

BRIEF FOR THE POSITION OF

# Assistant Director of Music

WOLDINGHAM SCHOOL



May 2022





# 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. Our vision is to provide an outstanding education that empowers women to change the world for the better.

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.

Woldingham is increasingly popular and we expect to have more than 620 students enrolled from September 2022.

Students achieve outstanding GCSE and A Level results opening doors to exciting careers. Woldingham is in the top 1% of schools for added value.

Most 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. Every student is unique. Our aim is to "write your own story" at school and throughout life.

Around 50% of students board – full, weekly or flexi. Around 40% of our students live locally, 40% come from London and 20% from overseas. Our global community is very important to us and students from more than 30 different nationalities attend Woldingham.



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.

## ETHOS

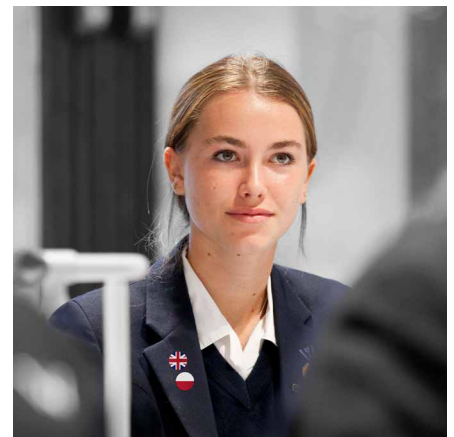
Woldingham is a happy and successful school where we develop confident, compassionate and courageous young women.

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, where we welcome girls 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 1% of schools in the UK for 'value added education.' In 2021, 90% of A Level grades were A\*-A and 62% of GCSE grades were 9-8. In 2021, 12 Sixth Formers took an EPQ and eight achieved an A\*.

Teaching and learning are centered 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

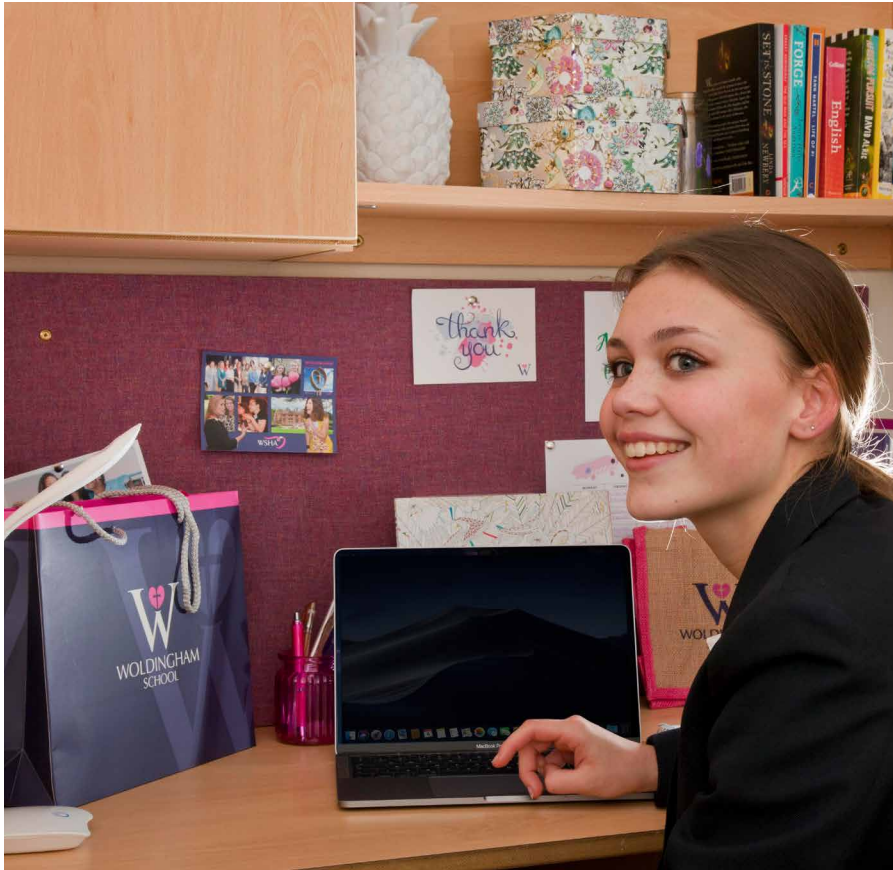
**Learning**  
is a life-long  
process

**Determination**  
to succeed

The school offers a broad curriculum with 27 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 supported as an individual by both teaching and support staff. The school supports – 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 promotes emotional well-being and enables every student to develop the growth mindset, resilience and self-worth to enjoy success

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 600-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

The school published a new five-year strategic plan in 2019 with a refreshed vision and mission. The school's vision is to provide an outstanding education that empowers women to change the world. Woldingham's mission is to be a happy and successful school developing confident, compassionate and courageous young women.

