



MILL HILL SCHOOL
The Ridgeway, Mill Hill, London NW7 1QS

**INFORMATION ON THE POST OF
TEACHER OF MUSIC
(FULL- OR PART-TIME)**

A well-qualified, enthusiastic and dynamic graduate is required for September 2017 to teach classes and to lead ensembles as part of a thriving and successful Music Department. The department teaches Music for GCSE, A level and Oxbridge preparation, with two leavers taking up choral awards at Cambridge in recent years. A wide range of extra-curricular musical activities is offered. The post is offered on a full- or part-time basis and candidates are asked to state their availability in their application. Good keyboard skills are essential. The ability to play the organ is desirable. The successful candidate will be paid at the appropriate point of the Mill Hill School salary scale. The School and all staff are committed to safeguarding the welfare of children. The School is registered with the DBS and successful applicants will be required to complete successfully the Disclosure procedure at the Enhanced level. Closing date for applications: Friday 17 February 2017.

SAFEGUARDING AND THE WELFARE OF CHILDREN

The Foundation and all its staff are fully committed to safeguarding the welfare of children. It is the responsibility of every employee of the Mill Hill School Foundation to promote and safeguard the welfare of children, to comply with the Foundation's Policy to Safeguard and Promote the Welfare of Children who are Pupils at the School, and to report to the Designated Person any concerns relating to the safeguarding and welfare of children. The Foundation has in place a safer recruitment policy which includes procedures designed to ensure that the health, safety and welfare of children are paramount considerations in the appointment of all members of staff.

THE SCHOOL

Founded in 1807, Mill Hill School is an independent co-educational boarding and day school with 680 pupils aged between 13 and 18, of which 260 are in the Sixth Form. The School is one of four in the Mill Hill School Foundation, which comprises Pre-preparatory, Preparatory and Senior Schools as well as an on-site International School. We are situated in a magnificent 120-acre parkland site on the edge of the North London Green Belt, providing a wonderful environment in which to work. The School is very much a community, particularly given the central importance of boarding: we are unusual for a London school to be offering full and weekly boarding, with roughly 150 boarding pupils. We provide a dynamic and varied programme of activities for day and boarding pupils on Saturdays, including academic enrichment workshops and games matches. We are committed to the full induction of all new teaching and support staff as well as their on-going professional development.

THE MUSIC DEPARTMENT

Staffing

The Music Department comprises four teaching staff: the Director of Academic Music and the Director of Musical Performance, a Teacher of Music and a Teacher of Music whose principal role in the School is as a boarding housemaster. The department is supported by a large team of peripatetic instrumental and vocal teachers and a part-time secretary.

Curriculum

In the Fourth Form (Year 9) pupils have one 50-minute period per week of class music during which they focus on their general musical literacy, the elements of music, film and pop song composition, Garageband and Sibelius proficiency, blues improvisation and an overview of the history of music. A variety of music scholarships and awards is available on entry to the School.

GCSE Music, taught in classes of approximately 12 pupils, is a popular subject with an A*/A pass-rate at over 50% in the past few years. Numbers for GCSE Music have grown dramatically in the last two years. A small group of dedicated musicians with a range of academic abilities take AS/A level each year, with an average A*-B pass-rate of 50% in recent years.

A number of recent leavers have gone on to study Music at university or at a college of music, including King's College, Cambridge (choral award), Girton College, Cambridge (choral award), the Guildhall School of Music and Drama, the Royal Northern College of Music, the Royal Scottish Conservatoire and the Academy of Contemporary Music.

Accommodation and Resources

The department is housed in an Arts and Crafts period Music School, to which a large extension was added in 1999. The accommodation comprises two full-size classrooms, a central recital hall, three offices and seven practice rooms. One classroom is equipped with 13 PCs which run Sibelius 7 and Cubase 7 Elements; the other houses a bank of Mac laptops running Garageband and Logic Pro. The classrooms and practice rooms are equipped with a range of pianos and Clavinovas; both the recital hall and the main School hall have Yamaha grand pianos. The School's superb chapel contains a fine two-manual Mander organ. The department has recently purchased a Mac Pro computer dedicated to audio recording; there is a range of microphones and pre-amps, as well an assortment of guitar amps and a dedicated Music Department PA system. There is an extensive music library of books, CDs and sheet music which is housed in the School's main library.

Extra-Curricular Musical Activities

The department organises and supports a wide range of musical activities which reflect the interests and abilities of our pupils. The Chapel Choir performs twice each week at chapel (at Mill Hill itself and the Foundation prep school, Belmont) as well as at major occasions in the School year including Foundation Day, the Call to Remembrance and the Festival of Nine Lessons and Carols.

