



BOLTON SCHOOL

DIRECTOR OF MUSIC

GIRLS' DIVISION (SENIOR & JUNIOR GIRLS' SCHOOLS & BEECH HOUSE CO-EDUCATIONAL INFANTS' SCHOOL)

Required from September 2019, an extremely talented musician to inspire in the girls (and boys in the infants' school) a love of Music in and outside the classroom and to lead the Music Department with vision. This is a vital and prestigious role which would suit an ambitious, highly qualified individual with the ability and desire to make a significant impact on the success of the Girls' Division and the Bolton School Foundation as a whole. The range and standard of orchestras, ensembles and choirs is superb and has the potential for even further development. Many of the performances are shared with the Boys' Division, allowing for both depth and breadth of opportunity for pupil musicians at all levels.

The ideal candidate will have excellent classroom teaching and departmental leadership skills alongside the ability to promote and develop extra curricular music across the Girls' Division (Senior Girls' and Hesketh House, the Junior Girls' School, and Beech House (the Foundation's co-educational Infants' School)). Music holds a central place in the life of Bolton School. It is valued by governors, staff, pupils and parents, and the School wishes to develop its profile even further in the years to come.

S/he will have overall responsibility for the professional leadership and management of the department in order to ensure high standards of teaching and learning are delivered, resources are used efficiently and effectively and the curriculum and extra curricular provision are managed and developed in accordance with the strategic aims of the Girls' Division and the Foundation as a whole. S/he will possess the flair and academic, educational and organisational experience to lead a team of specialist teachers and to succeed in a post of this standing. S/he will have the talent and drive to initiate and develop innovative ideas and to deal effectively with the administrative and technical detail of the job, including all aspects of health and safety. S/he will be committed to the welfare and individual development of all pupils in his/her care.

The new Director of Music will be the public face of the department and will have the ability to share his/her passion for Music with children, parents and colleagues. S/he will be prepared to play a significant role in the wider life of the school, by promoting and developing extracurricular and enrichment activities and taking a lead in whole-school and Foundation events, including concerts and musical theatre performances. S/he will further the strong and mutually supportive links with the Music Department in the Boys' Division, under its own Director of Music.

The successful candidate will be expected to teach from Year 7 to A Level and beyond. S/he may also choose to teach pupils at the Girls' Junior or co-educational Infants' School. S/he will oversee the delivery of Music inside and outside the classroom across the three schools. In this, s/he will work closely with the Head of the Infants' School, the Headmistress of the Junior School as well as with the Senior Leadership Team of the Senior School. S/he will be expected to demonstrate a full commitment to school improvement in terms of both curricular and extra curricular development.

Bolton School offers a generous salary and benefits package. The School participates in the Teachers' Pension Scheme administered by Capita on behalf of TPA and has a strong commitment to professional development for all staff at all stages of their career. There is a well-structured programme of support for new members of staff.

The Music Department

The Music Department comprises the Director of Music, the Deputy Director of Music, a full time member of teaching staff in the Junior/ Infants' Schools and a part time Music Administrator, who currently teaches in the Junior School and who has responsibility for organising the work of the 21 visiting instrumental and vocal teachers in the Girls' Division and Beech House and for the organisation of ensembles.

In the Senior School, the Department is housed in a suite of two large teaching rooms, one Sixth Form teaching room and a series of smaller rooms used as offices or for peripatetic lessons. There is also a Music Room in the Infants' School and the Junior Girls' School and the latter has its own individual teaching rooms for music. Some of the peripatetic teachers are based in the Arts Centre, which is shared with the Boys' Division. There are a variety of performance spaces across the Foundation: each Senior School has a Great Hall with organ; the Girls' Division has a theatre and Drama Studio in the Senior School; there is a separate Hall in both the Junior Girls' School and the Infants' School; and the Boys' and Girls' Division share a Hall in the Arts Centre.

Curricular Music

In the Infants' and Junior Schools, the pupils have regular, timetabled lessons to develop their musical skills and awareness.

In the Senior School, the emphasis at Key Stage 3 is upon delivering an integrated course combining listening, practical and performance skills, plus creative and theoretical assignments for pupils to discover the joys of music through direct experience and experimentation.

