

BRIEF FOR THE POSITION OF

# DIRECTOR OF MUSIC

WOLDINGHAM SCHOOL



April 2023





# The school

Set in 700 acres of beautiful Surrey countryside, Woldingham is one of the UK's leading day and boarding schools for girls aged 11-18. Woldingham is an inspiring place for students to become confident, compassionate and courageous young women. It's where students learn to 'write your own story' through excellent teaching, boundless opportunities and first rate pastoral care.

As one of the UK's oldest girls' schools, Woldingham is proud to be a pioneer of women's education. Our single-sex environment is supportive and stimulating.

Students achieve outstanding GCSE and A Level results opening doors to exciting careers.

Woldingham is increasingly popular with a record number of applicants for September 2023.

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Students leave Woldingham to take university places at prestigious institutions in the UK and overseas. Around 75% go to courses at Oxbridge or Russell Group universities. In the past five years we have had 26 Oxbridge offers. In recent years some of the most popular UK universities for students have included Bristol, Durham, Edinburgh, Exeter, Manchester and

UCL. Woldingham students have also taken up places at a range of universities overseas including Princeton, NYU and Cornell in the USA.

Academic excellence in all subject areas goes hand in hand with learning beyond the classroom. Our exceptional extra-curricular programme of sport, clubs, performing arts and outreach into our local community enables students to develop a wonderful range of skills, expertise and interests, alongside high-level academic achievement.

Around 50% of students board – full, weekly or flexi. Around 40% of our students live locally, 35% come from London and 25% from overseas. Our global community is very important. More than 40 nationalities make up the Woldingham staff and student community.

Woldingham is increasingly popular, with a record number of applicants for September 2023.



The Board of Governors agreed a new strategic development plan for 2019-2024, with a refreshed vision and mission underpinned by the school's Sacred Heart values of faith, community, intellectual values, social awareness and personal growth. The plan has been extremely well received and the school has made a positive start to achieve the ambitious vision.







## HISTORY

Founded by Saint Madeleine Sophie Barat in 1842, Woldingham is one of the oldest girls' schools in the UK. Initially based in Acton, the school later moved to Roehampton and in 1946 moved to our current home at Marden Park. Initially a full boarding school, Woldingham now has a well-balanced mix of boarders and day students.

As the first Sacred Heart school in England, Woldingham was initially called the Convent of the Sacred Heart. It became Woldingham School in 1985 when it moved to lay leadership.

Woldingham celebrates our 180th anniversary in the 2022-23 school year.

## ETHOS

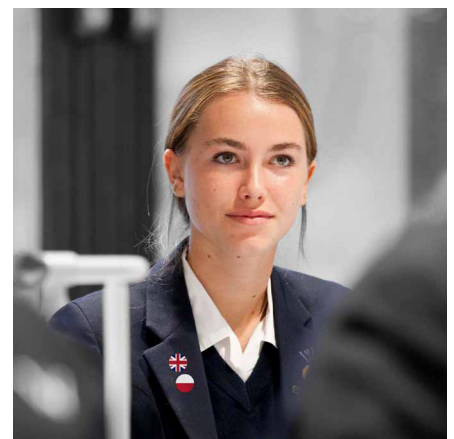
Woldingham is a happy and successful school where students become confident, compassionate and courageous young women.

Students are encouraged to nurture respect for self, each other and for the environment. The Woldingham community is strong, forward-thinking and kind. Students leave Woldingham with academic results that open doors, values to navigate successful careers and family life ahead, and friendships that last a lifetime.

Woldingham is a Catholic school, welcoming people of all faiths or none. Woldingham is part of the Sacred Heart Network, which has schools in more than 40 countries around the world.

Woldingham has a strong sense of community based on a set of shared principles which are:

- Faith and living responsibly in the world today.
- Social justice and an awareness which impels to action.
- Community and sharing friendships with those outside it.
- Scholarship and a deep respect for intellectual values.
- Personal responsibility and growth in an atmosphere of wide and appropriate freedom.





