

CANDIDATE INFORMATION

# Director of Music

Permanent, full time.

Independent Day School for over 1100 students  
Co-educated Junior School (3-11),  
Boys' School (11-16), Girls' School (11-16),  
Co-educated Sixth Form (16-18)



**DAME ALLAN'S SCHOOLS**  
building the future

# Director of Music

The Schools wish to appoint a talented, enthusiastic and experienced Director of Music to lead our successful Music department. The successful candidate will oversee teaching of music as well as the extra-curricular music programme for both the Senior and Junior Schools. In addition, this outstanding individual will direct and conduct choirs and instrumental ensembles to a very high standard, as well as taking the lead in overseeing and developing the broad-ranging programme of this key department within the Schools. We expect our staff to be outstanding teachers, passionate about their subject and willing to contribute to the wider life of the schools.

## Music Department Information

Music is a key part of Dame Allan's life where all pupils have the opportunity to engage with music making, from the specialist to the recreational, inspiring a life long love of music.

Music is compulsory for KS3 pupils in Years 7 and 8 where each class receives one lesson a week. Music in Year 9 is an option subject, allowing pupils to specialise prior to undertaking GCSE. All academic lessons are 65 minutes long and in Years 7 and 8, students are taught in their single-sex form groups. Pupils develop the interdisciplinary skills of performance, composition and appraising through a topic-based approach. These include Northumbrian folk music, Programme music, Film music, The Blues and Popular songwriting, alongside topics exploring traditional rhythms from around the world. The theory and technique developed within these projects then support and are applied to a variety of creative and engaging practical tasks.



At GCSE, students who opt to study music receive five periods per fortnight. Students are entered for Edexcel GCSE Music where they study performance, composition and the eight prescribed set works. There are currently two classes in each of Year 10 and 11.

We deliver Edexcel Music at A Level. Students have ten periods per fortnight throughout Years 12 and 13. All exam year pupils are expected to take an active part in music co-curricular opportunities. Some

pupils are interested in ensemble accompaniment and direction, and the department provides opportunities for these students as well.

The Schools have a partnership with Newcastle Cathedral in which singers in the Junior and Senior Schools audition to be choristers with the Cathedral choir. This involves weekly singing at services during term time in addition to tours and recordings.

## Equipment and Facilities

The Lumsden Music Centre is our music centre, named after alumnus Sir David Lumsden. It has two main teaching rooms; the Lumsden Hall, a large recital space where we hold small concerts and conduct our KS3 teaching, which is equipped with computers, classroom keyboards, an array of percussion, a Yamaha grand piano and a two manual harpsichord; and the Music Lab, a space with seminar-style seating and 16 workstations, each equipped with a synthesiser and Ableton and Sibelius software. We also have five practice rooms which are used as breakout spaces and lessons for Visiting Music Teachers. Two are equipped with drum kits, and one is a seminar room for small group teaching with smartboard and computers. Each room has at least one piano. Many of our larger concerts take place in the Newsom Hall at the centre of the school, which has a Yamaha grand piano, stage with proscenium arch, and a fully programmable lighting rig and projection facilities.



All students are provided with a Chromebook and staff use G Suite applications, including Google Classroom, to provide access to lesson materials and to stretch students' knowledge within and outside the classroom.

The department consists of two other specialist music teachers in addition to this advertised post, a Junior School Coordinator of Music, and 15 visiting music teachers.

## Visits and Co-curricular

The Dame Allan's Music Department offers an extensive and varied co-curricular programme as part of a diverse offering across the school. This includes the Symphony Orchestra, Chamber Choir, Big Choir, Cambiata Choir (boys' voices), Diva Voce (girls' voices), Concert Band, String Sinfonietta, Jazz Band, Ceilidh Band, Percussion Ensemble, Rock Bands, Guitar group, and various chamber ensembles. These groups contribute to an active calendar of events which notably include Speech Day at Sage Gateshead, the Carol Service at Newcastle Cathedral and the Spring Concert at St James' and St Basil's Church in Fenham. Other concerts include the Autumn Concert, Ceilidh Night, Year 7 Christmas Extravaganza, Founder's Day, Dame Allan's Young Musician of the Year, House Shout, Jazz Night, Leavers' Evening, Summer Gala, fortnightly Lunchtime Recitals and five Evensong services.