Music is a popular academic subject with the girls at both GCSE and A Level and it has enjoyed considerable success in recent times. The girls prepare for the AQA GCSE, (AS) and 'A' Level. In recent years, many of the A Level music students have continued their study of the subject in one form or another after school.

Extra Curricular Provision

The Department offers a rich extra-curricular programme with a number of performance opportunities throughout the school year. These range from the Christmas celebrations (Nativity plays in the Infants' School, a Whole-School performance in the Junior Girls' School and two Ceremony of Carols in the Senior Girls' School) to informal and formal concerts and recitals each term. The Music Department has recently been involved in the Joint Productions (Miss Saigon in 2017 and Into the Woods in 2019) and is currently working on the Key Stage 3 production (Grease). The Foundation also comes together to perform in venues in the centre of Bolton and Manchester, including a Foundation Concert at Bridgewater Hall on 27th March.

The instrumental ensembles and choirs include the Joint Orchestra; the Hesketh House band, the Intermediate and Senior Concert Bands; the Jazz Band; a variety of Guitar, String, Brass, Woodwind and Percussion ensembles; the Junior School Choirs, Senior Choir, Middle School Choir, Accidentals and Senior Chamber Choir. A number of the more senior choirs and ensembles perform jointly with the Boys' Division on a regular basis in major concerts and events throughout the year. We also hold an annual Music festival in the Girls' Division.

The Foundation is also involved with outreach work in Music, under the leadership of the Cross-Foundation Head of Community Music, who is currently a member of the Boys' Division staff.

The Bolton School Foundation

Bolton School is one of the largest independent day Schools in the Country, with over 2,300 students in total, as well as over 500 staff. It has recently been awarded the title of 'Independent School of the Year' by the Times Educational Supplement. On the main campus, there are two single sex Junior schools, two single sex Senior schools and a mixed Infants' school and Nursery. The current Headmistress is a member of the GSA and the Headmaster of HMC. The Bolton School Foundation also owns playing fields and a School Scout group headquarters building near to the main campus as well as Patterdale Hall, a 60-bed converted Victorian mansion in its own estate on the shores of Ullswater in northern Cumbria, which serves as our Outdoor Activities' Centre.

The Girls' Division

Bolton School Girls' Division is a thriving, academically selective school, which caters for 900-1000 girls aged between 7 and 18 years and boys up to the age of 7. It was founded in 1877 as the High School for Girls and it quickly gained a reputation for academic excellence, something it retains to the present day. In 1913 the first Viscount Leverhulme gave a generous endowment to the High School for Girls and the Bolton Grammar School for Boys on condition that the two should be equal partners known as Bolton School (Girls' and Boys' Divisions).

The Girls' Division consists of the Senior and Junior Girls' Schools, each housed in its own building, Beech House Infants' School, and a Nursery. Bolton School pupils are academically ambitious and resilient: their behaviour is very good. There are between 100 and 125 girls in each Year group in Years 7-13 and about 50 girls in each year group in Years 3-6. Entrance to both Schools is selective and the aim of the Senior Girls' School is always to have 75% of pupils in the first quartile and 25% in the second quartile in terms of ability. Over 220 girls present themselves annually in January for the Senior School entrance examination for 120 places, with many of the candidates seeking Bursaries, which are awarded to those girls who perform most successfully in the Entrance Exam and whose parental income falls between certain levels. Each year a number of new girls also join the Sixth Form, including some who are awarded means-tested Academic Bursaries.

In the Senior School, Bolton School Bursaries (or Foundation Grants) help us achieve the founder's aim that any boy or girl from the age of 11 upwards should be able to benefit from the educational experience the School offers, regardless of parental means. One in five pupils is currently in receipt of such support, of whom many are on Full Bursaries.

Examination Results across the School and in the Music Department

Public examination results consistently place Bolton School Girls' Division among the top schools in the UK:

A Level Music Results				
	A*	A	B	C
2018	1	1		
2017	0	1	0	2
2016	0	0	3	2

	2016 figures	2017 figures	2018 figures
<i>Total number of candidates</i>	5	3	2

GCSE Grades Across the School:

GCSE Level Music Results				
	9	8	7	6
2018	5	3	6	
	A*	A	B	C
2017	3	1	2	1
2016	4	8	3	

In recent years all leavers have been able to transfer either directly, or after a gap year, to first degree courses in higher education, most to their first choice of institution.

