

Queen Margaret's, York

Queen Margaret's is a fully independent boarding (85%) and day school for 350+ girls aged 11-18, located in 75 acres of parkland, six miles south of the ancient city of York. Established in 1901, the School is proud of its traditions and Anglican foundation, whilst being forward thinking. Strong in the Arts and Sciences, QM ranks amongst the country's elite schools academically, while providing an all-round education. Art, Dance, Drama, Music and Sport are all strengths and girls are encouraged to be involved in these and many other enrichment activities. Excellent pastoral care, with an emphasis on inclusion and opportunity are hallmarks of a QM education.

Ethos of the School

A Queen Margaret's education is an exciting, challenging and balanced experience. Our girls are part of a community of people who care for each other and grow as individuals. They develop a wealth of skills for use in their own lives and ideals to make a difference in the world. At the heart of a QM education is a love of learning, which is supported by a healthy body and healthy mind. When a girl has completed her education at QM she will be a free thinking, courageous individual, prepared to take her learning to the next level and her place in a changing world.

Aims of the School

Queen Margaret's is a school for girls who aspire to be leaders in every walk of life. QM girls take advantage of the rich and complementary programme of studies and activities available to them. In doing so, we hope that they will:

- achieve **excellence** inside and outside the classroom
- develop an enthusiasm for **independent** thought, learning and research
- grow with emotional maturity, social awareness and **respect** for individuality and difference
- forge special **friendships** that will stay with them for the rest of their lives
- be interesting, well-informed, happy and confident members of the **community**

The Music Department

Music is an integral part of the life of Queen Margaret's, with a thriving department which not only caters for music as an academic discipline but also as a major contributor to the school's enrichment programme. The department consists of the Director of Music who is assisted by the Assistant Director of Music, the Head of Keyboard Studies and a team of peripatetic musicians and supported by the Deputy Head (Academic) and the School Administrators.

Academic Music

All girls in Years I-III study Music in the curriculum. GCSE and A Level Music courses are offered, currently with WJEC Eduqas at both GCSE and A Level. Class sizes are small and results are always high: regularly 100% A*-A (A Level); 100% A*-A (GCSE).

Individual Music

About two-thirds of the girls in the school take individual instrumental or singing lessons each week. There are regular opportunities for the girls to perform in concerts and competitions both inside and outside QM and all are encouraged to join ensembles. We host termly examinations for both the Associated Board and Trinity Music qualifications.

Ensemble Music

The School currently runs the following groups: Chamber Choir, Cantiamo, Vocal Consort, QM Orchestra, Dynamics, Sinfonia, Cello Group, Flute Group, Jazz Group, Wind Band, Rock Band and various Chamber Music groups. There are numerous collaborations with the Dance and Drama departments and the school stages a musical every year.

Religious Music

The Chamber Choir provides music for Chapel Services (three each week). Special services are held for St Margaret's Day, Advent Sunday, Service of Lessons and Carols, Anglican and Roman Catholic Confirmation Services, Ash Wednesday, Passiontide, Ascension Day, Founder's Day, Old Margaretians Day and Speech Day. Choral Evensong and Eucharist services are interspersed with Morning and Evening Prayer on Sundays in full term; the repertoire is varied. Annual visits by the Chamber Choir to Cathedrals and Abbeys also form an important part of their work, recently including York Minster and Durham and Bradford Cathedrals.

Concerts

Regular concerts are an important showcase for music at QM with the main programme containing a Christmas Concert, Summer Concert and a Speech Day Concert. There are also Wednesday @1 concerts which are used to showcase the musical talents in the School. Musicians also regularly perform at School events and Open Mornings throughout the year.

