



# 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 10-18

*Music Librarian*

*Part-time*

**Information for candidates / Job Description**

**For immediate start**

**Closing Date for applications: 18<sup>th</sup> November, 2018**

**Interviews to be held: Friday 23<sup>rd</sup> November**

The Purcell School  
Aldenham Road, Bushey WD23 2TS  
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[www.purcell-school.org](http://www.purcell-school.org)

# Introduction

The Purcell School is Britain's oldest specialist music school. 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 enhanced 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 envisaged for the future to further enhance the facilities.

## The Students

The school currently has 180 students aged from 10-18, 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 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 10 and 17 with entry-points into Years 6 to 10 and 12. Entry to the School is on the basis of a music audition, written tests and interviews. Students come from a wide variety of educational backgrounds, including from maintained and independent schools in the UK and overseas. A wide academic ability range is therefore a feature of the school, with a 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, Queen Elizabeth Hall, Cadogan Hall, Wigmore Hall, the Purcell Room and Milton Court. 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.



### Classroom curriculum

Our classroom curriculum is founded on the principle that the most creative musicianship should be nurtured in the context of an informed understanding of the world as a whole. Although most students at The Purcell School aim at a career in music and will go on from the School to conservatoire or to university to read music, the School insists that this path is not taken for granted. For those students who decide not to apply for conservatoire and not to apply to read music at university, the School aims to provide an enabling education equal in quality to that of the best non-specialist schools, such that Purcell students can apply to top universities in the UK and beyond with success, ready to commence the best degree courses. In recent years, Purcell students have gone on to Oxford, Cambridge, Imperial College, Harvard and other top universities in the UK and abroad to read subjects as diverse as English, Physics, Law and Aeronautical Engineering. The classroom curriculum at The Purcell School aims to achieve the best and most effective balance between musical studies and other classroom subjects.

### Boarding

Approximately three-quarters of our students are boarders, living in one of four houses: Avison (boys and girls aged 10-13), Graham (girls aged 14-19), Sunley (girls aged 13-19) 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.

Houseparents have a key role in the pastoral life of The Purcell School. The houseparents live in the houses with their own families, and they and the other resident staff make it a priority to get to know the students as individuals. They are always available to advise and support their students, whether in a musical, academic or a personal context.

### 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 with 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 30 academic subject teachers, a small number of full-time music staff, around 60 part-time specialist music 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. This allows teachers to teach the full range of ages and to get to know students extremely well over a long period of time.

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](http://www.purcell-school.org)





# *The post: Music Librarian*

## *Music Librarian*

The Music 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 all 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 Symphony Orchestra, Sinfonia, Choirs, and other groups as required.
- Ensuring the upkeep of the music library (orchestral, choral, chamber and instrumental) by monitoring stock and ensuring that sets are complete, in good repair, organised for easy access, and stored securely.
- Supervising students using the library, ensuring a good working environment and assisting them in their studies.
- Maintaining an accurate record of all music lent to students or staff and ensuring it is returned promptly after performances.
- Management of the sheet music budgets, in consultation with the Music Department Secretary, ensuring all purchased and hired music is procured on a 'best value' basis, and managing purchase orders and invoices.
- Ordering sheet music and other music supplies for students, and supplying re-charge lists to the Finance Manager.
- Completing and maintaining the music library database by inputting and amending data as appropriate.
- 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 current copyright legislation.
- Responding to sheet music research requests from staff and students, and providing information as required.

- Establishing and managing a hiring scheme to enable the school to hire orchestral and choral sets to other musical institutions.
- Produce printed or digital (eg CD) resources for the Academic Music Department at pressured periods (eg coursework submission)
- Carrying out any other duties as are within the scope, spirit and purpose of the job, as requested by the Concerts Manager or Director of Music.

## *The Person*

### **Essential**

- The successful candidate will be able to demonstrate a high level of musical literacy and knowledge of (largely) classical repertoire. You might be a music graduate or a skilled musical enthusiast.
- You will be extremely well organized and able to prioritize tasks according to need and meet all essential deadlines.
- You will enjoy the company of young people and have the necessary skills to supervise them appropriately when using the library.
- You will need effective communication skills (verbal and written) and the ability to deal with students and staff across the whole school. You will be expected to maintain high personal and professional standards and provide a high level of support to all users.
- 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.
- A flexible approach to working hours would be a significant advantage.

### **Desirable**

- Experience of working with children/young people in an academic or musical environment.
- Experience of working in a music library or equivalent.



## 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 part-time (0.6) post for 3 days per week over 40 weeks
- Annual salary: £11,347
- Your working week will total a maximum of 22.5 hours during term time not 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 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 must complete an Application Form (available on our website) and send it with a supporting statement to the Principal by the closing date.**

**The closing date is 18<sup>th</sup> November. Successful applicants will be interviewed on 23<sup>rd</sup> November, 2018**

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](mailto:s.clark@purcell-school.org)

Website: [www.purcell-school.org](http://www.purcell-school.org)

*The School reserves the right to withdraw the advertisement prior to the closing date.*