



**BEDFORD GIRLS' SCHOOL**

**Information for Applicants**



# Bedford Girls' School

*Bedford Girls' School is a dynamic, forward thinking selective independent day school for girls aged 7-18. As an exceptional school, we recognise that the expertise and creativity of our staff is paramount.*

A thriving school, with almost 1000 pupils on roll, we value creativity and innovation highly. Alongside professional excellence and expertise, we regard these qualities as essential to our commitment to the delivery across the curriculum and beyond.

Our approach to learning is unique and relies upon the ability of all staff to identify, engage and inspire the potential of each and every girl we teach. From Year 3 to Sixth Form, it is our belief that learning should be exciting and life-long, so that girls leave us fully equipped academically, personally, emotionally and morally capable individuals capable of achieving their full potential in every aspect and at every stage of their lives.

We are one of the few girls' schools in the UK to offer both the International Baccalaureate and A Level to Sixth Formers. Whichever course of study our pupils elect to take post-16 our philosophy lies in equipping them with critical thinking skills and the attributes of the IB learner profile from the moment they join us in Year 3. We are one of a very small number of UK schools to offer Thinking Skills as a timetabled subject and cross-curricular working between departments is very much encouraged and supported.

As a result, we find that the natural curiosity of the girls is heightened and sharpened. They are extremely engaged with their own learning. In consequence, not only do they excel academically but also as well-rounded, capable people who are inspiring and rewarding to teach.



## The Background of the School

*Bedford Girls' School is part of the The Harpur Trust one of the top 150 largest charities in the UK. The charity is committed to inspiring and supporting the people of Bedford and has been enriching lives by providing education, breaking down barriers and creating opportunities for over 400 years. This solid and stable backing ensures our future.*

Our school was formed by the merger of our two illustrious Harpur Trust heritage schools, Dame Alice Harpur School and Bedford High School for Girls, and was officially opened by Alison Balsom in May 2012. The merger between the sister schools was extremely successful, uniting a shared history extending over 130 years, and we continue to go from strength to strength both in pupil numbers and reputation.

We have excellent facilities, including a number of purpose-built or redeveloped areas, such as a bespoke music centre, radio station and Media Suite. We offer an impressive range of sports facilities including our own swimming pool, all weather playing surfaces and extensive sports fields. We also benefit from close proximity to the River Great Ouse and excel in rowing.

The Junior School and Senior School and Sixth Form Centre are housed in distinct historic buildings, ranging from late Georgian to Art Deco, and are set within beautifully landscaped grounds. It is to our great advantage that we are fully equipped for the 21<sup>st</sup> Century but able, also, to enjoy the stunning architectural surrounds afforded to us by the past.

We very much enjoy our links with Bedford School, a single sex boys' school, which like us belongs to the Harpur Trust. Many of our girls have brothers at Bedford School and we actively encourage and organise

co-curricular co-educational activities between the two schools.

Bedford is a thriving market town with excellent transport links to London, Milton Keynes, London Luton Airport and the Home Counties. Our catchment is geographically far-reaching and, for our staff, our location makes it easy to travel throughout the UK and internationally.



## Our Ethos

*Bedford Girls' School is an environment underpinned by strong values. Summed up by three words, Bold, Imaginative and Reflective, our vision is that every girl should be empowered to reach her potential and, where possible, exceed her own expectations.*

We believe that learning is more than just amassing information. It is vitally important that we help them to develop cross-transferable skills and the intellectual creativity to develop, evolve and learn in response to and in harmony with our rapidly changing world.

Alongside our dynamic curriculum, we offer all pupils the opportunity to enjoy an exceptional programme of co-curricular activities. Our programme offers an extremely broad selection of clubs, societies, trips, excursions and projects and is especially designed to help girls develop confidence, take new challenges and broaden their horizons.

We also offer our girls exceptional pastoral care, ensuring they are empowered through our culture of kindness and respect.

We strongly promote the co-curriculum with every girl committing to participating in at least two activities from Year 3 upwards. The take-up is invariably high and all staff are encouraged to share their expertise with pupils through engagement with our co-curricular programme.

Each year, we also hold a Prize giving ceremony to recognise outstanding achievements within the student body. It is our belief that recognising success is vital in recognising hard work and in helping girls to develop aspirations and ideals. Alongside our Girls' Leadership Group and Junior School Head Girls' Team, this philosophy helps us to develop the holistic qualities essential for compassionate leadership and to help our girls recognise that with hard work and creativity there are no parameters to what they can achieve.





