



## Director of Music

For September 2022 or January 2023

### Job Description and Person Specification

#### A. Job Purpose

The School has its foundations in a musical education, and the Director of Music is responsible for promoting the School as a beacon of musical excellence as the principal ambassador for music and music-making within the School.

#### B. The Role

We are seeking to appoint a genuinely inspirational and aspirational person to be our new Director of Music. The School's musical heritage and links with St James' Church in Louth continues to be a crucial part of our identity. Our aim is to foster a culture of inclusivity and 'music for all' but with a mindfulness for realising the potential of our most gifted pupil musicians: we want music at KEVIGS to be elite but not elitist.

The successful candidate is likely to be a genuinely outstanding individual with exceptional credentials as a musician. S/he is likely to have experience of high-level music-making, will offer leadership/management experience, will be at-ease with our choral tradition but able to offer a whole lot more, and will have the energy and vision to be a role model for pupils and staff. A sensitivity and regard for the traditions and past achievements of the Department will need to be combined with the vision to embrace new ideas, new technology and inspire the confidence of colleagues, pupils and parents in pursuing them. An appreciation of the choral tradition is important, but we are not looking to fill a church music post: we are looking for someone to lead a department which is integral to the School and which will offer vibrancy, excitement and opportunity for all. Above all we are looking for an engaging and enthusiastic person who has high standards and an exciting vision, who works hard, who is a good team player, and who is kind and fun.

#### C. The Department

The Department is run by a Director of Music who is supported by a Music Teacher, and the Lincoln Music Service team offers pretty much every instrument. Many teaching staff also play in the school's orchestras and ensembles and sing in the choir.

Music is important in our school, and is a corner stone of our Creativity and Performance offer. Class music features as a weekly curriculum subject for all children at KS3 and there is an expectation that the choral tradition is a key part of this offer, helping to drive the participation in our Junior and Senior Choirs. A broad and eclectic array of music ensembles is offered at school and there is the flexibility to develop what we have and add in more. Some 200+ instrumental/voice/theory lessons take place each week, delivered by a team of visiting music teachers and such is the significance attached to music that our afternoon enrichment programme features musical rehearsals each day. Music is very popular with our students.

The Music Department is a stand-alone building with three music classrooms, practice rooms, and a Music Office. Edward Street Hall acts as our rehearsal/performance hall with an audience capacity of c150 and there are future plans to further develop this area as our dedicated music performance space.

A number of concerts and performances take place throughout the year, and with a return to a new normal post pandemic we are keen to further develop time for soloist recitals, scholars' concerts, drop-in concerts/open rehearsals, as well as our usual flagship whole-school concerts. Performances take place in Edward Street Hall and St James' Church: the Director of Music and their team also provide all of the music for our six school services held throughout the academic year. In addition to this the school has a proud history of musical theatre with a strong reputation in the town for excellence and the Director of Music,



Head of Drama work together with others to produce the annual school production in February. The Head and SLT are very supportive of and extremely ambitious for the Music Department and the new Director of Music will be expected to maintain and build upon these important features of music at KEVIGS.

## D. Job Description

Responsibilities and tasks falling within the remit of the Director of Music are likely to include:

### Responsibility:

Oversight and direction of all music and music-making across the school;  
Overall responsibility for departmental policy for music (curricular and extra-curricular) and for maintaining an integrated vision of the different musical opportunities across the School;  
Overall responsibility for the provision and quality of extra-curricular music;  
Direction of a number of the principal School ensembles via before-school, lunchtime and after-school opportunities;  
Offering an exciting programme of concerts and performances which showcase and celebrate the School's strengths and maximise participation across the age range; ensuring that there are appropriate performance opportunities for all pupils;  
Working with the Head of Drama & English to contribute to School musical theatre productions;  
Line-management for music as a curricular subject: planning the scheme of learning and sharing (with the Music Teacher) in the delivery of a balanced music curriculum across the age range, including the Music strand of the Enrichment Programme;  
Liaising with external agencies eg INSET, curriculum development, Awarding Bodies;  
Representation of the department's interests and activities at meetings (including the calendar meeting, HoD meetings, and routine meetings with members of the Senior Leadership Team);  
Ensuring the Music Department is a high-quality aesthetic environment where the health-and-safety needs of both pupils and teaching colleagues are held in high regard;  
Promotion and celebration of music and music-making, via the school's website and PR function.  
Accompanying school hymn-singing and instrumentalists, and leading hymn practice, as required;  
Meeting prospective parents routinely and at (eg) Open Mornings;  
Undertaking other responsibilities and duties as may be reasonably requested by the Head;