Extracurricular Activities in School

An important feature of the School is the huge diversity of the extracurricular activities on offer to pupils, and the school enjoys a considerable reputation for sport, drama and music. Teachers are paid an enhanced salary, currently 6% above the national scale, in recognition of their contribution towards extracurricular activities in school. Community action and charitable giving are also features of school life and there is an expectation that pupils will take part in voluntary work and service to the community, inside and outside school, particularly as they advance in years.

How to Apply

For further details, including information about the school's last inspection report please visit the School's website (www.boltonschool.org) or contact the Headmistress's PA, Miss Hannah Caulfield, via email (hcaulfield@boltonschool.org.uk) or on **01204 840201**. Applications must be made online at

<https://www.boltonschool.org/i-am-looking-for/vacancies-academic-roles/>

Prospective candidates are welcome to speak to the Headmistress or a member of the Senior Leadership Team in advance of their application. They are also welcome to visit the School on a working day or out of hours.

Closing date for applications: **9am on Thursday 28th February**. If candidates are called for interview, they will be notified by email no later than midday on Friday 1st March. Interviews will be held on Thursday 7th March. If you are not available on this date, please indicate so on the application form in the section entitled '*relevant skills, knowledge & experience*'.

The selection process will include the following:

- Tour of the Senior School and informal meetings with staff in the Music Department, including the current Director of Music, the Deputy Director of Music, and the Music Administrator;
- Tour of the Junior and Infants' Schools and informal meetings with senior staff at each;
- Teaching all of one lesson (50 minutes) or part of two lessons (Sixth Form and non Sixth Form) - details will be sent with the invitation to interview;
- Rehearsal with one or two extra curricular vocal and/ or instrumental groups- ***please indicate on your application form which group(s) you would be happiest to lead in the section entitled 'relevant skills, knowledge & experience'***;
- Formal interview with the Head and other members of the interview panel.

Please advise us of any special requirements you may have if you are called for interview. If your special requirements mean that you need to submit this application in a different format please contact us.

Bolton School is committed to safeguarding and promoting the welfare of children and to equality and diversity in all aspects of employment. The successful candidate will be required to undertake an Enhanced Criminal Records Check for Regulated Activity.



JOB DESCRIPTION

DIRECTOR OF MUSIC

GIRLS' DIVISION

MAIN PURPOSE OF JOB:

To assume overall responsibility for the professional leadership and management of the Music department and provision for curricular and extra curricular music in the Girls' Division (Senior and Junior Schools and Beech House). To support the school's aims and objectives. To contribute to the review and development of the school's policies and procedures in order to ensure and maintain best practice and thereby promote the achievement and well-being of the pupils.

MAIN DUTIES:

General Duties

This description should be read alongside the generic job description for a Teacher, the duties of which are expected to be performed alongside the specific duties shown below, which contain aspects of the role relating to all Heads of Department and, more particularly to the Director of Music. Within these specific responsibilities, each Head of Department must be recognised as a first class teacher and will be expected to take a fair share of the work at all levels.

Specific Professional Duties

1) Leadership

- To take responsibility for the leadership, management, planning and promotion of curricular and extra curricular music throughout the Girls' Division.
- To provide strategic direction for the growth of Music in the Foundation and specifically within the Girls' Division.
- To be responsible for the organisation, teaching, assessment and development of the Music curriculum throughout the Girls' Division, ensuring that each pupil is encouraged to develop his/ her potential to the full in a climate of 'positive achievement'.
- To contribute to the broader life of the school by supporting and leading a comprehensive programme of curricular and extra-curricular events, including concerts, recitals and musical theatre, ensuring that all pupils have appropriate opportunities to develop their musical interests outside the classroom and to perform at the appropriate level; that all relevant staff make a fair contribution to the musical life of the school; and that all rehearsals and performances are properly and safely managed.
- Actively to promote the Music Department, thereby ensuring that music enjoys a high profile within the three schools, the Foundation and the wider local community so that students with musical talent and aspirations are attracted to the Foundation because of its reputation for excellence in this area.
- To promote a team ethic within the Music department and among music staff across the Foundation, encouraging the sharing of resources and ideas.
- To foster a lively and enthusiastic atmosphere within the department for both pupils and staff, initiating, developing and implementing innovative ideas.
- To inspire and contribute to the motivation of teachers and, support staff within the department.
- To take responsibility for involvement in school development in the Girls' Senior and Junior Schools as well as Beech House Infants' School.
- To be the public face of the department in addressing parents, pupils and colleagues.