## **BGS in the Community**

*Bedford Girls' School is committed to engaging with the local community and internationally. We are recognised as a significant contributor to local charities, through our House system, both in terms of time commitment and fundraising.*

Our thriving House system each has a nominated local charity for whom they raise funds throughout the year. In order to help our girls understand the underlying need for altruism in society, we benefit greatly from our ties to the organisations by inviting in speakers to explain the nature of their work and why it is needed. The girls are then able to apply this knowledge to a range of social situations, helping them to develop empathy and encouraging them to make active and positive strides for change.

Internationally, we support the girls in learning about other cultures and communities and to understand the value of working with people to improve conditions for us all. As well as fundraising for international charities, the girls explore the deeper issues behind concerns such as poverty, hunger and lack of education.

They find this process profoundly inspiring and readily form very strong opinions and strategies for change.

We are lucky enough to enjoy a familial relationship with our Alumnae which boasts several thousand members from all walks of life and in all parts of the world. Alongside parents, local community figures and friends of the school, our former pupils regularly visit the school and share their experience and expertise with current girls.

Whether discussing careers, social concerns, Higher Education or running a seminar or workshop, these visits are a shining example of how we view our relationship with our community as a mutual one where our true value lies not in what we get out of it but in what we put back.

The Role

Job Description Person Specification

Application Process



## **The Music Department**

The Music Department resides in purpose built accommodation with the potential of further development of a small recital hall. It has two large classrooms, two music technology suites and a recording studio. There are currently one full time and two part-time members of staff and over 30 visiting music teachers with as many as 450 girls receiving private music lessons in the school. We have three choirs, three orchestras, two wind bands and a wide variety of Chamber and lighter music groups. Girls are also encouraged to rehearse their own bands and ensembles in the Department.

We offer a very full concert programme and receive invitations to perform at local concert venues and in services. We have organised European concert tours as well as rehearsal and team building weekends. We take part in the annual Bedfordshire Speech and Drama and Music Festival with pupils from BGS regularly winning prizes for their performances at the Gala concert.

Music is a popular academic subject. It is offered at GCSE (Edexcel), A Level (Edexcel) and is part of Group 6 of the International Baccalaureate Diploma Programme. In Year 9 we offer Music and Music Technology as an option. Many of our students continue to study Music beyond A Level.



## **Director of Music**

*Required from September 2018*

Bedford Girls' School is a vibrant independent day school for girls aged 7 to 18. An education at Bedford Girls School is rich in both academic and co-curricular choices. Pupils achieve excellent results and we have a strong co-curricular programme.

An outstanding opportunity has arisen for an exceptional candidate with energy and vision to lead our Music Department of keen, committed staff through to the next stage of its development.

An accomplished musician, with a proven track record in leadership, the ideal candidate must be excited by the challenge of ensuring that Music is central to the life of the School. We are looking for someone to develop a passion for music with in all of our students, whilst also nurturing the talents of our more exceptional musicians.

In line with the School's International Baccalaureate ethos, the successful candidate should be open-minded and innovative in their approach to teaching and learning.

Housed in purpose built accommodation the Music Department is endowed with practice rooms, performance spaces and a recording and composition studio.

The Harpur Trust offers a competitive teaching salary scale. Benefits include Teachers' Pension, fee remission for all Harpur Trust schools, free car parking and access to a healthcare scheme.

An application pack with detailed job description and person specification can be downloaded from our website [www.bedfordgirlsschool.co.uk/jobs](http://www.bedfordgirlsschool.co.uk/jobs) or requested by email from [hr@bedfordgirlsschool.co.uk](mailto:hr@bedfordgirlsschool.co.uk).

Closing Date: 1 March 2018

Interview Date: 8 March 2018

**The successful candidate will be subject to an enhanced DBS check. The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**



# Bedford Girls' School

## Job Description

### Director of Music

**The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

<b>Job Purpose:</b>	To lead the Music Department with vision and energy, promoting and developing its reputation and ensuring music is a vibrant part of the school community. The Director of Music is responsible for the professional leadership of the department in order to ensure the high standards of teaching and learning are delivered, resources are used effectively and the curriculum and co-curriculum is managed and developed in accordance with the strategic direction of Bedford Girls' School.
<b>Job Title:</b>	Director of Music
<b>Department:</b>	Bedford Girls' School
<b>Location:</b>	Cardington Road, Bedford
<b>Reporting Line:</b>	Assistant Head Co-curricular
<b>Hours:</b>	As per Teacher Contract
<b>Salary:</b>	As per the Harpur Trust teaching scale plus an allowance of £10,322 for undertaking the role and responsibilities of Head of Faculty.
<b>Line management responsibility for:</b>	Music Teachers and Visiting Music Teachers
<b>Principal Accountabilities/ Responsibilities</b>	<ul style="list-style-type: none"> <li>• Play the leading role in inducting, mentoring, motivating and inspiring members of the department by personal example and hard work to ensure that the department has a clear understanding of the school's expectations, are able to establish positive relationships with pupils and ensure that high performance standards are consistently achieved</li> <li>• Create the vision for the department which is in line with the school's vision and builds on the sense of purpose and pride in the Department and in doing so write the Music Department Development plan, allocating responsibility for action points where appropriate in its implementation</li> <li>• Exemplify and lead the teaching to ensure excellence in teaching and learning, classroom organisation and display, standards of achievement, behaviour and discipline by regularly producing and delivering excellent lessons and working collaboratively with colleagues to share excellent practice</li> <li>• Develop and ensure that schemes of work / unit planners are used, reviewed and modified to enable excellence in teaching and learning and are effective in meeting the needs of the girls</li> <li>• Lead the department in ensuring that pupil progress is appropriately monitored, assessed, recorded and reported including informative written and verbal reports to parents</li> <li>• Promote the use of technology in the department in an innovative manner which enhances the experiences of all girls and encourages them to become independent learners</li> </ul>