## ACADEMIC EXCELLENCE

Woldingham is committed to fulfilling the academic potential of every student. A selective school, Woldingham is proud to be in the top 10% of schools in the UK for 'value added education.' In 2022, 55% of A Level grades were A\*-A and 58% of GCSE grades were 9-8. In 2022, our EPQ students achieved 11A\*s, 11As and 7 Bs. Teaching and learning are centred around our unique WOLD model, which sets out our expectations of every lesson.

### Willingness

to work hard and  
make mistakes

### Opportunities

to maximise  
all learning

### Learning

is a life-long  
process

### Determination

to succeed

The school offers a broad curriculum with 28 A Level choices available in the Sixth Form. There is an excellent academic enrichment programme for all students, as well as a dedicated programme for academic scholars and intensive support for students applying to Oxbridge, medicine, dentistry and veterinary science.







## PASTORAL CARE

Pastoral care is at the heart of the school. At Woldingham every student is known and nurtured as an individual by both teaching and support staff. The school encourages – and expects – students and staff to be kind to each other. Woldingham's single-sex environment is supportive and stimulating. It enables students to be themselves and to grow into independent women who will make a positive contribution to the world. Relationships amongst the students and the staff are excellent. Tutors provide excellent academic and pastoral support and guidance for students, in close conjunction with Heads of Year, teaching and support staff.

## THRIVE

The school's THRIVE programme underpins everything at Woldingham. THRIVE promotes emotional wellbeing and enables every student to develop the growth mindset, resilience and self-worth to enjoy success as well as learn from setbacks.

woldinghamschool.co.uk

as well as learn from setbacks. It helps students face changes with flexibility, meet failure with resilience and manage their own busy lives calmly.

As part of the THRIVE programme, students develop study skills. Study skills are developed as girls move up through the school, with the strong foundations built in Years 7 and 8 carried on through to the Sixth Form.

THRIVE focuses on the importance of wellbeing. Students learn about handling social media, self-esteem and body image. They learn how to deal with pressure, responsibility and making the right choices. All skills needed to be successful at school and as an adult.

## BOARDING

Woldingham's boarding tradition remains strong with the school providing a flexible approach to boarding to meet the needs of families today. Around half of

current students board with options including full, weekly and flexi-boarding.

Boarders live in their own year group and are cared for by a dedicated Head of Year, housemistress and assistant housemistress.

Boarders in Years 7 and 8 live in Marden and Years 9 to 11 in Main House, with individual study bedrooms from Year 10 upwards. Students in the Sixth Form live in purpose-built modern accommodation, providing the perfect transition from school to university.

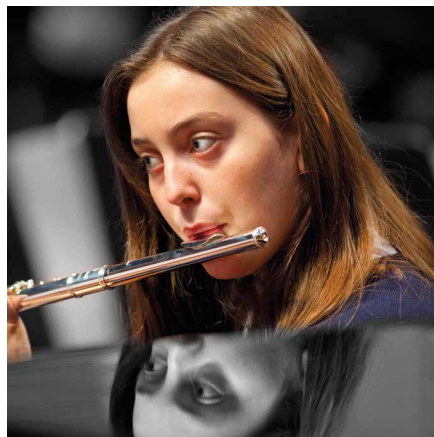
There is a busy range of evening and weekend activities with students in the older years provided with greater independence.

## EXTRA-CURRICULAR

Woldingham has a rich and varied extra-curricular programme with more than 80 clubs and activities to choose from. Students are encouraged to balance study with activity, and to be committed and proud of their wider abilities.

The House system fosters community across the school, with a busy programme of activities and competitions. Woldingham has four mixed-age Houses, each of which promotes a spirit of community among students of different ages and staff. Students belong to one of four Houses named after Patrons with a close association to the Society of the Sacred Heart. Houses organise a wide variety of activities including charity fund-raising events, inter-House competitions and, a highlight of the year, the House Festival in September. House assemblies are held fortnightly. Each House has its own Mass and feast where students and staff celebrate together and focus their fund-raising efforts.

Woldingham has an active outreach programme to give back to the community – both locally and more widely.



