



APPLICATION PACK

Role

Assistant Director of Music

INTRODUCTION

Eastbourne College is a co-educational HMC independent school of some 640 pupils of whom half are full-time boarders. It is a strong community with excellent links to local schools and Eastbourne.

Academic standards are very high with an average of almost 80 per cent of A-level grades at A*, A or B in recent years. At GCSE, 66 per cent of all grades were awarded 7 to 9 (or equivalent). The College recruits from a wide-ability range, and value-added outcomes are exemplary. The majority of College leavers enter higher education at leading universities at home or abroad.

The College operates as a full boarding school, with day pupils and boarders sharing the same wide curriculum. Day pupils can complete prep in houses; buses run at 6.00pm and 8.00pm on weekdays.

c. **640**
pupils

80%
A*, A or B
A levels

66%
grades 7 to 9
at GCSE

We are proud of our rich, cultural and sporting traditions. The Birley Centre is a hub of music practice, performance, composition and recording. There is an established partnership with Glyndebourne and links with Ballet Rambert, local artists and musical ensembles. College artists exhibit in London, actors have starred in film, TV and the Edinburgh Fringe; the Design and Technology Department wins an extraordinary number of Arkwright scholarships. We have an enviable sports reputation, with Eastbournians competing at county level in cricket, hockey, rugby, netball and tennis; several have gone on to achieve international honours. There are also thriving service programmes, including CCF and Duke of Edinburgh.

As we celebrated our 150th year, the College completed the most ambitious development project in its history with Project 150 delivering over 30 state-of-the-art classrooms, ICT suites, a new swimming pool, café, school shop, dance studio, sports hall, squash courts, dining hall and fitness suite. We believe we have some of the best facilities of any school in the UK. For further information about Project 150 please visit the website:

<https://www.eastbourne-college.co.uk/about-us/our-future/>

We place great emphasis on a school in which education is built on core values and positive, supportive relationships. These central qualities endure long after a pupil moves on, with the five key values of participation, the pursuit of excellence, integrity, courtesy and kindness being the bedrock upon which their education stands, providing the wherewithal to flourish both at school and beyond.



PURSUIT OF
EXCELLENCE
PARTICIPATION
INTEGRITY
KINDNESS



Our
150th
year



30
State of the
art classrooms





THE POST

THE POST

We are looking for someone who is passionate about music and has the ability to communicate their enthusiasm in an inventive and inspirational way from September 2022 or January 2023. They will be able to demonstrate originality in teaching, inspire creativity in pupils and staff, and inculcate the skills necessary for excellence in examinations while maintaining excitement and interest in learning.

The successful candidate will be able to cope with administration competently yet speedily, leaving them free to concentrate on inspiring teachers and motivating young people. The Assistant Director of Music will have opportunity to take the time to reflect and plan, and when appropriate they will be able genuinely to enjoy the exuberant life of the College. All members of the Common Room are expected to play an additional part in the boarding life of the College, e.g. by acting as tutors in one of the day or boarding houses, by offering their expertise in coaching team sports, or contributing to drama, debating etc.

The Assistant Director of Music will work hand-in-glove with the Director of Music to ensure that pupils have every opportunity explore and showcase their creative talents.



MUSIC AT EASTBOURNE COLLEGE

Music plays a prominent part in life at Eastbourne College. The Birley Centre's impressive facilities provide a focus for the College's music-making, and whether on a school, house, ensemble or individual level, all pupils are encouraged to engage with a wide variety of activities as both participators and audience. Boys and girls of all year groups interact in the many ensembles which provide opportunities for musicians of a wide range of abilities and interests, while in the classroom high standards of academic and practical achievement are reflected in impressive exam results.

The music department's facilities include three classrooms, two of which are equipped with Apple computers running Sibelius, Logic and Garageband software, a recording studio with three separate recording spaces linked by a control room, a drum room, a 180-seat auditorium with a Steinway grand piano, and numerous teaching and practice rooms. The department is staffed by three full-time musicians with a wide range of specialist interests spanning early music to contemporary composition; eighteen part-time teachers offer tuition in all orchestral instruments, piano, organ, guitar, percussion and singing, and there is a department secretary and full-time technician.

