



The Purcell School

for young musicians

Royal Patron: HRH The Prince of Wales



Specialist Music School

Co-Educational Boarding and Day

Over 180 students aged from 11-18

***Composition Department Assistant
and International Competition Manager***
(Two-year post initially: full-time, term-time only)

Information for Candidates/Job Description

For September 2018 or as soon as possible thereafter:

Closing date: Friday 24th August

The Purcell School

Aldenham Road, Bushey WD23 2TS

Tel: 01923 331100 Fax: 01923 331166 Email: info@purcell-school.org

www.purcell-school.org

The Post

This exciting new position is aimed at graduate composers, offering the successful candidate an opportunity both to work with young composers at the Purcell School and also to manage and administer a prestigious new international composition competition in association with two other founding partner organisations - the Associated Board of the Royal Schools of Music (ABRSM) and The Commonwealth Resounds. This post is initially offered for two years.

Administrator of the International Composition Prize (name TBC)

This will form 20% of the successful applicant's workload.

The competition will be the focal point for the development of an educational initiative to train teachers and young composers with the skills necessary to teach, write and, therefore, share original music with a wider public. The programme aims to increase awareness of music composition as a valuable form of expression and, therefore, worthy of being incorporated into the curriculum in schools and higher education institutions.

The competition will be launched for a pilot year which will target entries from the Commonwealth and a broader international category. The aim is to expand over the following years.

The successful candidate will carry out all the administrative functions of managing the competition, accepting and sorting entries, liaison with judges and with the founding partner organisations (ABRSM and The Commonwealth Resounds), under the line-management of Alison Cox (Founder-Trustee of The Commonwealth Resounds and Head of Composition and Outreach at The Purcell School). Website-management skills will be essential.

Composition Assistant at The Purcell School

This will form 80% of the successful applicant's workload.

The Purcell School's Composition Department consists annually of some 12-15 first-study composers, up to 30 who are studying composition as a first or second study and all students from Years 6-13 who study

composition in class or as an examination subject. The Composition Assistant will be required to be present in composition classes with Alison Cox (and occasionally with other composition tutors) to help with mentoring, logistics, photocopying, scores and parts, assessment and documentation, recording, compiling examination material, maintaining resources and assisting with all aspects of IT.

Examination work (Years 10, 12 and 13)

There is a particularly heavy examination workload involving Year 10 (who take iGCSE Music one year early) and Years 12-13 (Pre-U Music – all aspects of the course involving composition). Normally we have approximately 25-30 students in Year 10 and up to 45 in each of the Year 12/13 groups. Almost every student in these three year-groups needs individual mentoring and support in composition – some much more than others. Alison Cox and the Composition Assistant will work together to support the individual needs of all these students.

Year 11

This group has a bespoke music programme which involves training in outreach-based composition for mixed ability and creative music technology. The Composition Assistant will help facilitate these programmes.

Year 9

This is not an examination year-group, so there is more freedom. Students' composition work is often based around three projects (one per term), which can be exciting and interesting for them. Alison Cox annually structures this course around the individual strengths of each Year 9 group. She will also discuss this carefully with the Composition Assistant who will be encouraged to create and run (under supervision) one of the three projects.

Lower School

Students in the three groups – Years 6, 7 and 8 – are all allocated one hour per week to study composition in small classes. Those who struggle need extra mentoring outside class: this will be done partly by Alison Cox and partly by the Composition Assistant.

Each year the school runs a series of Concert Celebrations, a key project for the Lower School, where each class chooses a theme, composes the music, rehearses and performs the pieces in a series of special concerts throughout one or two days. The event is competitive between year-groups.

One group receives the Concert Celebration Trophy at the end of term, based on the quality of their work and effort throughout the project. The Composition Assistant, Alison Cox and John Goldie-Scot (Academic Music Teacher/ Composer for 2018/19) will each work specifically with one year-group, although Alison will oversee them all.

The Composition Department Assistant will also

- run the Lower School Composition Seminar, overseen Head of Composition
- oversee and maintain the Purcell School's computers in the Composition Classroom, Office and in the Composition Teaching Room in consultation with the Music Technology Assistant
- help with all IT and photocopying logistics re the weekly Composition Seminars for first-study composers
- oversee and maintain the Composition Office as an efficient work/study environment for staff and occasionally students, too.