## SPORT

Sport is extremely important to life at Woldingham and plays a vital role in supporting physical and emotional health and wellbeing. Sport is about enjoyment, inclusion, team spirit, fitness, competition and performance. By the time our students leave, our aim is for them to have a lifelong commitment to sport and healthy living. We rightly celebrate the achievements of our athletes, some of whom represent their county and even country, and our school teams who do well in local and regional competitions.

Woldingham has excellent sports facilities including a sports centre with a large sports hall, two squash courts, fitness studio and a dance/gymnastics studio. We have extensive outdoor courts and pitches, an indoor tennis dome, an indoor swimming pool and an all-weather pitch.

In the autumn and spring terms, netball and hockey are our major sports. In the summer we play cricket, tennis and athletics. In addition, students compete in sports such as swimming and cross country. We place great value in being part of a team as well as excelling as an individual.

The school has a busy weekday and Saturday fixture list and participates in district and county tournaments. There are strongly contested House sport competitions throughout the year, culminating in our annual sports day. We also offer a fantastic range of sport trips within the UK and overseas.

## CREATIVE AND PERFORMING ARTS

Woldingham's Millennium Centre has some of the best facilities for music and drama performance of any school in the country. The 630-seater acoustically designed Dineen Auditorium includes an orchestra pit and fully computerised sound and lighting system. The Millennium Centre also has recital and rehearsal rooms, a studio theatre, wardrobe room, dressing rooms and fantastic foyer area.

Woldingham School has an outstanding reputation for drama. The industry standard facilities and specialist drama staff support students to create productions of the very highest standard. The school has high specification technical support with state-of-the-art sound and lighting run by a highly-qualified technical crew.

The Music Department is well resourced, dynamic and busy, providing many and varied opportunities for our musicians to perform. Standards and expectations are very high. In each term there is a large-scale concert and a number of informal and formal recitals. Our musicians perform in the numerous joint productions with the Drama Department and the choirs lead the singing at Westminster Cathedral for Masses and the school carol service.

Woldingham's art facilities are outstanding with purpose-built accommodation comprising two studios, a 3-D area equipped with a range of power tools and two kilns, a dark room and a textile room. Student artwork is displayed throughout the school.

## LOOKING FORWARD

As one of the top 100 independent schools in the country, we are not only ambitious for our students, we are ambitious for the school as a whole.

In July 2021 the school outlined far-reaching plans to further develop our wonderful 700-acre campus with an outdoor education and adventure centre, a new library and Sixth Form centre, a replacement swimming pool, a sports pavilion, and cookery school and vineyard.

Our fantastic Adventure and Outdoor Education Centre opened in spring 2022. In summer 2023, construction will start on a superb new Sixth Form Centre and Library, due to open in September 2024. The other projects will follow within the next few years.



# The role

|                         |  |
|-------------------------|--|
| <b>Job title:</b>       | Director of Music                        |
| <b>Department:</b>      | Music                                    |
| <b>Responsible to:</b>  | Deputy Head Co-curricular and Operations |
| <b>Responsible for:</b> | Assistant Director of Music, Music Dept  |

## SUMMARY OF ROLE

As an inspirational leader in all key aspects of school music, and as an enthusiastic and talented teacher of the subject, you will oversee the work of the music department at Woldingham, a school which aims to be at the forefront of independent school music development. This is a role for an ambitious musician with excellent organisational and people skills, capable of high levels of musical endeavour.

The Music department is based in the Millennium Centre, a modern, state-of-the-art facility for the Performing Arts, a flagship development in the history of the school, with a large auditorium, a recital room, practice rooms, offices, music classrooms etc. One key aspect of the role of the Director of Music is to make sure that the school's music, across a range of styles and genres, has the cultural prominence it deserves both internally and externally, while liaising creatively with the Director of Drama to deliver key productions and events. Music forms a key part of the school's outreach work to the wider community; the Director of Music will be a key figure in delivering a range of events and concerts, while also recruiting talented musicians to the school.