### Development:

Developing the strategic direction of music through consultation with the Head, and in sympathy with the overall aims and ethos of the School;  
Contributing to the strategic development of the School as required through the whole-school development plan;  
Liaising with the Head and the DFO re staffing and facilities developments;  
Where appropriate, play an active part in developing partnerships with the wider community, including local maintained schools, and exploring opportunities for further local, national and inter-national links in consultation with the Head;  
Forging and fostering links with the University, local music ensembles and societies, and the wider community in order to promote and develop the good name and musical reputation of the School, and in order to provide pupils with access to the very best musical experiences, opportunities, expertise and facilities;  
Co-ordinating a programme of masterclasses and recitals by visiting performers, forging links with the University and other academic and musical organisations as appropriate;

### Staff:

Responsibility for the line-management of members of music staff (Music Teacher) and of all (self-employed) visiting music teachers;  
Liaising with the Deputy Heads re Schemes of Learning, staff deployment, and timetabling;



Responsibility for ensuring the continuing professional development and efficient performance of all members of the department;  
Responsibility for ensuring the departmental induction of NQTs and other new members of staff;  
Responsibility for supporting all members of the department and ensuring an effective team is maintained, nurtured and deployed to best effect.

## **Administration:**

Responsibility for the overall provision of music and its administration across the School;  
Concerts/events: working with others to ensure that appropriate calendar entry, supervision, catering, venue, equipment, and travel needs are met;  
Allocating pupils to visiting music teachers and producing the weekly timetable;  
Planning and reviewing, including updating policies and handbooks;  
Leading music staff meetings;  
Liaising with Directors of Music from other schools and attending relevant group meetings;  
Determining and publicising a broad range of appropriate ensembles and overseeing their recruitment, staffing and scheduling;  
Administration and communication of all music department matters and logistics;  
Oversight of the organisation of Associated Board exams on a termly basis;  
Co-ordination of the music items for the calendar;

## **Budgets:**

Responsible to the Director of Finance for drawing up and administering budgets, ensuring effective expenditure, and consulting and agreement over the annual hourly rate that is charged for tuition and group coaching;

## **Pastoral:**

Taking part in the pastoral life of the school as a form tutor and by contributing to the PSHE programme;

## **Review:**

Any changes to this job description can only be made by agreement with the Head.

## **Person Specification**

### **Qualifications**

- Strong academic, musical and intellectual credentials.

### **Skills and Experience**

A genuine passion for music and music-making, and the ability to use this effectively to drive the pupils and School forward in the pursuit of musical excellence and inclusivity

A track record of musical and/or teaching excellence

Experience of leadership/management responsibility

A commitment to going above and beyond in order to deliver an outstanding service to the pupils

A willingness to be heavily involved in the School's extra-curricular programme

The capacity to inspire pupils of all abilities and enhance learning, participation and performance

Proven communication (written and spoken) and interpersonal skills

An eye for marketing and PR

The ability to see the 'big picture' and a keen attention to detail

Creativity and flair and a thoroughness of approach



The ability to use initiative, to spot and solve problems  
Empathy for pupils, parents/guardians, staff and the community  
The vision and energy to initiate a project, and the drive to see it through to completion  
Empathy for the school's relationship and work with St James' church  
A commitment to continual personal and professional development  
ICT competence and a willingness to learn about and use new technologies

## **Safeguarding and Child Protection**

KEVIGS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). This will give details of all spent and unspent convictions and other recordable matters.

## **Salary**

The Director of Music is paid on the teachers pay scale and receives a Teaching and Learning allowance of TLR 2d £6327 in recognition of the leadership of both the curricula, extra curricula and wider peripatetic team that constitutes Music at KEVIGS. Both the Director of Music and the Music Teacher receive an enrichment allocation within their timetable in recognition of their contribution to the school's enrichment programme. The Director of Music also receives an appropriate management time allowance.

## **Applications**

The deadline for applications is 12 noon on Monday 23<sup>rd</sup> May. More information about the school can be found via the school's website [www.kevigs.org](http://www.kevigs.org) or via the Head's PA [lisa.underdown@kevigs.lincs.sch.uk](mailto:lisa.underdown@kevigs.lincs.sch.uk)  
Interviews will be held in the same week.