- To take responsibility for own professional development.

2) Management of Staff

- To lead, train and develop colleagues in the department and to share expertise, where relevant, with class teachers in the Junior and Infants School.
- To ensure that all staff work safely during curricular and extra curricular activities and that all required paperwork is completed.
- To assist colleagues in the planning and delivery of their schemes of work, and to provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject, and of different pupils.
- To ensure that the Departmental Handbook is kept up to date with all new departmental and school policies.
- To ensure that all colleagues, including instrumental and vocal individual teachers, produce written reports on pupils when required in accordance with the annual schedule for reports (supported by the Music Administrator).
- To guide and support colleagues in the management of pupils in the classroom in line with the school's Behaviour Policy.
- To recognise and utilise the strengths of each member of the department by differentiating and delegating tasks appropriately and fairly, including attendance at performances and marketing events.
- To hold regular departmental meetings for teaching and support staff, and to keep records of matters discussed and decisions taken.
- To meet regularly with the Heads of the Infants and Junior Schools and with the delegated member of the Senior School SLT.
- To ensure consistency and, where appropriate, standardisation across the Department, including with regard to the setting, assessment and monitoring of pupil's work.
- To ensure that work is provided for classes of absent colleagues and that cover is arranged in accordance with the schools' agreed procedures.
- To liaise with the Head and members of the SLT on present and future departmental staffing matters including recruitment, induction, current responsibilities, professional review and development.
- To support the school's programmes for New Staff induction, NQT induction and ITT.
- To take a lead role in the professional review of colleagues in the department, including the review of those individual music teachers who are employees of the school.

3) Management of Pupils

- To take a lead in the initiation and fostering of extra-curricular activities which widen pupils' appreciation of Music and contribute to the general life of the school.
- To encourage pupils of all musical abilities and at every stage of their school career to participate in musical events.
- To ensure that the safety and welfare of pupils are a prime consideration at all times, both during and outside normal school hours and that proper risk assessment of activities is carried out.
- To take a lead in preparing pupils to study Music at University, including Oxbridge.
- To organise pupils into teaching groups as appropriate.
- To oversee the provision and application of schemes of work in all three schools which ensure continuity and progression in Music for all pupils, including those of high ability and those with learning support needs.
- To ensure that there is proper coordination between colleagues teaching different groups and between colleagues teaching in different settings.
- To identify, after consultation with colleagues, able and talented pupils and those with learning support needs, and to arrange appropriate action in liaison with the Learning Support Department.

- To devise and monitor departmental policy for rewarding achievement in line with the school's Rewards Policy.
- To promote Personalised Learning by encouraging the use of teaching and learning strategies which develop the competence and confidence of every pupil.
- To organise the setting and marking of school examinations and to supervise entries for public examinations.
- To oversee the entry of pupils for individual music examinations (working in liaison with the Head of Individual and Instrumental Music).
- To provide careers/university advice relevant to the department.

4) Management of Resources

- To estimate, monitor and control the departmental budget for Music and to oversee the management of the budget for instrumental and vocal teaching by the Individual and Visiting Music Teachers.
- To identify future resourcing needs and aspirations for the music department for consideration in the school budget planning process.
- To assess needs and priorities in accommodation, advising the Head and Deputy on the optimum use of existing rooms as well as future requirements.
- To plan and administer the development and storage of equipment, books and other resources.
- To advise on security needs of the department and to keep a record of stock and equipment.
- To supervise the departmental area, fabric, facilities and resources.
- To assess all areas of departmental responsibility from a Health and Safety viewpoint in liaison with appropriate senior staff.
- To work with colleagues to ensure that departmental rooms and the departmental corridor present stimulating environments which help to influence pupils' attitudes positively towards the subject.