The Director of Music (DoM) takes operational responsibility for the smooth running of the Music department in all its aspects. Music is taught to all students in Years 7 & 8, is an option in Year 9 and is offered at GCSE and A level. As an outstanding, practising musician with excellent subject knowledge and experience, you will be responsible for teaching all levels of ability up to Oxbridge entrance. The Music Department is well-staffed, with the Director of Music supported by the Assistant Director of Music and the Co-ordinator of Instrumental Music, as well as other key specialist staff. The Director of Music also has a key role in working with other key staff within the department to sustain and develop the school's choral tradition (in 2023 the school was Runner Up in the national GSA Choir Competition).

The DoM will be an able and experienced musician, and an effective teacher and communicator. They will be able to inspire students and staff to achieve highly across all areas of the school's music making. They will be a competent keyboard player if their main instrument is not piano or organ. They will be able to teach across the age range of the school, up to and including GCSE and A Level. Conducting skills and a lively, motivational rehearsal manner are

essential, and candidates should have a good, working knowledge of the repertoire available for choirs and instrumental ensembles of varying standards. Above all, enthusiasm, commitment and the ability to organise and harness the individual skills of the girls is paramount.

A high level of commitment is required of all the teaching staff. Woldingham is a thriving school and much of the music-making takes place after school, during some evenings and often at weekends. Music also plays an important part in the liturgical and spiritual life of the school. An appreciation of the key role music can play in the Catholic liturgical life of the school will be an advantage for the successful candidate.







### General

- Promoting and maintaining high standards in all aspects of the musical life of the School.
- Exercising overall responsibility for the work of the Department, including overseeing curriculum music, extra-curricular music, and individual tuition.
- Working with the Assistant Director of Music to attract applications for music scholarships and coordinate a mentoring programme for scholars.
- Guiding and overseeing the work of full-time, part-time, and VMTs.
- Manage budgets and resources for the music department.
- Playing an active part in the school liturgies.

### Curriculum

- QA of all curriculum work.
- Regular liaising with the ADOM who will be leading on the curriculum.
- To attend HoD meetings.

### Extra-curriculum and individual Music Tuition

- Overall responsibility for organisation and performance of extra-curricular activities, concerts, and productions with drama.
- Arranging the weekly rehearsals of choirs, orchestras and other musical groups, in association with the ADOM.
- Selecting repertoire for choirs and orchestras, including the musical content of all concerts.
- Organising music for chapel services throughout the year, as well as Speech Day, the Carol Service and other special occasions.
- Line managing the Assistant Director of Music, and having an overview of individual music tuition provided by visiting music teachers, including recruitment and staffing.
- Line managing and mentoring the Coordinator of Instrumental Music in their role as accompanist, and in promoting instrumental/singing studies.

- Collaborate with other departments and organizations to expand our music programmes and reach new audiences.

### Outreach

- To establish and coordinate outreach projects.

### SPECIFIC RESPONSIBILITIES

(1) **QUALITY ASSURANCE:** To secure and maintain high standards of teaching and learning in the subject. To ensure that the quality of the educational experience provided within the department for all pupils, regardless of ability, serves as a positive advertisement for Woldingham School.

(2) **PUPIL ASSESSMENT AND MONITORING:** In conjunction of the ADOM to establish maintain and review practices for the close monitoring of every individual pupil's progress.

(3) **LEADERSHIP OF STAFF:** To support, guide and motivate all teachers within the department. To work closely with the School Leadership Team (SLT) to identify, anticipate and resolve any problems affecting the morale of the staff in the department and their ability to perform their jobs to a high standard. To take an ongoing interest in the professional development of all staff in the department.

(4) **EFFECTIVE STRATEGIC THINKING:** To continually evaluate the effectiveness of teaching and learning practices, schemes of work, qualifications and courses on offer in order to ensure that pupils are always being provided with the best learning opportunities available. To identify and anticipate needs in the subject and consider these in relation to the overall needs of the school.

(5) **RESOURCE MANAGEMENT:** To ensure that human and other resources within the department are always employed to maximum positive effect.

(6) **MARKETING AND PUBLIC RELATIONS:** To work closely with SLT and the Marketing Department to advertise the strengths and achievements of the department and the school.

(7) **CONTRIBUTING TO WHOLE SCHOOL LIFE:** To share in all aspects of school life. All staff are expected to contribute to the extra-curricular programme at Woldingham.







