

HEAD OF PREP MUSIC

SHORT TERM CONTRACT (SEPT 2023-MARCH 2024)

Thank you for showing an interest in this post. We hope that the following information about St Helen's school and job description will help you to decide that this is an application which you wish to pursue.



WELCOME TO ST HELEN'S

St Helen's is a large, thriving all-through school and many of the girls who leave us at the end of Year 13 have been with us since Nursery or Reception. We are ambitious for every single girl: that she achieves her potential; that she leaves us to embark upon an exciting and fulfilling future, able to deal with whatever life throws at her with a calm, inner resolve, and a sense of fun; that she is ready to go out into the world and make a difference. St Helen's has a long tradition of academic excellence which encourages girls to pursue intellectual curiosity beyond the curriculum. Our GCSE results put us very securely into the top 50 independent schools in the country each year (28th in 2022), and we are ranked 30th for A Level's in the Telegraph League Table of UK Independent schools 2022. Sixth Formers go on to established, high-ranking universities including Oxford and Cambridge, with more than a third studying STEM subjects. However, we give our girls much more than just academic success; our Co-Curricular programme is rich and varied, and our pastoral care ensures that every girl is valued and cared for.

Within easy reach of central London, our school is set in 21 acres of lovely grounds and, just as we are proud of our students' academic achievements and their personal development, we are also proud of our facilities and buildings. We have invested over £20 million in a building programme over the last five years and have plans to do more.

St Helen's has a warm and lively atmosphere that makes it a really exciting place to work. Our staff and our girls look out for each other and encourage each other to be the best possible version of themselves. As such, you will play a vital role in supporting the school in the next stage of its journey and I look forward to receiving your application.

Alice Lucas, Headmistress



THE SCHOOL

St Helen's is an academically selective independent girls' day school of more than 1100 students aged 3-18, set in beautiful green space in Northwood, Middlesex.

It draws pupils from a wide area of north-west London, Buckinghamshire, and Hertfordshire with easy access by Underground from central London.

Our aims are:

- To provide each and every girl with the opportunity and means to achieve academic excellence.
- To provide our students with the personal skills, emotional resilience, and the confidence to achieve their full potential through a varied, rich and challenging Co-Curricular programme.
- To know, value and respect all girls as individuals so as to best support them on their journey through the school.
- To ensure that the girls are ready to play a full and active part in their communities and in an interconnected digital world.

Our students achieve high academic standards, and we encourage them to develop lifelong skills in a diverse range of areas, both within and outside the curriculum, and to pursue their individual ambitions. The school is proud of its tradition of providing a balanced and forward-looking education through which its pupils can become confident, independent learners and leaders in their fields, their professions, and their communities. Attention to the individual child is at the heart of everything we do and shapes the pastoral care, teaching and learning and the co-curricular opportunities on offer at St Helen's.

THE MUSIC DEPARTMENT

Music plays a central role at St Helen's, with four class teachers across the Prep and Senior Schools, a Music Administrator, Performing Arts Technician, and a team of 17 visiting music teachers led by the Head of Instrumental and Vocal Music. Prep Music is based in a purpose-built classroom, with four practice rooms each containing a wide variety of instruments.

Pupils in Years 1 to 6 take one 55-minute lesson each week, with pupils in EYFS having a 25-minute lesson each week. Pupils in KS1 and 2 also have a weekly

singing assembly. Diverse and bespoke schemes of work are based around a practical core.

Co-Curricular music is thriving at St Helen's, with a large number of girls participating in activities on a weekly basis. The Prep Music Department offers Co-Curricular ensembles including an orchestra, three choirs, string and wind ensembles, a musical theatre group and smaller groups. There are many performance opportunities for ensembles and choirs throughout the year, including a Carol Service, a variety of Solo Showcase concerts held every week and productions for pupils in Years 1, 2, 4 and 6, in collaboration with the drama department.

Each week, over 250 individual music lessons are taught by the visiting music staff, with students taking lessons from Year 2 upwards.

THE POST

St Helen's is keen to appoint an enthusiastic temporary Head of Prep Music to cover a period of maternity leave between September 2023 – March 2024. This is a full-time position.