The Director of Music

Music is an integral part of life at Queen Margaret's and the School requires an inspirational and ambitious professional to be the **Director of Music**. The successful candidate will be lively, engaging, a first class musician and a classroom teacher with:

- A proven record of success at GCSE and A Level
- A strong desire to continue to raise the profile of music at QM and to develop links with feeder schools
- Creative and inspirational leadership skills
- Excellent communication and interpersonal skills and the ability to enthuse and challenge girls of all ages and abilities with rigour and good humour
- A natural leader who is able to support and motivate a diverse team of full and part time staff
- The ability to act as an excellent and sensitive accompanist
- A willingness to lead and develop the enriching presence of music outside the classroom
- The ability to work collaboratively and creatively with the Drama and Dance Departments
- A sympathy with the Christian faith and worship

The Director of Music will work with the Music Staff in all aspects of the musical life of the school and will lead them as **Head of Department**. As a **Head of Department** the **Director of Music** will report to the **Deputy Head (Academic)** and will work closely with the **Senior Deputy Head**. The appointed candidate will be required to:

- Provide support, leadership and example to members of the department in relation to the Teaching of music across all aspects of the Department's work
- Manage all aspects of the Department's teaching including selection of the most suitable specification, preparation and update of schemes of work, preparation of all assessment materials (including internal examinations)
- Manage the Department's resources to include organising tuning, maintenance and repair of the Department's instruments and supervision of instrumental hire
- Provide support for girls taking external examinations, including instrumental and theory grades
- Plan the musical events at QM and liaise with the Senior Deputy Head over the format and timing of these
- Organise performing opportunities in Minsters, Abbeys and Cathedrals in the UK and trips further afield
- Organise trips to concerts, shows and other performances
- Take music out of QM to feeder schools and the wider community
- Ensure the preparation of appropriate risk assessments in compliance with School policies
- Organise the number and nature of musical ensembles and the staffing, accommodation and resources for those ensembles and oversee their repertoire planning
- Liaise with the Chaplain in relation to music for the liturgical life of QM

- Liaise with colleagues in other key areas of the School ensuring that all members of the Department are aware of the individual needs of the girls and devise suitable lesson plans to accommodate those needs. Prepare girls for future pathways including university entrance
- Organise weekly departmental meetings to encompass all aspects of departmental practice from basic administrative tasks to innovative aspects of teaching and learning
- Use appropriate data to track the progress of students and inform teaching and learning
- Monitor and evaluate the work of the team through, for example, lesson observation and work scrutiny
- Engage in strategic planning maintaining an awareness of other School activities and priorities
- Annually prepare a report that covers all departmental achievements and development goals and participate in the School's appraisal process both as an appraiser and an appraisee.
- Work with Sibelius (and other similar) software packages
- Allocate practice facilities and supervising girls' music practice
- Advise students about examinations, courses and performing
- In conjunction with the Head, appoint the Peripatetic Staff
- Be responsible for Peripatetic music teaching, including timetabling and accommodation. Ensure that the School Administrators are provided with accurate timesheets and other information by the peripatetic teachers. Deal with queries raised by parents in respect of music lessons
- Contribute to the promotion of the School and its aims, support School policies and whole School events liaising closely with the Director of External Relations in relation to Open Mornings and similar events.
- Teach approximately 12 hours per week and perform all duties associated with that teaching and act as a Personal Tutor to about 8 girls (**Teacher and Tutor: Job Descriptions** follow)
- Maintain and updating of the Music section of the School's website and all published written materials relating to the musical life of QM
- Perform other such reasonable duties as required by the Director of Studies or Head.
- Be aware of the School's Safeguarding Policy and how to contact the Designated Safeguarding Lead (DSL).

Teacher: Job Description

1. Appointment

The Teacher is appointed by the Head, subject to enhanced DBS clearance, receipt of satisfactory references and completion of a medical questionnaire (and medical examination where applicable), the costs of which will be met by the school.

2. Line Management

The Teacher reports to the appropriate Head of Department on all matters and may be called upon to deputise for him/her when required. The Teacher may be allocated specific responsibilities within the department, e.g. leadership of a particular course, activity or club.

3. Teaching

A full time teacher is expected to teach approximately 22 hours each week.

4. Outside the classroom

The teacher is expected to make a significant contribution to the extra-curricular life of the School.

5. Committees

The Teacher shall attend regular Department Meetings and represent the department from time to time on school committees. He/She should also attend Staff Briefing and Staff Meetings.

6. Assembly and Chapel

The Teacher shall be present, wherever possible, at all full school gatherings, including Assemblies, Chapel Services, Mark Reading and Speech Day.