5) Planning and Development

- To plan and co-ordinate the work of the staff in the Department, and to disseminate information efficiently, ensuring that all rehearsal schedules which impact on the girls' commitment to other areas of school life (including lessons in other subjects) are produced well in advance and in consultation with relevant senior staff in charge of the events calendar.
- To ensure the accurate completion of all paperwork relating to the safety of activities and individuals, as required by the SLT.
- To ensure that appropriate Schemes of Work are in place at all levels and that they are available for inspection at any time.
- To plan, implement and review specifications, teaching schemes, assessment policies and reporting procedures in accordance with school aims, policies and practices.
- To set expectations and targets for staff and pupils in relation to standards of pupil achievement and the quality of teaching in line with the school's procedures.
- To keep abreast of current developments in the delivery of Music and to adapt curriculum content and methods of teaching and examining as appropriate.
- To consider such developments in the context of the school's philosophy for the curriculum as a whole.

6) Monitoring and Evaluation

- To analyse and interpret relevant national and school data to inform policies, practices and teaching methods.
- To monitor teaching standards in the department and use this analysis to identify both effective practice and areas for improvement.
- To ensure pupils' work is regularly assessed and that homework is in line with school and departmental policy.

- To use information gained from assessment, recording and reporting procedures to track pupils' progress and generate further improvement in pupil achievement.

7) Communication and Liaison with Colleagues

- To represent the subject(s), the department(s) or the school in appropriate meetings.
- To ensure the Head is informed on all issues concerning the department.
- To take a lead in liaising with the Junior School and Beech House, promoting Music with Junior School and Beech House staff.
- To liaise with the Deputy Head and Assistant Head(s) in all matters concerning the curriculum and timetable.
- To liaise with the Assistant Head in respect of daily events, rehearsal schedules, and cover.
- To liaise with the Deputy Head with regard to all aspects of Health and Safety.
- To liaise with pastoral staff, including the Heads of School and/ or Year Heads, in respect of pupil records, rewards and sanctions.
- To advise the School Librarians about publications and other material relevant to the department.
- To liaise with appropriate staff about all matters to do with ICT provision in the Department.
- To liaise with the Academic and Exams Administrator on issues relating to external examinations.
- To liaise with relevant line managers in all matters concerning technical assistance or other curriculum support requirements.
- To maintain appropriate links with teaching colleagues in all sections of Bolton School, especially with the members of the Music Department in the Boys' Division.
- To liaise with support staff in respect of administration, support and maintenance issues according to their respective roles.

8) Communication with Parents and the Wider Community

- To establish a partnership with parents to involve them in their child's learning of the subject.
- To provide information for parents about curriculum, attainment and progress and performance opportunities for their child.
- To ensure that the department is represented on Consultation Evenings and at the Parent Information Evenings (including the Music Teachers' Parent Information Evening if relevant) when appropriate.
- To assist the pastoral support teams in preparing extra information for parents, when requested, on the attainment, progress and effort of individual pupils.
- To take a lead in liaising with other feeder schools, promoting Music among them.
- To form links with other schools, post-18 education providers and local employers where appropriate, developing relationships which will extend the opportunities for pupils at Bolton School, as well as offering a service to local stake holders.
- To develop effective links with the wider community, including business and industry, in order to extend the subject and enhance teaching and learning.
- To support the work of the Cross-Foundation Head of Community Music.

9) Other

- To take responsibility for promoting and safeguarding the welfare of the children and young people in School.
- To carry out any reasonable directions given by the Head.

10) General Notes

- The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Employment Particulars.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed.

- This job description will be reviewed regularly and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- The conditions of the Bolton School Salary Scheme provide enhancement to DfE salary provision in recognition of a strong contribution to the extra-curricular life of the school. This will particularly recognise, in the case of this post, the development of and involvement in extra-curricular and enrichment activities in Music among any other contributions which may be discussed at interview or in the course of employment at the School.