Pupils studying music in Year 9, follow a curriculum that encompasses practical creative work with a wide range of listening topics including music in the media, genres such as minimalism and jazz, and some basic theory. Thereafter a significant number opt to continue to GCSE and A level following the Edexcel and OCR courses. Edexcel music technology course is also available at A level. Individual tuition is provided for prospective higher education candidates and a regular number go on to universities or music colleges in the UK and overseas. Many OEs have gone on to pursue careers in the world of classical music while others have made a name for themselves in pop music or in music theatre.



THE BIRLEY CENTRE

The music department is situated within the Birley Centre, an £8m creative arts development at the heart of the College's ambitious development programme. The Birley Centre provides state-of-the-art facilities including a professional standard recording studio. A multi-purpose auditorium provides a magnificent venue for music making and a host of other events and activities for the College and the town of Eastbourne. Contiguous with the auditorium is a large exhibition and social space with bar and catering facilities.



JOB DESCRIPTION

Job Title: Assistant Director of Music

Responsible to: The Director of Music

Job Summary: To deputise for the Director of Music in their absence. To lead and manage the delivery of individual instrument lessons.

Duties and Responsibilities

The Assistant Director of Music is expected to fulfil all the duties detailed in the job description for an Assistant Member of staff. Further expectations of the role are detailed below.

Creative Leadership

- To deputise for the Director of Music in their absence.
- To assist the Director of Music in establishing a vision for music at Eastbourne College, in line with the school's core values and ambitious development plans.
- To inspire and motivate colleagues to ensure pupils enjoy participating in music making and are given opportunities to develop their creative talents in positive, innovative and effective ways.
- To assist the Director of Music in fostering a culture such that pupils are encouraged to take up an instrument and develop their individual musicianship.
- To assist the Director of Music in fostering good relations with feeder schools via hosting events and visiting schools as required.
- To carry out specific roles in support of the Director of Music, such as organist, accompanying soloists, organising events and concerts and running ensembles.

JOB DESCRIPTION

Management of Visiting Music Teachers (VMTs)

- Alongside the Director of Music, appoint new Visiting Music Teachers (VMTs) in liaison with the HR Department and in line with School policy, paying due regard to Safer Recruitment checks.
- To regularly monitor and appraise the work of VMTs to ensure quality assurance.
- To keep abreast of pupils' progress in their instrument lessons, providing appropriate support and encouragement as required.
- To oversee the arrangements for practical music examinations (Associated Board and Trinity Guildhall) taking place in the School.
- To act as the School's point of contact with parents regarding pupils' progress in their individual instrument lessons.
- To provide support to VMTs in meeting the College's requirements for pupil performance reporting, including electronic Reports Cards (eRCs).
- To ensure all VMTs are keeping him/her informed of all cases of music lesson pupil absence; to ensure all VMTs are keeping Housemasters/Housemistresses (Hsm) fully informed of this on a daily basis; thereby having oversight of any issues that may need addressing as a result.

Pastoral

- To support the development of all pupils through the unspoken curriculum (the way pupils learn to treat each other and the way they are expected to behave).
- To be a tutor in a day or boarding house as directed by the Deputy Head (Pastoral)
- To act as tutor to a group of tutees as directed by the Hsm.
- To hold regular, weekly meetings with tutees to discuss academic progress and any pastoral issues.
- To discuss eRCs with tutees and comment as appropriate.
- To support the Hsm and House by attending house activities and events.
- To support tutees in their wider College lives.
- To attend chapel alongside tutees at weekly chapel services and any other school congregational events as requested by the Second Master.

Co-curricular

- To play an active role supporting the co-curricular programme as directed by the Deputy Head (Co-curriculum).

JOB DESCRIPTION

Safeguarding

- The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement and staff code of conduct at all times.
- The post holder will be engaging in regulated activity. There are particular safeguarding issues requiring attention for this post.
- The responsibility for pupil discipline, occasional one-to-one settings or trips/transport, and variety of situations require staff in this post to have a deep and wide understanding of safeguarding procedures. They have a broad view of pupil behaviours and should exercise vigilance regarding child protection issues.
- If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School they must report any concerns to the School's Designated Safeguarding Lead or, if they are the School's DSL, to the Headmaster and relevant agencies.