We are keen to support music-making outside of the school environment as well. A number of our students are involved in local and regional music organisations including youth ensembles at Sage Gateshead and North Tyneside Music Hub, whilst recently three boys gained places in the National Youth Boys' Choir of Great Britain. We host regular examination sessions at school, and our most recent ABRSM session included pupils from grade 1 to ARSM level.

The department appoints Music Scholars in each year group, and they are expected to take a lead in events. These pupils are supported with the cost of lesson tuition, and receive benefits such as concert tickets paid for by the Music department.

Touring is yet to resume after the enforced hiatus because of the pandemic, but traditionally the choir has toured biennially, most recently to The Netherlands in 2019.

# Job Description

The Director of Music has overall responsibility for the strategic and operational leadership of the Music department in developing, coordinating and organising the music programme and music activities throughout the Schools in line with the Schools' ethos, vision and aims. The Director of Music promotes excellence in teaching, learning, achievement and the creative development of music. The aim is to promote an enjoyment of music throughout the Schools as well as providing every opportunity for talented pupils to excel.

## **The Director of Music will:**

- Develop and lead an integrated strategy for music across both the Senior and Junior Schools;
- Inspire the team of specialists (employed teachers and visiting music teachers) to embody and model those qualities required to promote excellence and participation in music;
- Have overall responsibility for the curricular and extra-curricular music delivery;
- Ensure that appropriate performance opportunities are provided for pupils through the Schools. This will include:
  - Assembly performances;
  - Public performances: concerts range from small recitals to larger events such as the spring combined schools concert;
  - House music competitions;
  - Musical theatre performances, direction shared with the Head of Drama;
  - School Speech Day, Carol and Founder's Day services;
  - Biennial music tour;
- Overall responsibility for practical and theory exams;
- Oversee the visiting music teacher system including the music scholarship programme;
- Attend all Heads of Department meetings and INSET as relevant.

## **Teaching and learning**

- Promote excellence in teaching and learning to ensure all pupils develop to their potential;
- Exemplify in own practice first class teaching skills and ensure that good practice is shared throughout the department, including good class management;
- Ensure that a suitable learning environment is maintained throughout the department and that rewards and sanctions are applied appropriately;
- Oversee the work of members of the music department, liaising as and when necessary over the delivery of the music curriculum. Also to plan for the seamless development of pupils throughout the Junior school and into the Senior Schools;
- Ensure that schemes of work and the departmental handbook are used, reviewed and modified in line with whole school policy to ensure high standards of teaching and learning;
- Monitor pupils' development and the class practice of those in the department, including extra music lessons by visiting teachers;
- Keep up to date with developments in the teaching of music and education in general to ensure that best practice is adopted within the department;
- Ensure the department is effective in meeting the needs of all pupils;
- Teach across the Schools, including at A Level.



### **Extra-curricular activities**

- Actively promote enthusiasm for the subject outside the timetable, including the organisation of performances and tours;
- To ensure an effective and far reaching scheme of extra-curricular activities that enhance the music tradition of the Schools;
- Oversee the effective preparation of all the Schools' music performance groups.

### **Marketing and external links, including public occasions**

- Actively promote the department within the school community;
- To market the department through the use of Twitter and other online platforms to showcase pupil work and examples of excellent practice;
- Contribute to the positive promotion and marketing of the Schools in the local and wider community, liaising with the marketing team;
- Ensure prompt and effective communication about rehearsals and performances with parents, pupils and staff and ensure that the website is kept up-to-date;
- Represent the Schools at relevant external conferences and meetings on music matters.

### **Management of resources**

- Monitor and control the department's allocated budget within agreed limits;
- Identify future resourcing needs and aspirations for the department;
- Ensure that there is a programme in place to ensure that all music equipment is properly maintained and regularly serviced;
- Manage the effective use of the Schools' music facilities.

### **Monitoring, evaluation, assessment & reporting**

- Ensure that within the department individual pupil progress is regularly assessed and recorded and used to inform teaching;
- Use relevant performance and benchmarked data to ensure that high standards of learning are achieved and maintained;
- Ensure that the progress of talented pupils is monitored and they are given appropriate opportunities, enabling them to fulfil their musical potential.