JOB DESCRIPTION

MUSIC TEACHER

GIRLS' DIVISION

MAIN PURPOSE OF JOB:

To teach Music to A Level and beyond as well as any other subject reasonably required by the Headteacher. To support the school's aims and objectives and to contribute to the review and development of its policies and procedures in order to ensure and maintain best practice and thereby promote the achievement and well-being of the pupils.

MAIN DUTIES:

General Duties

- To promote the general progress and well-being of pupils and to share in the corporate responsibility for maintaining good order and discipline in line with the school's Behaviour Policy.
- To participate in the school's pastoral system when required, in accordance with the job description of a form tutor or year tutor as outlined in the separate job description and in the Divisional Handbook.
- To safeguard the health and safety of pupils when they are authorised to be on school premises and when they are engaged in school activities elsewhere.
- To register the attendance of pupils, and to carry out a share of supervisory duties, whether they are to be performed before, during or after school sessions.
- To provide guidance and advice to pupils on educational matters.
- To cover for absent colleagues within the terms of the agreed procedures.
- To participate in meetings, administrative and organisational tasks related to the post.
- To attend assemblies.
- To carry out any reasonable duties as requested by the Head.

Specific Professional Duties

1) Teaching and Assessment

- To plan lessons for courses, having due regard to the curriculum.
- To teach pupils, according to their educational needs, for example by setting and marking (and otherwise assessing) work
- To assess, record and report on the development, progress and attainment of pupils.
- To provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- To participate in arrangements for preparing pupils for external examinations.

2) Educational Methods

- To share, advise and co-operate with others on the preparation, development and review of teaching programmes and materials, methods of teaching and assessment and pastoral arrangements.
- To make appropriate use of textbooks, ICT and other learning resources.
- To review methods of teaching and learning activities from time to time.
- To keep up-to-date with research and developments in the subject(s) taught.

3) Working with Others

- To participate in relevant meetings – departmental, staff, pastoral, INSET.

- To contribute to the programme for the induction and assessment of newly qualified and trainee teachers.
- To supervise any person providing support within the classroom.

4) Communication with Parents

- To communicate and consult with parents via year group consultation evenings.
- To liaise with the relevant Head of School when further communication is deemed necessary.

5) Staff Development

- To participate in the school's Professional Review arrangements.
- To take responsibility for own professional development and to set objectives for improvements.
- To participate in arrangements for further training and professional development as a teacher.

6) General Notes

- The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Employment Particulars.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed.
- This job description will be reviewed regularly and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- The conditions of the Bolton School Salary Scheme provide enhancement to DfE salary provision in recognition of a strong contribution to the extra-curricular life of the school.



PERSON SPECIFICATION

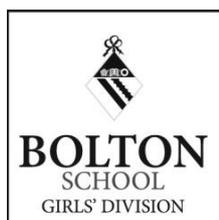
DIRECTOR OF MUSIC

GIRLS' DIVISION

	Essential	Desirable
Professional Qualifications & Training	<ul style="list-style-type: none"> • A first degree in a subject relevant to the teaching post; • Upper Second Class Honours Degree or above from respected University • Excellent piano skills 	<ul style="list-style-type: none"> • A DfE recognised teaching qualification; • Recent participation in a range of in-service training relevant both to the curricular and management aspects of the post • Ability in one or more instruments, other than the piano
Knowledge and Experience	<ul style="list-style-type: none"> • Excellent subject knowledge, at least up to 'A' Level; • Recent experience of developing extra curricular musical activities, especially in a school setting; • Recent classroom teaching experience (or appropriate training) with secondary-age students; • Knowledge of effective teaching and learning strategies across the age and ability range; • Involvement in the development of schemes of work which prepare pupils for GCSE, AS, A level examinations; • Experience of planning and implementing aspects of the curriculum and of assessment procedures; • Experience of school improvement strategies, including the use of comparative data to set targets; • Proven record of securing good public examination results, up to and including 'A' Level; • Experience of the direction of large and small musical ensembles; 	<ul style="list-style-type: none"> • Knowledge and/or experience of music teaching in a Junior and/or Infants context; • Personal experience of managing a team in a school or other professional context; • An understanding of pupils' educational development from 3-18 years; • Involvement in the preparation of pupils for Oxbridge and/ or Music College applications; • Experience of managing a budget in a professional context; • Experience of working alongside peripatetic music teachers; • Evidence of continued career development; • Experience of planning and delivering musical theatre performances;

