



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

Music Resources Assistant (Librarian)

coupled with Assistant Houseparent

Information for Candidates/Job Description

For September 2018

Introduction

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.



The Post:

Music Resources Assistant (Librarian) and Assistant Houseparent

This post is designed to meet two important needs at The Purcell School. A specialist music school naturally needs a knowledgeable (preferably graduate) musician to create and curate resources and parts, and to run the Library: the role includes the key function of ordering music for students. (The current post-holder is moving on to be Librarian at one of the UK's leading Conservatoires).

At the same time we are able to offer free accommodation in return for work in two of our (conjoined) boarding houses. The following job descriptions outline the two elements separately. We may consider applicants who only wish to apply for one part: but our ideal candidate will offer both.

Music Resources Assistant (Librarian)

The Music Resources Assistant (Librarian) is responsible to the Director of Music via the Concerts Manager for the provision of all sheet music, and for the maintenance and development of the Music Library. In addition, he/she will work alongside other members of the Concerts Department to provide support for rehearsal and concert management and also be available to produce resources where called for in the Academic Music Department.

The responsibilities of the post will include:

- Preparation and provision of music for the school's orchestras, choirs and ensembles, including hiring, borrowing and purchasing music, preparation of parts (including the copying of bowings and other markings and, where appropriate, type-setting using music

notation software e.g. Sibelius), or photocopying (subject to copyright law).

- Delivering, setting out and collecting in sheet music for rehearsals and performances by the School's ensembles.
- Ensuring the upkeep of the music library (orchestral, choral, chamber and instrumental) by monitoring stock and ensuring that sets are complete, in good repair and stored securely.
- Supervising students using the library, ensuring a good working environment and assisting them in their studies.
- Maintaining an accurate record of music lent to students or staff and ensuring its return.
- Management of sheet music budgets, in consultation with the Music Department Secretary, ensuring 'best value', managing purchase orders and invoices.
- Ordering sheet music and other music supplies for students, supplying re-charge lists to the Finance Manager.
- Completing and maintaining the music library database.
- Maintaining and enhancing the fiction library.
- Working with other members of the Concerts Department, including assisting with rehearsal and concert management.
- Managing the school's copyright licences and ensuring compliance with copyright legislation.
- Responding to staff/student sheet music research requests, providing information as required.
- Establishing and managing a hiring scheme to enable to the school to hire orchestral and choral sets to other musical institutions.
- Producing printed or digital (eg CD) resources for the Academic Music Department at pressured periods (eg exam coursework submission)
- Carrying out other duties within the scope, spirit and purpose of the job, as requested by the Concerts Manager or Director of Music.

Assistant Houseparent

The Assistant Houseparent will assist Houseparents with the day-to-day care of boarders, ensuring their well-being and safety, promoting a fulfilling educational experience and encouraging a caring, positive and productive ethos in the House.

The post will be held in tandem with the Music Librarian role:

For the better performance of your duties you are required to live on site. Single accommodation is provided in a flat within the boarding house every day of the contract period. This accommodation is provided by the school in accordance with a Licence Agreement and will be free of rent, council tax and all utilities. Meals are available and free of charge in the school dining room during term time. Occasional guests may stay overnight, with advance permission from the Principal.

- To assist in taking responsibility for the successful running of Gardner and Graham Houses, helping to create a positive, purposeful and harmonious community and acting in loco parentis for all students in the Houses.
- To inspire pupils, to engage sympathetically with young people and to be a good role model at all times.
- To help contribute to the overall day to day care of boarders, ensuring their well-being and safety. Promoting a fulfilling educational experience and encouraging a caring and productive ethos in the Houses.
- To support the Houseparent(s) at all times in the smooth running of the Houses. When either Houseparent is off duty, the Assistant will be in operational charge of running that House.
- To work as part of a wider team and be flexible in attitude.
- To assist in overseeing the maintenance of discipline in the Houses in accordance with the School's codes, conventions and procedures and in particular relation to the School's Child Protection Policy and National Minimum Boarding Standards and attend relevant training sessions.
- To liaise with other Houseparents and Pastoral Deputy Head to ensure all duty rotas are in place and contribute to the weekend/evening programme and dining room supervision as may reasonably be required.
- To reside in the House for up to 48 hours prior to the Boarders are due to return at the start of term and to remain after boarders have left for sufficient time to ensure the good order of the House.

- Support the Houseparent with the morning, evening and overnight care of the students in the House according to a duty rota, including weekends (but excluding exeat weekends). Between 2 to 3 nights overnight 'on call' duties will be required per week.
- Provide emergency cover for the Houseparent in case of illness or personal circumstances.

The Person

Essential

- The successful candidate will be a music graduate with experience of performing to a high standard. You will probably be either considering doing a PGCE at a later stage or looking to fill in a year before going on to a further career.
- You must be willing to live 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.
- 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!

Desirable

- Experience of working with children/young people in an academic or musical environment.
- Holder of a current First Aid qualification, or willingness to undertake training.

General and Professional Responsibilities

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 as indicated in the outline job description above.
- Annual salary: £19,500 (pro rata).
- Your working week will total up to a maximum of 35 hours during term time in the Librarian role and an average of 13 hours per week in

boarding, not including a one-hour unpaid lunchbreak every day and overnight on call.

- 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 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. There is no closing date for applications; please apply as soon as possible. Applications will be processed as they are received.

Completed application forms should be sent to the Principal by post or by e-mail to:

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

Tel: 01923 331104

Email: s.clark@purcell-school.org

Website: www.purcell-school.org