The plan centres around six key strategic objectives: developing people; developing learning; developing ethos and community; developing infrastructure and operations; developing sustainability; and developing communications.



# The role

Job title:	Assistant Director of Music
Department:	Music
Responsible to:	Director of Music

## ROLE

The Assistant Director of Music will play a major role in shaping the future direction of the music department, working closely with and deputising for the Director of Music in all matters.

She or he will teach and lead the curriculum throughout the school up to Oxbridge entrance standard. They will be an outstanding, and practicing, musician with excellent subject knowledge and experience, and the enthusiasm and creativity to engage all our pupils in the subject.

It is expected you will contribute to the busy calendar of the department outside and beyond the curriculum.

### Specific Responsibilities

#### Operational:

- Deputising for the Director of Music in his absence
- Lead teacher of Academic Music and day-to-day delivery of classes
- Developing and fostering own initiatives and ideas for the department in consultation with the Director of Music

#### Academic:

- Lead the academic provision for music.
- Planning the curriculum for KS3, GCSE, A Level and developing progression through the key stages
- Responsible for KS3 academic curriculum: planning, Schemes of work, assessment, feed through to KS4
- Responsible for KS4 & 5 curriculum: planning, Schemes of Work, deadlines, assessments and tracking
- Keeping student records up to date
- Developing effective curriculum record keeping for the department
- Leading on new initiatives for teaching and learning in music
- Integrate the use of ICT into music teaching (currently using Sibelius and Logic on Macs)
- To further raise the profile of music as an academic subject
- Preparing students for university or music college applications
- Mentoring students for EPQ or Oxbridge applications
- Develop Music Scholarship programme to challenge, support and enthuse scholars

#### Extra-Curricular:

- Leading ensembles and choirs as required, including arranging music where needed, and participating fully in concerts and extra-curricular music activities. This will require commitment to ensembles which rehearse at lunchtimes, after school, evening and during occasional weekends

- Assisting with productions, concerts, recitals, informal performances and performance classes for exam groups
- Assisting the Director of Music at concerts and in the organisation of stage management
- Assisting with the organisation and running of music day trips (concerts, opera, theatre), and a tour

#### General duties for Music Staff:

- Teaching music to classes within the curriculum
- Monitoring and reporting on girls' progress to the Director of Music and Parents
- Leading extra-curricular musical groups as required and participating fully in concerts and extra-curricular music activities. This will require commitment to ensembles which rehearse at lunchtimes, after school, evening and during occasional weekends
- Encouraging all girls to strive for excellence in relation to their individual abilities
- Playing for assemblies and School services as required
- Becoming involved in the general life of the boarding School community
- Working as a member of a large and cohesive departmental team
- Assisting with Liturgical Music and the role music plays in the life of the school in general







- To undertake the responsibility of a form tutor, promoting the academic and personal development of the tutees in your care
- To attend Staff Meetings, Parent Teacher Meetings and inset as required.
- To promote the welfare and safety of all pupils at Woldingham School
- To support the school's Catholic ethos

### Ethos and School Values

- 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.

### PERSON SPECIFICATION

#### Operational Excellence

##### Essential

- Experienced teacher with a proven track record of success at GCSE and A-Level.
- 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 teaching, learning and assessment.
- Good understanding of the use of IT with music.

##### Desirable

- Experience of teaching up to and supporting Oxbridge applications.
- Strong piano skills are an advantage
- Second degree in Music

#### 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 in a boarding school.

#### Safeguarding and Pastoral

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

#### Leadership and Management

- Excellent leadership skills to drive the curriculum and transition from Key Stage 3 to A-Level.
- Understanding and able to contribute to the development of the vision for the Music department.
- Inspirational leadership to encourage pupil development.
- Strong management skills.







# How to apply

The closing date for applications is 9.00am on **Monday 23 May 2022**. Interviews will take place on **Thursday 26 May 2022**.

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

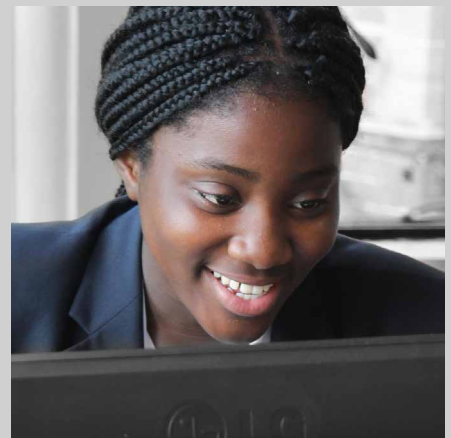
**The School reserves the right to interview and/or appoint at any time during the recruitment process. The vacancy will close once a suitable candidate has been appointed.**

## 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 new Leadership Programme in development for September 2021.

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.





WOLDINGHAM  
SCHOOL



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