The Purcell School

The Purcell School is Britain's oldest specialist music school and in 2012 celebrated its 50th Anniversary. In 2003 the School was awarded the UNESCO Mozart Gold Medal in recognition of its unique contribution to music, education and international culture and in 2015 the School became the first ever Fazioli Centre of Excellence. The School's students are funded largely by the Government's Music and Dance Scheme, along with the School's own bursary funds. The School has consistent success in national and international competitions and has an extensive programme of outreach and community work. Its orchestras, ensembles and instrumentalists give concerts throughout London, the UK and abroad.

History

The School was founded in 1962 by Rosemary Rapaport and Irene Forster as the 'Central Tutorial School for Young Musicians', and opened in temporary premises at the Conway Hall, Red Lion Square, with four students. Renamed 'The Purcell School' in 1969, it occupied premises first in Hampstead and then in Harrow before moving to its current location in 1997.

Location

The Purcell School is the only specialist Music School within the M25, and this proximity to London brings many advantages. We are only 30 minutes from Heathrow and Luton airports and an hour from Gatwick or Stansted; Bushey station and Watford Junction station are close by and provide a fast (19 minute) link to the heart of the capital; the M1 and M25 give access to the rest of the country.

Facilities

The school enjoys excellent facilities which have been improved considerably in recent years. In 2007 the new Music Centre was opened by Sir Simon Rattle and features state-of-the-art classrooms, a professional recording studio, practice rooms and a recital hall. Since 2009 extensive works have taken place to expand and upgrade the school's boarding facilities and a £4.25m boarding house was opened in January 2011. Other works are planned over the next five years to further enhance the facilities.

The Students

The school currently has over 180 students aged from 11-18 years, of whom about 30% come from abroad. Over 75% of students are boarders. The sixth form currently comprises around 90 students with approximately 25-30 students joining the school each year specifically for the Sixth Form. The majority of students progress to music conservatoires although a

small number each year elect to go to University to study both music and non-musical subjects.

Admissions

Students are admitted at any age between 11 and 17. Entry to the school is on the basis of a music audition, short written test and interviews. Students come from a wide variety of educational backgrounds, including maintained and independent schools in the UK and overseas. A wide academic ability range is therefore a feature of the school, with a significant number of students for whom English is not their first language. Thanks to the Department for Education Music and Dance Scheme, generous bursaries are available.

Music

The Purcell School has an enviable reputation for the quality of its musical education and performance. Students enjoy individual tuition on one or two instruments, or in composition, from some of the very best teachers available. They take part in orchestral, choral and chamber concerts, and have opportunities to perform regularly at venues including the Royal Festival Hall, the Wigmore Hall, Purcell Room and St Albans Abbey. Purcell students frequently achieve success in musical competitions both in the UK and abroad, including in the BBC Young Musician of the Year and the BBC Young Jazz Musician of the Year.





Academic curriculum

Our academic curriculum allows students to fulfil their musical potential without limiting their choices. Although the exact shape of the curriculum will be different for different students, the broad intention is that there should be a progression over time: younger students need a larger amount of academic time, to ensure that the basic skills and knowledge are in place, and that they are able to achieve good grades at GCSE. As they get older, they are expected to spend more time practising their instruments, taking part in chamber music and orchestral or choral groups, and the proportion of time spent on academic work therefore decreases. Depending on a student's age and instrumental commitments, between 25% and 50% of curricular time is spent on musical activities.

Details of the subjects available at the school can be found on our website.

Boarding

Approximately three-quarters of our students are boarders, living in one of four houses: Avison (boys and girls aged 11-13), Graham (girls aged 14-19), Sunley (girls aged 14-19) or Gardner (boys aged 14-19). Each house is supervised by at least two resident staff, with other staff involved in a non-residential capacity.

Pastoral Care

At The Purcell School we strive to prepare our students for life in a modern society. The education we provide extends far beyond the classroom, and our young people grow in all aspects of their lives. All students have a Tutor who meets them regularly and monitors their progress.

We have a dedicated school nurse, who is available to see students each day and who will arrange any medical care with the school doctors, as well as a School Counsellor and physiotherapist.

Religious affiliation

The school has no formal religious affiliation, and accepts students of all faiths or none. There is no school chapel and assemblies are secular in content. Boarders who wish can attend local places of worship as appropriate.