The Jazz Band, String Orchestra, Main Choir, Shout Band and Glee Club rehearse each week and perform regularly throughout the year.

Throughout the year there is a fortnightly lunchtime recital series given by professional performers and all pupils are encouraged to perform in weekly Coffee Concerts and Performance Platforms. 'Unplugged' and charity fundraising concerts provide a platform for pop and jazz music performances. Held twice a year, pupils audition to perform and are responsible for organising their own backing bands.

The Farrow Singing Competition is a major musical event of the School's year. From over 100 vocal performances held in four heats, singers win a place in the final, competing in classes for art song, opera/oratorio, popular music, musical theatre and ensemble. The House Music Festival is held every two years and offers a competitive opportunity for teams of specialist and non-specialist musicians alike.

From time to time, the department collaborates with the Drama Department to put on a musical. Recent productions have included 'The Boyfriend', 'You've Never Had it So Good' and 'Cabaret'. In 2017 'Oh, What a Lovely War!' will be staged.

There are active links with the two other schools in the Mill Hill School Foundation, our prep school Belmont and our pre-prep Grimsdell and with our key feeder prep schools. There have been a number of collaborative musical events including the new string scheme at Belmont which has seen over 30 pupils learning the violin, and the Chapel Choir which comprises an equal number of Belmont and Mill Hill pupils.

Musicians are encouraged to perform outside School and a number of our pupils attend Saturday Academy classes.

PASTORAL AND EXTRA-CURRICULAR CONTRIBUTION

The post-holder will be expected to play as full a part in the broader life of the School as his/her hours permit. If appropriate, this will include responsibility for a tutor group, reporting to a day or boarding Housemaster/mistress as appropriate. The post-holder will contribute to the School programme of games and/or activities, typically through extra-curricular musical involvement. This will involve participation during the week as well as working a small number of Saturday mornings or afternoons through the academic year. All staff are additionally expected to attend Foundation Day (the School's Speech Day) which takes place on the third or fourth Saturday in September.

PERSON SPECIFICATION

The successful candidate will be able to demonstrate the following:

- A strong academic background, with at least a good honours degree in Music or a related discipline and, ideally, a PGCE or equivalent
- Excellent practical musicianship and the ability to develop this in young people
- Awareness, understanding and, ideally, experience of issues relating to safeguarding the health, welfare and safety of children
- High personal and professional standards
- Positive working relationships with colleagues and the ability to work as a member of a team
- Excellent time management and organisational skills
- Ability to take responsibility and to show initiative
- Ability to take the lead in developing new teaching and learning strategies
- Thorough knowledge of the subject and an interest in current developments
- Ability to use a variety of teaching and learning styles
- Ability to convey infectious enthusiasm for the subject
- Experience in the use of ICT to support the teaching of music
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Ability to manage practical classes effectively and safely
- Motivation to work with children and young people
- Positive attitude to managing behaviour in the classroom



MILL HILL SCHOOL

JOB DESCRIPTION FOR A CLASSROOM TEACHER

1. To teach to the syllabus prescribed by the Head of Department, using the scheme of work drawn up for the department and to prepare pupils for tests and examinations, using revision programmes, past examination papers etc as appropriate.
2. To plan and prepare work as appropriate.
3. To maintain records of work covered for each set taught.
4. To set prep on a regular basis, following the School's prep timetable in the Lower School and according to the Head of Department's guidelines in the Sixth Form.
5. To mark pupils' work regularly and to keep a record of each pupil's marks in a mark book.
6. To monitor pupils' attendance at lessons and to follow up absences in writing with the appropriate Housemaster/mistress.
7. To provide a written report on each pupil at half term (on internal report card) and at the end of each term (full reports).
8. To keep classrooms, laboratories and equipment used in good order and to report any damage/faults etc to the appropriate person (usually the Head of Department).
9. To contribute to the overall work of the department e.g. drawing up schemes of work, setting examination papers, participating in fieldtrips or exchange visits, covering classes for absent colleagues as directed by the Head of Department or by the Head.
10. In the case of absence, to notify the Head of Department and the Deputy Head (Academic) and to set work for classes needing to be covered whenever possible.
11. To attend all staff meetings called by the Head and parents' meetings of all year groups taught.
12. To keep abreast of developments in his/her subject area and to support the department's contribution to the relevant targets of the School Development Plan by attending appropriate INSET and other courses.