### **Administration**

- Manage day to day administrative requirements such as arranging rehearsals and performances, ensuring accurate records are kept and delegating as appropriate to ensure the efficiency of the department;
- Manage and oversee all necessary administration and ensure that relevant written policies and codes of practice are kept up-to-date and that staff are properly trained, informed and operating to these;
- Ensure all relevant aspects of health and safety are fully understood and all procedures followed by staff and pupils;
- Deal promptly with relevant parental enquiries, if necessary involving other staff;
- Plan and publicise the music department programme for the term and year ahead;
- Administer and oversee the provision of extra music lessons and timetables provided by visiting music teachers, liaising with other relevant teaching and support staff, and parents as necessary;
- Liaise with other departments as and when necessary or desirable, such as resolving possible extra-curricular clashes.

## Training and development of self and others

- As a lead professional, set personal targets, communicate these to line manager and team, and take responsibility for own continuous professional development;
- Be proactive in identifying training needs within the department, ensuring that they are appropriately met, and that all members of the department are active in their own professional development;
- Encourage members of the department to develop their leadership potential and to share and develop new ideas.

## Person Specification

The successful candidate will possess the following experience, qualifications and qualities:

- A university degree and/or recognised teaching qualification;
- A skilled musician, resourceful, highly motivated and hard-working;
- A highly competent piano player who can accompany pupils in recitals and music exams;
- A music specialist, preferably with at least two years of successful school music leadership experience such as Assistant Director of Music posts;
- Experience of delivering music up to A-level, pushing and engaging pupils to progress within the subject;
- Sympathy with, and readiness to support, the Schools' educational ethos;
- A 'pupil centred' teaching approach – someone who makes it a priority to know the pupils they teach very well and uses a variety of teaching techniques in order to ensure all pupils achieve their very best;
- A willingness to contribute to collaborative planning and revision of schemes of work and resources;
- Enormous enthusiasm and commitment for the post and the ability to work in harmony with colleagues;
- Ability to work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils;
- Excellent interpersonal and communication skills;
- Ability to use IT as a teaching resource and for personal administration;
- A desire to play an active role in the provision of co-curricular activities and bring new initiatives to the programme on offer (please highlight experience of this in your application).

## Ready to Apply?

Additional information about the Schools can be found in the Teaching at Dame Allan's documents on our Vacancies page.

1. Please read the Application and Recruitment process on our website along with the Recruitment and Privacy Notice.
2. Download and complete the Employment Application form from our website.
3. Complete the [Equal Opportunities form](#).
4. Email your completed application form along with your covering letter to [hr@dameallans.co.uk](mailto:hr@dameallans.co.uk) by the closing date and time.

**The closing date for applications is Thursday, 28 September 2023 at noon.**

**Interviews will take place on Thursday, 12 October 2023.**

# Terms and Conditions

This position is for January 2024 or April 2024.

## **Salary:**

The salary will be commensurate with the skills and experience of the candidate. Details will be discussed at the interview. Dame Allan's staff are paid on our own pay scales which are higher than national scales.

## **Benefits:**

The Schools operate a fee reduction package for children of staff members, subject to their meeting the Schools' admissions criteria.

All staff may join the School's pension schemes.

All staff receive free school lunches.

Access to the Employee Assistance Programme.

All staff are eligible for free eye tests.

Access to Cycle to Work scheme.

School trip travel opportunities.

A formal contract, detailing terms and conditions, will be extended following completion of all safeguarding/pre-employment checks.

# Questions

For an informal chat about the role please contact Mr A Hopper, Vice Principal (Academic) at [a.hopper@dameallans.co.uk](mailto:a.hopper@dameallans.co.uk)

For any other queries please contact HR.

**Email:** [hr@dameallans.co.uk](mailto:hr@dameallans.co.uk)

**Phone:** 0191 275 1500

**Thank you for your interest in applying to work at Dame Allan's Schools.**

The Schools are committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.




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RATED EXCELLENT BY THE INDEPENDENT  
SCHOOLS INSPECTORATE

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