7. Plan of Day, Diary and Bulletin

The Teacher shall be aware of the School's Plan of the Day, term dates (including training days) and calendar entries, as detailed on the School website and refer to the regular bulletin up-dates.

8. Professional Development and Appraisal

The Teacher shall participate fully in the school's professional review process and seek opportunities to progress their development as a teacher through training, lesson observation and discussion.

9. Parents' Meetings

The Teacher shall attend Parents' Meetings, as required by the Head of Department.

10. Mentoring

The Teacher shall be allocated a Mentor (another member of teaching staff) with whom he/she should aim to meet regularly to discuss their work and role within the School. The Director of Studies will also be available to listen to concerns and be ready to give active and/or moral support.

11. Parental Contacts

The Teacher shall write reports for girls, as instructed by the Head of Department, following school and departmental policies at times as set out in the calendar. The Teacher should also be prepared to contact parents, under the guidance of the Head of Department on other specific matters, as appropriate.

12. Rewards and Sanctions

The Teacher shall ensure that expectations regarding behaviour and attire are closely monitored and implemented and clearly communicated to girls. The Teacher should issue rewards and sanctions in line with the School Policy.

13. Safeguarding

The Teacher shall be fully aware of the School's Safeguarding Policy. He/She should be aware of how to contact the Designated Safeguarding Lead and not hesitate in communicating concerns regarding Child Welfare to him/her as appropriate.

14. Conduct

The Teacher shall be aware of and adhere to the School's Staff Code of Conduct.

15. Marketing

The Teacher, like all other members of staff, is responsible for the marketing of the school through their contact with girls, parents, visitors and outside organisations and through the conduct and contributions they and any girls in their care make whether in or outside School. It is hoped that the Teacher will offer ideas, through their department or at the marketing Forum, regarding the marketing of QM.

16. Inspection

The Teacher shall be prepared for inspection, either by the Deputy Head or external Inspectorate, by reviewing and understanding School policies, up-dating lesson plans & documents and ensuring girls' work is marked and annotated with detailed feedback which enables girls to make significant progress.

17. Tutorial System

The Teacher shall be allocated a number of tutees, with whom they should meet each week. The Teacher shall keep records of the tutorials and attend Year Group meetings with other Tutors, as requested by the Senior Tutor (see 'Tutor: Job Description' for further details).

18. Request for Absence

The Teacher shall make any requests for absence during term time in writing (letter or email) to the Deputy Head, who will make consistent and transparent judgements based upon the best interest of the girls and the School. Sufficient notice must be given.

19. Salary and Pension

Queen Margaret's has its own competitive salary scale. The salary for this post will reflect the responsibility attached to the role. The Teacher will be eligible for membership of the Teachers' Pension Scheme.

20. Meals

Food and refreshments are provided during term time during the hours of duties when girls are in School.

21. School Fees Remission

An appropriate school fees remission package is available for the daughter(s) of the Teacher, during their time at Queen Margaret's at the discretion of the Head.

22. General Duties

The Teacher should have an interest in and willingness to support all School activities and should be available to listen to girls and to deal promptly with concerns and difficulties. It is expected that the Teacher will undertake a number of duties, from time to time, for the better running of the School, as directed by the Head. Such duties might include supervising Private Study, assisting with the running of a House by attending events and dinners, organising travel plans or escorting girls to the station.

23. Notice

The Teacher is required to provide 1 full term's notice to terminate his/her employment.

Tutor: Job Description

The role of the Tutor is to establish good relationships with individual girls and to be a first point of contact for the tutee if she has a problem. The Tutor liaises with the Senior Tutor, Academic Staff and Resident Staff on all matters to do with the general welfare of the girls and liaises with the Senior Tutor and other Tutors where applicable. Tutors are responsible for approximately 8 tutees, usually within the same academic year. The specific responsibilities of the Tutor, which encompass oversight of academic progress, pastoral care and enrichment opportunities for their tutees, are:

Welfare & Progress

- to ensure tutees are aware of the ethos and aims of Queen Margaret's
- to take an interest in the background and interests of their tutees
- to be aware of any family, special needs and medical information known to the School
- to liaise with the Learning Support Department where necessary
- to keep the Senior Tutor informed of any change in their tutee's personal circumstances and to keep tutorial records as up-to-date as possible
- to update the student records in iSAMS after each Tutorial
- to help and to advise individual tutees on academic, social and personal matters, and to liaise with subject staff about the general progress of their tutees
- through their own good example and by encouragement tutors should inspire their tutees to set high standards for themselves in work and behaviour
- to encourage their tutees to fulfil the school's expectation that everyone should show courtesy and consideration at all times
- to monitor their tutees involvement in enrichment activities and in the general life of the School
- to advise the Senior Tutor and house staff of any problems relating to a tutee
- to keep a regular check on house points, commendations, order marks and returns of tutees
- to encourage all girls to take a pride in their appearance and to ensure that they conform with School dress code
- to monitor the use of planners and revision schedules, as appropriate

Contact with Parents and Colleagues

- to meet with parents on the first day of the Autumn Term when the girls return to school
- to keep in regular contact with parents via telephone or email
- to attend Year Group lunches and parents' meetings and advise parents about the overall progress of their daughter
- to communicate information to colleagues as necessary, attending Year Group Review meetings, Case Conferences and Year Group meetings
- to proof read tutees' reports and to be responsible for any corrections

- to be responsible for writing the Tutor report, commenting on progress and setting targets
- to discuss reports with individual tutees, encourage girls to review their own progress and take responsibility for their own learning
- to register the Year Group when required (usually once each week) in accordance with the School's procedures
- to monitor punctuality and behaviour and pass on any concerns to the Senior Tutor
- to attend weekday and special Chapel services and Assemblies with tutees
- to carry out specific duties relating to a particular Year Group as requested by the Senior Tutor

No job description can be fully comprehensive and tutors will need to use their own discretion and professional judgement to respond appropriately to the girls' needs, supported as appropriate by their Senior Tutor, and/or by the Head and Deputy Head.

Person Specification: Director of Music

Qualifications	A good honours degree	Essential
	Qualified teacher status	Desirable
	A Higher qualification in music	Desirable
Qualities	Demonstrable leadership skills or readiness to assume a leadership role	Essential
	The ability to inspire staff and effectively challenge underperformance	Essential
	A creative, inspirational and enthusiastic Teacher	Essential
	A genuine desire to develop girls to their fullest potential	Essential
	Ability to actively seek out and develop new opportunities for girls to experience music	Desirable
	Demonstrably self-reliant, resilient and adaptable.	Essential
	Evidence of the ability and willingness to contribute outside the classroom	Essential
	Willingness to commit to and foster the values and ethos of the School	Essential
Skills, Knowledge and Experience	The ability teach music to a very high standard at KS3,KS4 and A Level	Essential
	Experience of impacting on student achievement and raising standards at KS3, KS4 and A Level	Essential
	Excellent and up to date subject knowledge	Essential
	Ability to use music technology	Essential
	High levels of competence in the use of ICT for teaching and administration	Desirable
	A commitment to safeguarding and promoting the welfare of children	Essential

Terms and Conditions of Employment

The following particulars do not form any part of an offer of employment. Terms and conditions, which will incorporate the Staff Handbook, will be documented in due course.

1. The appointee will receive a salary following the school's own pay structure and a management allowance for their role as Head of Department, paid in monthly installments in arrears from the agreed date of appointment and is inclusive of holiday pay; no over-time is paid and days off in lieu of work are not applicable.
2. The appointee shall be entitled to the statutory minimum holiday entitlement (currently 28 days) which is to be taken during the School holidays. In addition, and subject to all duties being fulfilled and responsibilities being met to the satisfaction of the Head and Deputy Head (Academic), including attendance at Training Days and Results Days, as required, you will not normally be required to work during normal school holidays.
3. No work outside QM should be undertaken without permission of the Head.
4. The appointee is required to give the school notice of his/her intention to leave this post as set out in the Teacher job description.
5. The normal hours of work are 08:15 – 17:30 (Monday – Friday) and 09:00 – 12:00 (Saturday). Clubs, societies, matches, practices, duties, training days and parents' meetings may, necessarily, extend these times.

Queen Margaret's is committed to safeguarding and promoting the welfare of children and young persons and candidates must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.