances at Cheltenham Music Festival
- Choral performances at Cheltenham Literature Festival
- Candlelit Advent and Christmas carol services
- Composers' Concerts
- Choral Evensong
- Showcase concert in Cadogan Hall
- Evensongs in Winchester, Gloucester and Salisbury Cathedrals, and St George's Chapel, Windsor Castle
- Singing & Composing competitions
- Choral concerts, including Bach's Mass in B minor
- Choral Society performances, including Elgar *Dream of Gerontius* and Verdi Requiem
- International tours



The Role



The Director of Music is responsible to the Head, via the Deputy Head (Co-curricular), for the quality of pupils' music-making in the College. Equal attention should be given to the excellence of the most talented musicians and the creating of a culture of wide participation.

Specific responsibilities include:

Activities and Co-curricular

- Planning each year's musical events and coordinating all calendar entries; attending calendar meetings to ensure that there are no clashes with other College events
- Organisation of staffing, accommodation and resources for musical activities, including orchestras, choirs, bands, ensembles, chamber music, etc.
- Organisation of concerts, competitions, workshops, master classes, where appropriate and provision of promotional material, production of programmes and organisation of refreshments
- Liaison with the Senior Chaplain over music for the College's daily worship and other services
- Leading the weekly whole school congregational practice which is a much-loved tradition here
- Appointment and supervision of the College Organist, Visiting Music Teachers and Music Administrator
- Organisation of outings, concert visits, external performances, Prep Schools' Music days (choral and instrumental) and Open Days
- Maintenance and updating of the Department section of the College website and published written materials.

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Music Tuition

Appointment of visiting music staff, induction, guidance and day-to-day support of staff

Annual review of hourly teaching rates and liaison with Bursary and HR Department on matters relating to pay and welfare of visiting staff

Organisation of teaching accommodation and timetables

Monitoring of pupils' attendance at instrumental lessons; liaison with parents, Resident Tutors and Housemasters regarding absences and any issues arising

Organisation of entries and running of Associated Board music examinations and recording of grades obtained.



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Resources/Facilities

- Preparation, submission and control of the annual Departmental budget
- Provision of tuning, maintenance and storage of the Department's pianos and instrumental resources, and supervision of instrumental hire
- Organisation of published musical resources, recordings and sound reproduction, recording and audio-visual equipment and IT
- Ordering of materials for co-curricular activities, academic work and individual music lessons, processing invoices and submission of sundries sheets.

Scholarships

- Organisation of music scholarship auditions at 13+ and 16+, recommendation of appropriate awards, instrumental, choral and organ
- The current Director travels annually to South East Asia on a scholarship recruitment trip
- Mentoring of music scholarship holders.





The Candidate

The Department is very well resourced in terms of the range of skills our staff have, so there are no fixed ideas about the type of musician to be appointed, however, the ability to work with a range of ensembles and musical genres is essential as are the following attributes:

A creative thinker with a clear idea and vision for taking music at a major public school forward in new and interesting directions

A musician of outstanding performance standards who is able to lead by example

An experienced graduate teacher up to A Level with excellent subject knowledge

A confident and experienced leader with experience of marketing school music and attracting scholarship candidates both here and overseas

A proven ability in both orchestral and choral conducting and directing

An enthusiastic and motivated leader with excellent delegation skills as well as the dedication and vision to identify areas for development, and to prioritise and then deliver

Excellent communication and interpersonal skills, in particular with regard to promoting College music and encouraging attendance at concerts and participation

A strong administrator in particular with regards to managing visiting music staff and liaising with the Common Room

A natural leader and team-player with a good sense of humour, who is also able to support teachers to develop their professional skills

A track record of inclusive participation and the ability to give music in the College a broad appeal to specialists and non-specialists alike

An ambassador for College music, able to forge links with Prep Schools (in particular aimed at broadening the field for scholarships), the Cheltenham Festivals, professional performers and groups

Previous experience of working within a broadly similar school's music department is not essential but would be an advantage.

Terms and Conditions



A formal contract detailing terms and conditions will be drawn up on appointment. The following notes provide guidance, without prejudice, on the likely main provisions.

General notes:

- A highly competitive remuneration package is available with, for the right candidate, a salary to match the best.
- The appointment is subject to one term's notice.
- The position carries a significant reduction in teaching load in line with the demands of the role.
- Generous fees discount is available for children attending the Prep and College
- College offers a defined contribution Workplace Pension Plan plus a Flexible Benefits Pot. The scheme offered is through APTIS: Aviva Pensions Trust for Independent Schools and includes a generous College contribution.
- Subsidised Health Scheme membership.
- The candidate's performance will be subject to a regular appraisal.
- Shortlisted candidates will be asked to undertake identity and qualification checks which conform to the School's Safeguarding Policy. They must also agree to references being taken up at that stage and checks made with past employers.
- The appointment is subject to satisfactory references, clearance from the Disclosure and Barring Service, proof of identity and qualifications and a satisfactory medical declaration.



Important Information



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Child Protection

Cheltenham College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All applicants should read the School's Child Protection policy, which is available on the website, and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people.

The successful candidate will be required to complete an application for Enhanced Disclosure, to initiate a Disclosure and Barring Service Check (working with children) in accordance with the School's Recruitment Policy which may be obtained from the Bursar upon request.

The School is registered for the processing of personal data in accordance with the Data Protection Act 1998.

Equal Opportunities

Cheltenham College is an equal opportunities employer. We are committed to equality of opportunity for all staff and applications from suitably qualified individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

We encourage all candidates to ensure that College is aware of your particular requirements, should you be invited to interview.



How to Apply

If you are excited by the opportunity of playing such a key role at Cheltenham College, please complete the application form electronically and email it to recruitment@cheltenhamcollege.org, together with a covering letter (no CVs please) explaining your suitability for the role.

The deadline for applications is: **12 noon on Thursday 12th January.**

Longlist interviews will be in the week commencing **Monday, 16th January 2023**

Short list interviews will take place in the week commencing **Monday, 24th January 2023.**

Thank you

