



JOB DESCRIPTION

Job Title:	Assistant Director of Music	Department:	Music
Hours of Work:	Full-time		
Responsible To:	Director of Music	Responsible For:	Academic Music

Music at Woldingham School

Music plays an important part of life at Woldingham and sits at the heart of an exceptionally strong performing arts experience. The School has renewed its commitment to the flourishing of the performing arts and has an ambitious vision for Music: to build upon an already thriving department and become a recognised centre of excellence within the independent sector and beyond. We value musical excellence in all its forms and believe there should be a place for every musical ambition.

We are seeking an inspiring, intellectually curious and accomplished pianist to join us as Assistant Director of Music. This is an exciting opportunity for an excellent classroom practitioner and collaborative musician to play an important part in the next chapter of Music at Woldingham, supporting the Director of Music in developing an ambitious, creative and inclusive academic provision from Key Stage 3 to A Level.

Working closely with, and under the direction of the Director of Music, the successful candidate will take day-to-day responsibility for coordinating the academic curriculum: helping to ensure coherent planning, rigorous assessment, excellent examination preparation and consistently high standards of teaching and learning. S/he will combine fresh ideas with first-rate classroom practice, helping every pupil to grow in musical understanding, confidence, creativity and independence.

For an accomplished pianist, the post offers a particularly rewarding opportunity to be at the centre of the School's musical life. The successful candidate will have the chance to work closely with singers, instrumentalists, choirs and ensembles, accompanying a varied programme of rehearsals and school events over the year. S/he will be a confident and sensitive collaborative pianist, able to assimilate music quickly and support pupils at every stage of their musical development. Organ playing would be an advantage, particularly in supporting the musical life of the Chaplaincy.

The Department is housed in the Millennium Centre, a modern, purpose-built Performing Arts facility with a 630-seat auditorium, recital room, practice rooms and academic classrooms. These facilities provide an inspiring base for an ambitious programme of concerts, productions, workshops, partnerships and high-profile events. The Department enjoys an excellent reputation for the quality and breadth of its music-making through choirs, orchestras, chamber groups and musicals.

Purpose of the Role:

To support the Director of Music in delivering and developing the work of the Department; to coordinate academic Music across Key Stages 3, 4 and 5 under the Director's overall responsibility, to model outstanding teaching and musicianship and to play a role as an accompanist across the Music Department as well as, where appropriate, the Chaplaincy.

Key responsibilities

Academic Music and curriculum coordination

- Coordinate the planning, implementation and regular review of a coherent, ambitious and inclusive Music curriculum across Key Stages 3, 4 and 5, under the overall direction of the Director of Music.
- Maintain and develop schemes of work, shared resources and curriculum documentation, ensuring appropriate progression in performing, composing, listening, analysis, music technology and wider musicianship.
- Coordinate departmental approaches to assessment, feedback, recording and reporting; use attainment and progress information intelligently to identify priorities and recommend appropriate support or intervention.
- Assist the Director of Music in the academic administration of GCSE and A Level Music, including coursework, internal deadlines, moderation and submission requirements.
- Monitor developments in examination specifications, pedagogy and music education.
- Work alongside the Director of Music to promote the uptake of Music at GCSE and A Level as well as supporting pupils considering further study at university or conservatoire.
- Model excellent practice and share resources for teaching academic Music.
- Assist the Director of Music with the review of pupils' work, assessment information and academic provision.
- Contribute ideas to departmental development planning including classroom resources and music technology.

Teaching and learning

- Teach Music across Key Stages 3, 4 and 5, inspiring pupils through expert subject knowledge, imaginative classroom practice and high expectations.
- Plan lessons that meet the needs of all learners while fostering musical curiosity, creativity, independence and technical confidence.
- Assess pupils' work accurately providing timely, purposeful feedback in line with School and departmental policy.
- Maintain accurate records of progress and attainment communicating effectively with pupils, parents and colleagues.
- Provide targeted academic support, revision, composition and coursework clinics where required.
- Fulfil the wider professional, pastoral, safeguarding and reporting responsibilities of a teacher at Woldingham School.