	<ul style="list-style-type: none"> • Experience of planning and delivering musical concerts; • Experience of ABRSM and Trinity Guildhall examination processes; • Knowledge of Health and Safety appropriate to role; • Understanding of local and national policies, priorities and statutory frameworks, including those relating to the safeguarding of children and to equal opportunities; 	
<p>Skills and Attributes</p>	<ul style="list-style-type: none"> • A caring approach, especially in relation to children; • An infectious passion for Music; • Highest standard of practical musicianship; • Ability to conduct and direct large Choral/ Orchestral groups; • Excellent presentation skills, including the ability to 'front' an event; • Excellent communication skills; • Strong interpersonal skills; • Good administrative and organisational skills; • Strong time management skills; • Excellent problem-solving skills; • Excellent ICT skills, including the application of ICT within the management role and in the context of teaching and learning; • Commitment, enthusiasm & resilience; • Highest standard of personal integrity; • Strength of character with the ability to manage change; 	<ul style="list-style-type: none"> • Excellent keyboard skills; • Awareness of the use of ICT in the teaching of Music;

	<ul style="list-style-type: none">• Flexibility and a willingness to learn;• Ability to work as a member of a team;• Willingness to be fully involved in the wider life of the school	
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TERMS & CONDITIONS

DIRECTOR OF MUSIC

GIRLS' DIVISION

SALARY
<p>The starting salary will be dependent on experience. Bolton School has its own salary scale which is related to, but more advantageous than the national scale for Maintained Schools.</p>
HOURS OF WORK
<p>During term time staff will be expected to attend personally to such duties connected with the work of the school during any hours, including out of school hours, as the Head may reasonably direct. In addition, staff may be required by the Head to work for varying short periods after the end, and before the beginning of any term, as well as on the GCSE and A Level results days. All Heads of Department and teachers will be expected to make a contribution to the extensive extra-curricular programme.</p>
HOLIDAY
<p>All school holidays as indicated for teaching staff (rather than pupils) except as described above.</p>
LINE MANAGEMENT
<p>Headmistress with specific responsibilities devolved to other members of SLT and senior staff, including the Head of Hesketh House (Girls' Division Junior School) and Head of Beech House (Infants' School).</p>
PENSION
<p>All teachers who join Bolton School will automatically become members of the Teachers' Pension Scheme unless they decide to opt out of the Scheme. The employee contribution will be as determined by the Teachers' Pension Scheme based on earnings; from September 2019 the employer will contribute 23.6%.</p>
OTHER BENEFITS
<ul style="list-style-type: none"> ▪ Academic staff who remain members of the Teachers' Pensions Scheme will be able to access the benefits provided by the scheme, including a guaranteed defined benefit pension on retirement, and death in service benefits. ▪ Where appropriate fee remission arrangements will be offered for children to attend the Senior School. ▪ In line with school policy teachers will have the opportunity to arrange to educate their children from Nursery age to 6th form; all on the Bolton School campus. ▪ Convenient, affordable, quality childcare provision will be available before and after the school day for children who are also Bolton School pupils. ▪ Sporting and leisure facilities will be available including gym, outdoor pursuits centre, swimming pool and tennis courts. ▪ Lunches will be provided free of charge on campus. ▪ Training and Development Opportunities will be offered. ▪ Payment whilst absent will be in accordance with the current Teachers' Sick Pay Regulations, as defined in the School Teachers' Pay and Conditions Document.

All offers of employment will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in his/her application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will also be checked.

After the appointment is made the successful candidate will be required to complete a medical declaration and a check will be made to see if a prohibition from teaching order, or prohibition from management order exists along with a check of the Children's Barred List and an Enhanced Criminal Records Check through the Disclosure and Barring Service. The School will seek two references prior to the interview.

The successful applicant will be required to complete a twelve month probationary period.