## Bedford Girls' School Job Description Director of Music

- Actively promote and market the Music Department within and outside the school community by playing a leading role in ensuring there is a wide range of ensembles, choirs, orchestras and bands for girls of all abilities to be able to perform
- Oversee the school's co-curricular programme and the school's music concert programme
- Foster a community amongst the Music staff including the visiting music staff with regular meetings and updates
- Take responsibility for own continuous professional development and the training needs and development of those in the Music Department; keep up to date with developments in education, subject and professional standards and be open and willing to adopt innovative teaching practices into the curriculum
- Ensure the appropriate welfare and well-being of the girls and contribute to an ethos in the school where each girl is valued, encouraged and able to thrive both educationally and personally
- Monitor and control the department's allocated budget and purchasing arrangements to ensure the efficient and effective use of all resources. Identify future resourcing needs for consideration in the budget planning process.
- Ensure that all resources are fit for purpose and used in accordance with health and safety guidelines and attend meetings of the Health and Safety Committee.
- Cover classes as required

You may also be required to undertake such other comparable duties as the Trust/School requires from time to time.



# Bedford Girls' School

## Job Description

### Director of Music

<b>Person Specification</b>		
	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Qualifications</b>	<p>Good Honours Degree</p> <p>Qualified Teacher Status or equivalent</p>	<p>Post graduate qualifications.</p> <p>Masters degree/post graduate diplomas</p>
<b>Experience</b>	<p>An outstanding subject teacher covering KS3-5</p> <p>Successful experience of teaching A level and GCSE in the subject for at least 2 cycles, with a track record of consistently enabling pupils to achieve high standards.</p> <p>Significant successful experience as a subject leader or Head of Department</p> <p>Experience of leading orchestras and or choirs</p>	<p>Experience of participating in or leading a whole school initiative</p> <p>Experience of Teaching the IB Diploma Programme</p>
<b>Knowledge &amp; Skills</b>	<p>Excellent subject knowledge</p> <p>Understanding of national and examination curricular requirements of the subject</p> <p>Up to date with professional developments in the subject and other aspects of education</p> <p>The ability to lead and manage people to work towards a common goal</p> <p>Able to effectively solve problems and make decisions</p> <p>Excellent interpersonal and communication skills</p> <p>The ability to work collaboratively as a member of a leadership team, to show initiative and imagination, to have vision and the ability to inspire others.</p> <p>Excellent organisational skills, with the ability to remain calm under pressure and work to tight deadlines, managing competing priorities.</p> <p>Strong ICT skills with a clear understanding of the potential for ICT and the use of iPads in enabling more innovative and effective approaches to teaching and learning.</p>	<p>Working understanding of the International Baccalaureate Diploma Programme</p>
<b>Personal competencies/ attributes</b>	<p>Ability to enthuse children and adults</p> <p>Possess a positive attitude and approach to change and development</p> <p>Flexible to meet the needs of the School including out of normal school hours</p> <p>Lifelong learner</p>	

## **How to Apply**

To apply for this position please read our Recruitment, Selection and Disclosure Policy and Procedure and complete the Application Form and Equal Opportunities Form. Return both completed forms either by email to [Recruitment@bedfordgirlsschool.co.uk](mailto:Recruitment@bedfordgirlsschool.co.uk) or by post to the HR Department, Bedford Girls' School, Cardington Road, Bedford MK42 0BX.

All the relevant forms you will need to apply for this post can be found [here](#). For more information call 01234 361900 or email [HR@bedfordgirlsschool.co.uk](mailto:HR@bedfordgirlsschool.co.uk)

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Bedford Girls' School is part of The Harpur Trust: a company limited by guarantee

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