



CHELtenham
COLLEGE

*Assistant Director of Music
Cheltenham College*



If you would like any further information on the role, please feel free to contact the HR Department at recruitment@cheltenhamcollege.org or on 01242 265670.

The closing date for applications is: **9am on Thursday, 2 March**

Interview date: 8 March 2023

College is committed to safeguarding and promoting the welfare of children and young people in its recruitment and selection of job applicants and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an enhanced DBS check.

Message from the Head of Cheltenham College, Nicola Huggett



I am delighted that you are considering a role here at Cheltenham College. I hope that you find this information helpful and we would welcome your application.

The College 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 recently moved to Cheltenham myself, with my husband and four children, I can assure you that there is something for everyone here.

Cheltenham College is a thriving community, with over 1000 pupils from the Prep and Senior Schools combined, cared for by over 500 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. However, 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.

With best wishes

Nicola Huggett

Assistant Director of Music

The Appointment

Cheltenham College are looking to appoint a highly motivated and inspirational Assistant Director of Music to work within our thriving Music Department. The appointee will work in both the curricular and co-curricular domains under the direction of the newly appointed Director of Music, making a major contribution to musical life at College and to the high standards of academic music provision that we have. It will be an ideal post for someone with an ambition to move on to a Director of Music position in 3-5 years and there will be opportunities for development within the role. Previous experience working with instrumental ensembles is desirable.

The Music Department

There are three full-time academic music staff at College, including the Director of Music, Assistant Director of Music and College Organist. The rest of the department comprises the Music Administrator, and Heads of Faculty for Strings, Woodwind, Brass & Percussion, Contemporary Music, Vocal Studies, and Exams. There are around 40 visiting instrumental and vocal teachers, all with a wealth of teaching and performing experience. Cheltenham College is an All-Steinway School and boasts two Model D Concert Grand pianos. Piano lessons are given on Steinway Model A pianos, and all practice rooms are equipped with Steinway-designed Essex uprights. The department is situated in Thirlestaine House, a beautiful former stately home with fully-equipped classrooms and rehearsal/performance spaces. Our composition suite houses 15 M1 iMacs running Sibelius, Logic Pro, and Spitfire Audio's BBC Symphony Orchestra sample library. 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, and our online following is continuing to grow. The majority of performances are held in our main performance space, Big Classical, which has a staged area and raked seating for a capacity audience of 300; it houses one of the Model Ds. Large ensemble rehearsals take place in Thirlestaine Long Gallery, where the second Model D is located. The department's YouTube channel can be viewed [here](#), and the chapel's channel [here](#).

Music is central to life at College, and all members of the community are involved in some way. This ranges from enthusiastic singing of hymns in Chapel to large-scale choral/orchestral concerts and outdoor pop/jazz gigs (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 the Gloucestershire Young Musician of the Year competition in recent years, and this resulted in them performing full concertos with local semi-professional orchestras. There are weekly lunchtime recitals for all manner of musical offerings (including DJing and the sharing of music technology-based composition work) as well as frequent opportunities for both formal and informal performances. Several Choral Evensong services are sung during each term, and there is a sung chapel service on a selection of Sunday evenings.

All members of Year 9 study Music, and they have the option to continue at GCSE and A Level; the AQA specification is followed for both. Excellent teaching and learning have led to outstanding outcomes, with GCSE cohorts achieving 70% 9-7 and A Level cohorts achieving 100% A*-B in recent years. There is a flourishing Academic Music Society in which pupils give presentations on a broad range of topics, and concert/musical theatre trips are run routinely to Symphony Hall, Birmingham and theatres in Cheltenham, Bristol, and Oxford.

Job Specification

The Assistant Director of Music is line-managed by the Director of Music and is responsible ultimately to the Head for the academic performance, organisation and administration of the teaching to pupils according to the department curriculum. It is expected that the Assistant Director of Music will take responsibility for the year 9 (3rd Form) and GCSE curricula. The post is an important role and vital to the development of music at Cheltenham College, both in the classroom and in the co-curricular programme. The successful applicant will have ambition to be an exciting leader of Music with excellent classroom practise. They will also be a performing musician, capable of bringing the best out of pupils, raising aspirations, and enabling pupils to fulfil their musical potential.

The Assistant Director of Music will have the following qualities and responsibilities:

Leadership and Development

- Taking a lead on the Lower College (3rd Form and GCSE) teaching of Music including updating schemes of work, production of resources, NEA administration, and sharing of best practice;
- Leading specific College ensembles as best fits with their area of expertise;
- Contributing to a departmental development plan in consultation with the Director of Music;
- Fostering a delight in the subject, an excellent work ethic and a culture of high expectations, achievement and success amongst staff and pupils through setting the highest academic standards;
- Encouraging independent learning specifically using formative assessment and thorough imaginative schemes of work;
- Keeping up-to-date with subject developments;
- Further developing the appropriate use of ICT as a tool for teaching and learning, and in particular exploring the possibilities presented by whole year groups possessing iPads;
- Maintaining excellent communications with the department, particularly in managing the Lower College teaching of Music;
- Working with the Director of Music at Cheltenham Prep to adapt and smooth the transition between Years 7, 8, and 9 (3rd Form);
- Assisting the Director of Music in interviewing new members of staff and assisting in the appraisal of Visiting Music Teachers.