General

- To make a contribution to the teaching of academic music as directed by the Head of Academic Music and the Deputy Head (Academic).
- To hold regular meeting of the VMTs.
- To attend Music Department meetings.
- To attend staff meetings as requested by the Headmaster.
- To carry out any other duties associated with the role as requested by the Headmaster or Senior Management Team.

This job description may be altered to meet changing educational context at the discretion of the College.

PERSON SPECIFICATION

Applicants should be able to demonstrate the following

Attribute	Essential	Desirable
Education and Training	<ul style="list-style-type: none"> • Educated to good degree standard (or equivalent) in music or a closely-related discipline • Evidence of continuous personal and / or professional development 	<ul style="list-style-type: none"> • Teaching qualification • Post-graduate degree
Knowledge and Experience	<ul style="list-style-type: none"> • An understanding of GCSE and A-level music and the importance in the school curriculum • A familiarity with Sibelius and Logic. 	<ul style="list-style-type: none"> • Experience of schools • Experience of working in a boarding / residential environment • Management experience • The ability to teach A-level Music Technology
Skills	<ul style="list-style-type: none"> • A dynamic and skilled leader with the ability to manage people towards a common goal • Excellent communication and listening skills • Strong organisational and administrative skills • A high level of ICT competency • An inclusive manner and the ability to work in a team • The ability to interpret quantitative and qualitative feedback; to monitor and evaluate 	<ul style="list-style-type: none"> • Experience of digital production tools such as Logic or Sibelius • First rate keyboard skills with an ability to play the organ.
Personal Qualities	<ul style="list-style-type: none"> • A belief in the College's core values and the determination to uphold them • An ability to set deadlines, meet them and manage expectation against them • An ability to build, foster and sustain positive relationships with all in the College community • Patience, compassion, courage, resolve and objectivity • Dedication, loyalty, commitment and positivity • Capacity for hard work • An ability to embrace change and development positively • Being a positive role model for all in the College community by virtue of approachability, personal conduct and standards of expectation • To be a lead learner 	



INFORMATION



SALARY AND CONDITIONS

The College has its own salary scale and the successful applicant will be remunerated at a level representing their qualifications, skills and experience. Specifics of this can be discussed with the Headmaster at interview.

The College offers generous packages of additional benefits and pay; all staff are on a salary scale above the national average and have opportunities for salary progression.

Accommodation may be available for single or partnered applicants, including those with families.

Teachers benefit from a generous rate for the education of their own children, and there are similar arrangements with St Andrew's Prep.

Start date: September 2022 or January 2023.



SAFEGUARDING STATEMENT

Eastbourne College (Incorporated) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to an enhanced DBS check, pre-employment medical questionnaire and positive references.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the Charity is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.



EQUALITY STATEMENT

Eastbourne College (Incorporated) welcomes applications from all sectors of the community as we aspire to attract staff that match the social and cultural diversity of our pupil intake. We consider the most important factor to be the right skills, abilities and attitude for the job which will ultimately improve the well-being and education of the pupils.



HOW TO APPLY

To apply, please visit www.eastbourne-college.co.uk/contact/employment-opportunities and click the **Apply Now** button to complete the required application form.

A letter of application (addressed to the Headmaster), evidencing your suitability for the post against the job description and person specification described above, and an up-to-date CV should be uploaded with this online application form.

For further information please contact applications@eastbourne-college.co.uk

Please provide two or three referees, from whom we will request references should you be shortlisted for the post.

- One referee must be your current or most recent employer (for teachers this means your head, or a line manager's reference countersigned by the head).
- Where you are not currently working with children, but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children.
- Please note, references will not be accepted from relatives or from referees writing solely in the capacity of friends or current employees of Eastbourne College or St. Andrew's Prep.
- Referees will be asked about whether you have been the subject of any safeguarding concerns.
- Referees should be a senior person with the appropriate authority.

Applications should be received by no later than noon on **Monday 20 June 2022**.



POSTSCRIPT

There are many attractions to teaching at Eastbourne College, not least its location on the south coast in on the sunniest parts of the country.

The College provides a safe, urban environment in an attractive part of a peaceful town where pupils have easy access to cinemas, shops and theatres at appropriate times, and this strengthens the boarding experience. The railway station is close, with easy travel to Gatwick (one hour) and London (under 90 minutes) and the beach is a five-minute walk away.

The school is a strikingly happy, cohesive and coherent community. We look forward to meeting you.