



The Purcell School  
for young musicians



**ASSISTANT DIRECTOR OF MUSIC  
(ACADEMIC PATHWAYS)**

From January 2023 or sooner

INFORMATION FOR CANDIDATES



## INTRODUCTION

Celebrated throughout the world as a centre of musical excellence, The Purcell School is the most vibrant, exciting and exhilarating place to work or study. We are a close-knit community dedicated to nurturing some of the world's most talented young musicians and we recognize the unique privilege it is to work with these incredibly gifted students.

Our students are the liveliest, most committed and self-motivated young people you could hope to meet. Every day, the School's corridors echo with the sound of extraordinary music as our students prepare for one of the 150 concerts we present every year, both here at School and in the most prestigious venues in London.

It is a working environment quite unlike anywhere else! We want our students to be challenged and inspired by every aspect of their experience here, and we support and encourage staff to achieve this. Academic classes are small, behaviour is excellent and the opportunities for innovative and creative teaching practice are limitless.

If you are committed to providing an outstanding student experience and prepared to play a full part in the life of this extraordinary place, The Purcell School offers you the opportunity to join an exceptional team, serving truly exceptional students in a totally unique environment. I very much hope you will consider making an application to join us.

Kind regards,

Paul Bambrough  
Principal

## ROLE DESCRIPTION

We are seeking to appoint an outstanding musician and teacher to lead and oversee the academic music pathways in this world-leading music school. Purcell students are among some of the most gifted and able young musicians in the world, so the successful candidate will need to be an outstanding academic musician with a creative, innovative and flexible approach to curriculum delivery. We are looking for someone who can strengthen and enrich our academic music programmes and integrate them fully into the heart of the student experience and the wider musical life of the School. We want our academic musical pathways to be at the very forefront of music pedagogy, and welcome those with the drive, ambition and skills to achieve this.

All students take IGCSE Music in one year in Year 10 and all undertake A Level Music in the Sixth Form. There will be one year of legacy Pre-U to complete in 2022-23. Lower School students have a bespoke curriculum and all follow a unique musicianship programme designed to develop every aspect of their academic and musicianship skills. A large and well qualified team of teachers delivers our academic programmes. Your primary responsibility will be to lead and direct this team in the planning and delivery of the music curriculum throughout the school including the production of appropriate Schemes of Work, assessment schedules, progress monitoring and regular reporting.

As Assistant Director of Music, you will also take strategic oversight of all areas of the music curriculum and line manage those staff who contribute to the curriculum pathways. You will also have the opportunity to explore your own musical interests, contribute to the delivery of the new Strategic Plan, contribute to the audition process and will deputise for the Director of Music on occasion when necessary.

This is a busy and demanding workplace; we seek to achieve the highest standards and to support the work of our students at all levels. As a boarding school, it is inevitable that some work (although not formal teaching) will take place outside of normal working hours. However, if you are the right person you will be already anticipating this!

If you are looking for a once-in-a-career opportunity to work with some of the finest young musicians in the world, at a time when innovation and experimentation will be welcome, we would be pleased to hear from you.

Should an informal conversation with the Principal be helpful in answering any questions you may have, please contact Sarah Graham to arrange: [s.graham@purcell-school.org](mailto:s.graham@purcell-school.org)

## TERMS AND CONDITIONS

This is a full time post to start in January 2023 or sooner.  
Competitive salary package, and Teachers' Pension membership.  
Generous holiday period.  
Excellent food provided free of charge.



## HOW TO APPLY

If you wish to apply, please complete the **School's Application Form** (available on our website) and send it with a supporting **Personal Statement** to the Principal as soon as possible. Please do not send a separate curriculum vitae as these will not be accepted. Closing date for applications is **27th June, 2022**

Personal statements should outline your experience, subject knowledge and evidence your achievements. If you have a specific area of specialism or industry experience, please demonstrate how this enables you to create inspirational lessons. The Personal Statement is your opportunity to tell us how your skills and experience, both within your subject and beyond, can contribute to an outstanding student experience.