Accompaniment and co-curricular music

- Provide confident and sensitive piano accompaniment for pupil performances and examinations.
- Support assemblies, whole-School Masses and other Chaplaincy services as agreed with the Director of Music and Chaplain; organ accompaniment would be welcomed where suitably qualified.
- Support pupils in preparing for assessed performances, examinations, auditions and concerts.
- Direct agreed choirs, ensembles or chamber groups, preparing them for performances, according to the successful candidate's strengths and the needs of the Department.
- Contribute to concerts, productions, tours, workshops and other musical events, including some evening and weekend commitments.
- Alongside the Director of Music, offer aural, theory, composition or practical support sessions.

We ask applicants to be aware that any job description is an operational document as we aim to balance the expertise and experience of the Department. The job description does not form part of the contract of employment. It may also be that from time to time a person is expected to perform tasks that may not be expressly in the job description but are nonetheless necessary in the day-to-day performance of their duties. The school also reserves the right to amend the job description as may from time to time be necessary to meet the changing needs of the department.

Why Woldingham?

This is a rare opportunity to help shape the next phase of Music at a School with exceptional facilities, a commitment to the performing arts and a clear ambition for excellence. The successful candidate will join a collaborative team at an exciting point in the Department's development, with meaningful scope to influence academic provision, explore innovative approaches including music technology, composition and contemporary performance while contributing to a musical culture that combines aspiration with inclusive participation.

Woldingham is a thriving boarding and day school whose staff contribute generously to its wider life. Music has an important place in the School's cultural, liturgical and spiritual identity. The post-holder will have the opportunity to work with talented and enthusiastic pupils across lessons, rehearsals, performances and special events.

PERSON SPECIFICATION

Essential	Desirable
Operational Excellence	
• Qualified/trained Music teacher (appropriate to an independent school context). • Degree in Music. • Excellent subject knowledge and successful teaching across secondary age ranges, with the capacity to teach GCSE and A Level; secure understanding of curriculum design, assessment and examination preparation. • An accomplished pianist with high-level practical musicianship; excellent sight-reading and the ability to assimilate music quickly; experience as a confident, sensitive and adaptable accompanist; the ability to inspire and support pupils through active music-making. • Excellent organisation, sound judgement and the ability to coordinate the academic remit effectively; a collaborative approach; the confidence to use initiative within agreed responsibilities and communicate clearly with the Director of Music.	• Postgraduate musical or educational qualification; conservatoire or university specialist training. • Experience of leading curriculum development, assessment, moderation or improvement work; experience of the School's relevant examination specifications. • The ability to play the organ; experience accompanying liturgy.
Personal Behaviours	
• An inspiring, reflective and intellectually curious teacher; warm and professional with pupils; calm, resilient, solution-focused and highly organised; an effective communicator with a generous commitment to School life.	• Experience of academic enrichment, outreach, partnerships or supporting applications to university and conservatoire.

• Integrity, giving authentic witness to the values of the School. • Excellent organisational skills. • An ability to engage warmly and professionally with students. • A calm and confident presence in the classroom. • An effective communicator. • A willingness to be generous with time committed to school, recognising that Music is a subject that requires contact time with pupils long after the final bell of the day has rung. • The ability to work as part of a team in a busy department in a busy boarding school.	
Ethos and Whole School Values	
• Will have a clear understanding of and commitment to Woldingham as a Catholic School whose mission is shaped by the Goals of Sacred Heart Education. • Willing and able to contribute to the spiritual and prayer life of the School. • Committed to operating as part of the School community. • Commitment to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care. • Committed to supporting the wider engagement of the department with other schools and the local community.	
Safeguarding and Pastoral	
• Committed to safeguarding and promoting the welfare of children and young people. • A satisfactory Enhanced Disclosure from the DBS.	