Co-Curricular

- Promoting and advocating for music throughout the College and encouraging enjoyment through wide and varied participation;
- Deputising for the Director of Music when required;
- Working with the Director of Music to devise and execute an engaging co-curricular music programme;
- Leading and managing musical ensembles according to the post holder's strengths and as agreed with the Director of Music;
- Taking a share of the piano accompaniment for concerts, exams, competitions as agreed with the Director of Music;
- Working with the Director of Music to audition prospective Music Award Holders;
- Taking the lead on developing a new Music Award Holder mentoring scheme;
- Collaborating with the Director of Music in prep school partnership work;
- Undertaking administrative and organisational tasks as may be reasonably expected by the Director of Music.

Teaching and Learning:

- Setting and marking work, and providing regular feedback to pupils in line with College and departmental policies;
- Monitoring and recording the learning of pupils in the department, and overseeing the support of Lower College pupils with additional needs;
- Writing and updating schemes of work and programmes of study for the Lower College teaching of music;
- Organising lectures and talks by outside speakers in consultation with the Director of Music;
- Providing curriculum information as required;
- Dealing with syllabus enquiries, updating, investigating alternatives and changing syllabuses as necessary;
- Establishing and overseeing subject enrichment within the co-curricular programme by taking the lead of the Academic Music Society (currently known as the Hendrix Society);
- Researching, updating/creating and ordering resources;
- Arranging departmental displays;
- Providing information for 3rd Form pupils making GCSE choices;
- Meeting and communicating with parents when required;
- Contributing to the annual Departmental Review and supplementary documentation.

Universities:

- Assisting with university applications in accordance with the arrangements made by the Head of Upper College;
- Providing comments for UCAS references of pupils taught as well as other relevant details as required;
- Providing assistance, extra tuition and general guidance for Oxbridge applicants as agreed with the Director of Music.

Examinations:

- Organising the logistics of internal and public GCSE Music examinations;
- Setting and marking papers, collating statistics and publishing results;
- Organising entries for public examinations at GCSE level alongside the Examinations Officer;
- Dealing with GCSE examination boards, including complaints, re-marks and appeals;
- Handling public GCSE examination results, including answering parental enquiries, and providing comments, data and statistics as required.

General:

- Contributing to the departmental handbook;
- Providing occasional reports for College publications on departmental developments as appropriate;
- Assisting the Director of Music in the organisation of weekly departmental meetings;
- Attending other meetings as required;
- Any other duties as reasonably required by the Head.

Desired Skills and characteristics

- Having a degree-level education in Music or a relevant discipline with appropriate postgraduate professional qualifications and experience in schools;
- Displaying a passion for Music in all its forms, and the ability to share this with young people and colleagues by fostering strong working relationships;
- Being an inspirational teacher, with vision and strong communication skills;
- Possessing excellent administrative and organisational abilities;
- Having the ability to innovate and inspire colleagues;
- Being willing to share best practices within not only the Music Department, but within College as a whole.

Expectations

Members of Common Room are expected to teach their subject, to act as tutors, to be attached to day or boarding Houses, and to make a substantial contribution to the co-curricular programme and to support the boarding ethos of the College.

Although hours of work are not specified precisely, the College has a Monday to Saturday timetable. The working day begins with a registration period at 8.30 am and will often include evening commitments during term times. Members of Common Room are expected normally to be on site throughout the working day and to be available even when they have no formal commitments. Saturday lessons begin at 8.30 am and finish at noon. There are College and/or House-based activities at weekends in which they are encouraged to play a part. Outside of the formal term times they are expected to be in College for College or departmental INSET and to be available to fulfil any reasonable duties.

The College sets the highest professional standards in every respect. Chapel is central to College life reflecting its Christian foundation. On weekdays, all members of Common Room are expected to attend the brief morning service.

Terms and Conditions:

- The Assistant Director of Music will teach up to 20 academic music lessons of forty minutes per week (a normal full timetable is 27), alongside other activities/electives and is expected to undertake duties and to play an appropriate part in the co-curricular life of the College.
- The College has its own salary scale.
- Accommodation for the first year in post may be available.
- 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.
- Permanent members of staff are entitled to a substantial reduction in fees for their children.
- Members of staff may use the College sports facilities (at staff allocated times).
- Subsidised health scheme membership (Benenden).
- Discounts and offers for College staff from local businesses and retailers.

February 2023