Shortlisted candidates will be invited for an interview during which you will have the opportunity to meet key staff, and to teach a short lesson. Interviews will explore subject knowledge, pastoral experience, the ability to relate appropriately to students. Candidates will be required to produce evidence of identity and qualifications prior to the interview. **Interviews are scheduled to take place during week commencing 4th July, 2022.**

Applications should be made to the Principal, sent by email to [recruitment@purcell-school.org](mailto:recruitment@purcell-school.org) or by letter to:

Ms Sarah Graham, *Principal's EA*  
The Purcell School, Aldenham Road, Bushey, Hertfordshire, WD23 2TS

## 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 application from appropriately qualified people 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.



# JOB SPECIFICATION

The Purcell School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## JOB TITLE: ASSISTANT DIRECTOR OF MUSIC (ACADEMIC PATHWAYS)

- All members of staff are ultimately answerable to the Principal.
- Your line manager is the Director of Music.

This job specification sets out the duties of the post at the time of drafting. Specific responsibilities are as follows:

### FOR ASSISTANT DIRECTOR OF MUSIC (ACADEMIC PATHWAYS)

- To create engaging, rigorous and enriching schemes of work, ensuring they are robust and effective and meet the needs of all students.
- To ensure that all lessons are well-planned; lessons should be tailored to meet the learning requirements of the class with sufficient opportunities for group and individual challenges.
- To teach all year groups.
- To lead the Academic Music team; giving a clear vision and direction to the work, identifying key areas for improvements and planning appropriate actions to meet them.
- To ensure that staff have access to all relevant materials to carry out these tasks.
- To organise a framework for administrative tasks. This includes both day to day administrative and academic music specific tasks.
- To manage both the people and resources associated with the department.
- To ensure that risk assessments are carried out in line with the school Health and Safety policy.
- To remain fully informed about national and local developments in their subject area as well as keeping abreast of wider educational issues.
- To develop the departmental Teaching and Learning action plan.
- To ensure that examination administration is carried out and that all students are prepared for external and internal exams.
- To manage the departmental budget.
- To work alongside the Director of Music, deputising for them as required.

### FOR ALL TEACHING STAFF

- To carry out teaching commitments as agreed with the Principal and Vice-Principal
- To participate in the School's appraisal scheme
- To support and implement the School's behavioural policy
- To monitor students' attendance at lessons and to liaise with the Vice-Principal or the Instrumental Timetabler when difficulties arise
- To assist in providing cover for absent colleagues
- To supervise students during internal and external examinations
- To supervise students during breaks on a duty rota
- To attend assemblies
- To attend the weekly staff meeting and other relevant meetings by arrangement
- To attend Parents' Evenings
- To participate in School Inset meetings
- To contribute to the School's extra-curricular and/or boarding provision
- To assist occasionally at whole school events

### FOR ALL STAFF

- To promote the aims and values of the School
- To support and protect the interests of the students
- To support colleagues in their work
- To ensure the smooth-running of the School and the well-being of the School community
- To act in accordance with the current legal requirements, School policies and guidance on the safeguarding of children and young people
- To undertake such administrative and supervisory duties as may be required
- To follow the procedures and policies set out in the Staff Handbook
- To promote equality by actively protecting staff and students from discrimination

# PERSON SPECIFICATION

Experience & Knowledge
A good degree in Music
Qualified teacher status (not suitable for NQT's)
Exemplary knowledge and understanding of the concepts and skills essential for student success
Thorough knowledge of the requirements for GCSE and A Level specifications
Proven track record in teaching groups up to A-Level in Music (with a track record of high achievement)
Evidence of continued professional development and musical/teaching experience at the highest professional level
A broad skill base and to be comfortable in teaching a variety of disciplines
Ability & Skills
The ability to use an imaginative range of teaching strategies to promote high expectations and high levels of challenge
The ability to use assessment for learning to improve teaching and learning
The ability to establish a safe and purposeful working atmosphere that supports learning and in which students feel secure and confident
The ability to develop appropriate learning resources and to contribute to the department's Schemes of Work
The ability to promote positive relationships in the classroom and beyond
Good communication, planning and organisation and the ability to lead a team
Effective and systematic classroom management
Personal Attributes
An ability to inspire students of all levels and abilities
Enthusiasm, energy and imagination
Willingness to play a full part in the life of the School
Commitment to student success
Personal warmth and the ability to connect with students in a meaningful way
An ability to work as a positive member of a team