MAIN RESPONSIBILITIES

The successful candidate will:

- lead the teaching of classroom music from EYFS to Year 6, reviewing and revising schemes of work as appropriate.
- plan and teach challenging and inspiring music lessons from EYFS to Year 6, and potentially in the senior school
- support and guide members of the music team
- organise, manage and contribute to a full programme of weekly Music co-curricular activities
- organise and deliver an annual programme of concerts, productions and events as appropriate
- liaise with instrumental teachers and other music staff to ensure the smooth running of individual and group music lessons, in consultation with the Director of Music
- lead singing assemblies and providing musical accompaniment in whole school events



- liaise with the Head of Instrumental and Vocal Music, and Director of Music, to organise outreach performances
- manage the resources of the music department
- be an exceptional classroom practitioner and inspiring musician
- possess outstanding interpersonal and communication skills
- have excellent time management and organisational skills
- be creative, imaginative, and energetic

The teacher should have knowledge and understanding of:

- effective learning and teaching styles
- theory and practice of providing effectively for the individual needs of all children (e.g., classroom organisation, planning, and teaching strategies which remove barriers to learning and which stretch and challenge able, gifted, and talented pupils)
- monitoring, assessment, recording and reporting of pupils' progress
- how assessment supports effective learning
- the need for high quality pastoral support to complement the academic experience of pupils
- the Legislation concerning Equality, Health & Safety, Individual Needs and Safeguarding/Child Protection

Other Duties:

- Carry out such duties that may be reasonably required by the Director of Music
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents, and colleagues
- Engage actively in the performance review process
- Follow responsibilities as defined in the Health & Safety Policy
- Promote and safeguard the welfare of children and young people with whom s/he comes into contact and adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy
- Support and promote the school's ethos, aims and objectives.

THE PERSON

It is essential for the successful candidate to have the following qualifications, experience, and personal attributes:

- A good honours degree in a subject associated with Music
- Experience of teaching Music across the primary age range
- Demonstrable passion for teaching Music to pupils from EYFS to Year 6
- Detailed understanding of current developments in relation to primary Music education
- Experience in the use of IT to support the teaching and learning of Music
- A clear motivation to work with young people
- The ability to form and maintain appropriate relationships and boundaries with young people
- Commitment to further professional development

It is desirable for the successful candidate to have the following qualifications, experience, and personal attributes:

- Experience in leading Music in a prep school
- A teaching qualification such as a PGCE (or equivalent)
- Evidence of further professional development
- A knowledge of multiple material disciplines

BENEFITS

- Membership of the Teachers' Pensions Scheme
- Competitive pay structure with opportunities for progression up the scale
- 50% fee remission for staff children subject to spaces and entry examinations
- A strong culture of professional development
- Well behaved pupils who are a pleasure to teach
- Access to the School's swimming pool and fitness suite



St Helen's School

- Free on-site parking and excellent public transport links
- Free lunch and refreshments
- Generous occupational sick pay
- A commitment to professional development
- A beautiful working environment – the school is set in a conservation site in excess of 20 acres.

APPLICATION PROCESS

Closing date: **8am Tuesday 30th May 2023**

Interviews: **week commencing 5th June 2023**

Please apply as soon as possible as shortlisting/interviews will progress up until the closing date. Should a suitable candidate be appointed, we reserve the right to close the advert early.

Due to the volume of applicants, we receive, if you do not hear from us within 4 weeks of the closing date, please assume we will not be progressing your application further on this occasion.

THE SELECTION PROCESS

Shortlisted candidates will be invited to the school where they will be interviewed by the Director of Music and members of the Prep Senior Leadership team, be observed teaching a lesson, have a tour of the school and meet other members of the Department.

St Helen's school is committed to safeguarding and promoting the welfare of children and young people, as detailed in Part 3 (Safer Recruitment) of the KCSIE 2022 guidance document. Applicants will be asked for proof of right to work in the UK and undergo child protection screening, including checks with past employers and the disclosure and barring service.

If you have any queries about this position, please contact the school at recruitment@sthelens.london