## UNDER OBJECTIVE 1

- To hold regular Head of Department meetings which include routine sharing of good practice and resources.
- To clearly communicate the teaching and learning standards and objectives of your department and the whole school to all members of staff under your leadership.
- To develop an atmosphere of intellectual enthusiasm and the open sharing of ideas and good practice within your department.
- To carry out a regular annual calendar of quality assurance activities within the framework laid down by the school.
- To respond to concerns regarding any aspect of the teaching of a member of department with swift, effective and fair quality assurance activities.
- To ensure that the appropriate members of SLT are kept promptly and fully informed of any serious quality assurance concerns.
- To ensure that appropriate differentiation is occurring in all classes within your subject.
- To ensure that – both within and outside the classroom – those pupils that show a particular aptitude for or interest in your subject are provided with appropriate opportunities for academic extension and enrichment.
- To have a clear and practical set of strategies in place for dealing with underachieving pupils in your subject.

## UNDER OBJECTIVE 2

- To ensure, through standard quality assurance activities, that assessment is being carried out according to the criteria laid down in the academic section of the staff handbook.
- To work with the Deputy Head (Academic) to use baseline data such as CEM test scores and predictions to inform teaching and learning, grade predictions for pupils, setting/banding of pupils and intervention to support underachieving pupils.
- To ensure that all reports produced by members of the department meet the criteria laid down in the academic section of the staff handbook.

## UNDER OBJECTIVE 3

- To ensure that all the staff under your leadership – particularly those who are new to the school – know what is expected of them.



- To ensure that any new members of your department know where to access all the information they need, and are closely monitored and supported during their initial months.
- To support staff who are facing a challenge in a particular area of their teaching with a professional blend of firm direction and emotional support.
- To get to know the particular strengths and interests of your staff and to ensure that these are recognised, employed and developed.
- To ensure that staff CPD is a part of your annual cycle of quality assurance. To have a clear record of which INSETS and CPD opportunities your staff are attending.
- To take responsibility for, and work with SLT to successfully intervene in, any tensions that arise among the staff under your leadership.

## UNDER OBJECTIVE 4

- To continually review the effectiveness of all of the following:
- The courses offered by your current exam board in relation to those on offer from other exam boards.
- Departmental SoWs for each year group.
- Departmental trips, visiting speakers and other such enrichment activities.
- Technologies, textbooks and all other non-human resources used by the department.
- Teaching practices employed within the department.
- To communicate any proposed strategic changes to the appropriate members of SLT in a clear and concise fashion that sets out the advantages, costs and risks of any proposed change.
- To be open to new technologies and teaching practices that are proposed by others, whether from within or outside your department.
- To make use of student-voice when undertaking strategic reviews.

## UNDER OBJECTIVE 5

- To nurture the staff under your leadership as laid down under objective 3.
- To review physical resources as laid down under objective 4.



- To ensure that, as far as possible within whole-school timetabling constraints, the departmental timetable is employing all staff where their particular strengths and enthusiasms will have the most positive impact.
- To anticipate future resource needs (whether staffing or non-human) as accurately and early as possible, so as to aid whole-school recruitment and budgetary processes and help ensure that your needs can be effectively met by SLT.
- To liaise closely with the Library Manager, and to keep abreast of paper and electronic resources in your field, to ensure that students have access to – and training in – research opportunities beyond the use of standard textbooks etc.

## UNDER OBJECTIVE 6

- To ensure that that the profile of your subject is sufficiently prominent and healthy, both within and beyond the school, through strategies such as the development of a subject society, special lectures and so forth.
- To use academic enrichment events and/or subject-related societies to combine academic benefit for the pupils with effective marketing for your department and the whole school.
- To ensure that your department contributes fully to the positive image of the school on occasions such as Open Days - through careful preparation of the staff under your leadership, of physical displays and resources and of any activities on offer to visitors.
- To ensure that the department is well organised for the preparation and marking of entrance and scholarship papers.
- To ensure that all requests for the updating of course booklets and other materials for existing and prospective parents are responded to with due care and attention and carried out to-deadline.
- To ensure that all your staff are well prepared for parent-teacher meetings.
- To ensure that any staff absences from parent-teacher meetings are, as far as possible, flagged up in advance, and that any absences are compensated for by swift and useful communication to parents both before and after the event.