The staff

The school staff consists of around 25 academic subject teachers, a small number of full-time music staff, nearly 60 part-time vocal and instrumental teachers, and around 40 support staff, including residential boarding staff.

Owing to the small size of the school, academic teachers are often the sole practitioner in their subject, except in English and Mathematics. This allows teachers to teach the full range of ages and to get to know students extremely well over a long period of time. Almost all teachers have their own classrooms.

Class sizes rarely exceed 15 at Key Stages 2 & 3, 20 at GCSE or 14 at A Level.

Further details of the school can be found by visiting our website: www.purcell-school.org.



Working at The Purcell School

- The successful candidate for this unique post will be a graduate composer with experience of assisting/enabling performance (particularly of new work) to a very high standard.
- You must be willing to work within a boarding community and share responsibility for the welfare of students. You should have the ability to develop and maintain warm, respectful and valued rapport with young people, whilst understanding the professional boundaries that must exist between staff and students. You should provide a positive role model, demonstrating self-motivation and mature interpersonal skills.
- You will need the ability to negotiate and manage complex events in a professional, effective manner; an understanding of community partnerships and organisation; imagination, creativity and enthusiasm and a warm sense of humour!
- You will need effective communication skills (verbal and written) and the ability to deal with students, parents and staff across the whole school. You will be expected to maintain high personal and professional standards, including recognition of the confidentiality issues impacting upon work in a school (e.g. access to sensitive student medical or family information).
- You must be able to demonstrate an awareness of safeguarding and child protection legislation and issues, and will be expected to uphold a full commitment to the best safeguarding practice.
- You will need a flexible approach to your duties, and a willingness to 'muck in' as required. This is not a post for someone who counts working hours!
- It will be an advantage if you have experience of working with children/young people in an academic or musical environment.

General and Professional Responsibilities: all Purcell employees

The Purcell School exists to provide young musicians of exceptional promise and talent with the best possible teaching environment in which to fulfil their potential, irrespective of their background.

All parents and students have the right to expect that we will provide an education of the very

highest quality and that we will conduct ourselves in a professional manner, in line with best practice across the education sector. We also have a duty towards the school and our colleagues to maintain high professional standards.

- In addition to the specific responsibilities of the post, all staff are expected to:
- Promote the aims and values of the school.
- Support and protect the interests of the students.
- Support colleagues in their work.
- Ensure the smooth-running of the school and well-being of the school community.

In particular, staff are required to:

- be aware of the current legal requirements, school policies and guidance on safeguarding and promotion of well-being of children and young people.
- work constructively and co-operatively as members
- of the school community, sharing good practice with the aim of improving the education and welfare that the school offers.
- undertake such administrative and supervisory duties as may be required.
- follow school procedures and policies set out in the Staff Handbook.
- promote equality by actively protecting staff and students from discrimination.
- keep up to date with Health and Safety regulations and best practice as appropriate to their roles, attending training courses and completing appropriate risk assessments as required.
- help to maintain and improve the public image of the school.

Terms and Conditions

- This is a full-time post, term-time only (34 weeks per year).
- Annual salary: £23,000, pro rata (approx. £17,500).
- Your working week will total a maximum of 37 hours during term time: 29 hours assisting the School's Composition Programme; 8 hours on Administration of the International Composition Competition. including a one-hour unpaid lunchbreak every day.
- Successful applicants will be required to make an enhanced disclosure by the Disclosure and Barring Service (formerly the Criminal Records Bureau) and to complete a self-disclosure Medical Questionnaire. All new staff receive Child Protection (Safeguarding) training on taking up their appointment.

Child Protection

The Purcell School 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 our website, and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post, including records checked and processed through the Disclosure and Barring Service (DBS).

Equal Opportunities

The Purcell School is an equal opportunities employer and welcomes applications from appropriately qualified persons regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment.

Applications

Applicants are asked to complete an Application Form (available on our website) and send it with a supporting statement. Closing date is Friday 24th August: interviews will be held the following week.

Completed application forms should be sent by e-mail to the Principal's PA:

Shirley Clark
Principal's PA
The Purcell School
Aldenham Road
Bushey
Herts
WD23 2TS

Email: s.clark@purcell-school.org

Website: www.purcell-school.org