To ensure that any communications from parents (whether direct to you or passed on from Heads of Year or SLT) are dealt with in a prompt and thorough manner.

#### UNDER OBJECTIVE 7

- To communicate with the School Leadership Team regarding whole school developments or procedures in a way that is honest but constructive.
- To be sensitive to whole-school perspectives when engaged in dialogue concerning allocation of time or physical resources for your department.
- To take an active and positive role in whole-staff sharing of educational ideas and initiatives. To encourage the staff under your leadership to do the same.
- To undertake any additional duties, as laid down by school policies (e.g. study supervision) or as reasonably requested by the Head.

#### PERSON SPECIFICATION

##### OPERATIONAL EXCELLENCE

###### Essential

- Experienced teacher with a proven track record of success.
- Well qualified graduate with a degree in Music.
- The ability to nurture and develop musical talent with pupils.
- Strong understanding of music pedagogy and current research and thinking on current assessments.
- Good understanding of the use of IT with music.

###### Desirable

- Second degree in Music.
- Strong piano skills are an advantage.
- Considerable experience of music performance at a high level

##### PERSONAL BEHAVIOURS

###### Essential

- Communication Skills – the ability to communicate effectively with a range of staff, pupils and parents.
- Ability to build and maintain strong working relationships.
- Dynamic and creative with the ability to challenge and offer new ideas.
- Team player working well with staff across the School.
- The ability to anticipate and solve problems.
- Confidence to make decisions within the wider context of the School.
- Flexibility to work the hours of the Music department.
- Excellent organisational skills – the ability to ensure that the programme of events/ concerts is well-planned with staff and students

#### LEADERSHIP & MANAGEMENT

##### Essential

- Understanding and able to contribute to the development of the vision for the Music department.
- Inspirational leadership to encourage pupil development.
- Strong management skills.

#### SAFEGUARDING AND PASTORAL

##### Essential

- Committed to safeguarding and promoting the welfare of children and young people.
- A satisfactory Enhanced Disclosure from the DBS.

#### ETHOS AND WHOLE SCHOOL VALUES

##### Essential

- Able to operate at the heart of the school community
- Committed to the Sacred Heart Values.
- Committed to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care.







# How to apply

## WOLDINGHAM SCHOOL IS RECRUITING A NEW DIRECTOR OF MUSIC

The closing date for applications is 08.00am on Wednesday 03 May 2023.

**Interviews will take place on Tuesday 09 May 2023.**

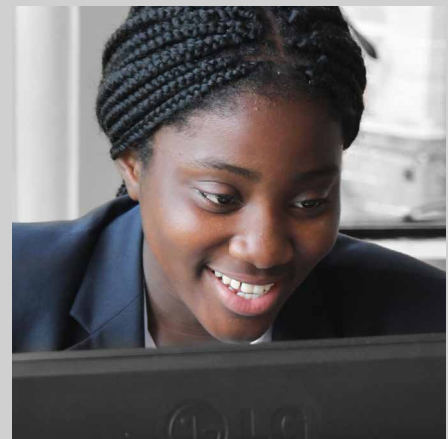
To apply please submit your completed application form to [hr@woldinghamschool.co.uk](mailto:hr@woldinghamschool.co.uk) with a supporting letter.

## PROFESSIONAL DEVELOPMENT AND STAFF WELFARE

Our professional team of staff is Woldingham's greatest asset, and we want to ensure that everyone is supported to work in an effective, enjoyable and fulfilling way. Staff Development is a high priority, with induction and mentoring programmes for Newly Qualified Teachers and new colleagues, plus an annual cycle of Personal Professional Development planning for all colleagues and a bespoke Leadership Programme in place.

Staff are welcome to use our range of outstanding facilities including the gym, squash and tennis courts and the swimming pool. Our Staffroom Committee organises regular social events, and a range of wellbeing initiatives support staff in their working life.

Woldingham School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.





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