



# Kimbolton School

CAMBRIDGESHIRE



## APPLICATION PACK

Kimbolton Preparatory School  
Head of Music

Required from January 2024 or April 2024

# CONTENTS

- Welcome
- The School
- Commitment to Safeguarding
- The Department
- The Role
- Duties and Responsibilities
- Person Specification
- Method of Application
- Notes



T AVORUM



SPES DURA

# Welcome

Kimbolton School is committed to recruiting, developing and retaining high calibre teaching and non-teaching staff for our outstanding [HMC school](#). All our staff, regardless of role, play an important part in the provision of our first-class education.

## Teaching Staff

We employ teachers who are conscientious, imaginative and committed to educating the whole person. Our continuous professional development scheme provides all academic staff with an opportunity to reflect on their practice and continue to develop their teaching and pastoral skills to the benefit of all pupils. We expect teachers to be fully involved in the extra-curricular life of our school too, encouraging pupils in their wider development through music, sport, drama, art, CCF, clubs, societies and trips. Sometimes these are out-of-hours, at weekends or during school holidays.

## Non-teaching Staff

Our non-teaching staff fill a wide variety of roles, both part- and full-time and some of them term-time only. They are very much part of our wider team and contribute to, and benefit from, the happy and positive feel of our school.

The School recognises that an important element in safeguarding our pupils is a robust recruitment process that incorporates measures to deter, reject, or identify people who might abuse children, or who are otherwise unsuited to work with them. In addition, recent government guidance, “Safeguarding Children – Keeping Children Safe in Education Sept 2022, specifically Part 3”, as well as specific guidance from the National Minimum Standards for Boarding Schools, help to form the basis of school policy. For further information about Kimbolton School's commitment to Safer Recruitment, please visit our Policies page to read our Safe Recruitment Policy at [www.kimbolton.cambs.sch.uk/policies](http://www.kimbolton.cambs.sch.uk/policies).

You will find in this Application Pack further details about this exciting opportunity to join our friendly and enthusiastic staff team. Please refer to the Method of Application for details on how to apply. We look forward to hearing from you.



# Kimbolton Preparatory School

## Head of Music

**Required from January 2024 or April 2024**

### The School

Kimbolton School is fully co-educational (4-18), with both day and boarding pupils, and has a delightful setting in the grounds of Kimbolton Castle. The School combines tradition and innovation in its educational and academic ethos. Kimbolton has high academic standards in terms of GCSE, A Level and university entrance, the result of the motivation and commitment of pupils and teachers alike. There is a forward-looking and highly supportive working environment.

At our Preparatory School, the class sizes are small and our year groups all have at least two classes so children have plenty of scope to establish a broad range of friendships while learning to integrate newcomers with ease. Specialist teaching from the youngest of ages brings an added dimension to learning and our enviable facilities are enhanced through regular access to the first class facilities at the Senior School.

Teaching at Kimbolton offers many opportunities from the academic, super curricular to a vast range of extra-curricular activities. The Common Room enjoys a reputation for its friendly and happy working atmosphere. This post pertains to the Preparatory School (ages 4-11).

Further information about the School can be found on the School website at [www.kimbolton.cambs.sch.uk](http://www.kimbolton.cambs.sch.uk).

### Commitment to Safeguarding

Kimbolton School is dedicated to safeguarding and promoting the welfare of its boarding and day pupils, regardless of age, ability, race, culture, religion, sexuality or class. Safeguarding is integrated into the School ethos. It is the duty of all members of staff including full-time, part-time and volunteers, both teaching and support, to play an active role in ensuring the safety and promoting the welfare of the children in the School's care. Safeguarding is everyone's responsibility.



## The Department

There is a rich and varied curricular and extracurricular music programme at Kimbolton Preparatory School. Extensive opportunities for pupils to enjoy making music and to perform is offered year-round. In addition to high-quality lessons, there is a strong uptake for 1:1 individual tuition; a comprehensive range of ensemble and choir activities are part of the weekly offering; the School has an enviable reputation for the success its pupils achieve in ABRSM examinations.

Music is an integral part of the House competition calendar; there are termly productions and concerts and Prep pupils provide music for key events including Prize Giving and the Prep School's Act of Remembrance. Most notable of all, is the enthusiasm and joy pupils at the Preparatory School have for music. All of the above and more is overseen and led by the current Head of Music.

The Head of Music is supported by a co-teacher with responsibility for teaching some music lessons at the Prep School.

## The role

We are looking for a first-class, charismatic classroom practitioner, who will bring a sense of fun and imagination to the role, a highly motivated individual with a clear ambition and enthusiasm for music. The Head of Music (Preparatory School) will lead an ambitious music programme to stretch and challenge our most talented musicians whilst encouraging musical enjoyment and excellence for all. **The start date can be tailored to ensure we get the best person for the job.**

The successful applicant should have a demonstrable love of music of many different forms, a desire to encourage pupils to perform music and to respond to it with enjoyment. S/he will be an outstanding teacher and musician. S/he will lead by example to motivate and work with others, when implementing initiatives and managing change and will maintain the culture of inclusion within the school community, where all views are valued and considered.

Essential skills include: the direction, conducting and development of choirs; leading and coordinating ensembles, orchestras/bands; experience accompanying and working from the keyboard (excellent keyboard skills are a pre-requisite) and the ability to manage 'set piece' events.

Excellent communication skills are essential, as is the ability to collaborate successfully with a wide range of people and to support and encourage musicians of all abilities. Well-developed organisational and IT skills are expected, along with an understanding that the work of the Head of Music in the Preparatory School is not limited to the hours of the school day.

# Duties and Responsibilities

## Safeguarding:

- Have a commitment to the importance of promoting and safeguarding pupils' welfare.

## Teaching and Learning

- Design and deliver a class music curriculum for Reception through to Year 6. For Year 1-6 this comprises one 50-minute curriculum lesson a week and for Reception, one 25-minute curriculum lesson and an additional 25-minute whole year singing session.
- Teach classes across the Lower Prep (Years Rec–Year 2) and Upper Prep (Years 3 to 6) ensuring progression of learning.
- Deliver effectively structured lessons, maintaining pace, motivation and challenge for all abilities.
- Identify clear learning objectives and specify how they will be taught and assessed.
- Set clear targets, building on prior attainment.
- Promote high personal standards in all pupils in accordance with School policies/procedures.
- Mark work according to departmental and School feedback policy.
- Make well-founded judgements regarding pupil progress and attainment.
- Use a range of assessment tools to determine the next steps for pupils.
- Undertake report writing.
- Act as musical director to musical productions across Lower and Upper Prep. Key productions include Lower Prep nativities and the Year 6 end-of-year production.

## Leadership and Management

- Undertake administrative and organisational tasks related to the post.
- Oversee the delivery of specialist class music teaching, where applicable.
- Assist the Director of Music (Senior School) in the appointment of visiting music teachers (VMTs) and supervise their work in the Prep School on a day-to-day basis.
- Assist the Director of Music in the observation, monitoring and development of VMTs' teaching, as appropriate and required.
- Organise VMTs to write reports.
- Ensure the provision of a suitable range of ensembles, directing as required.
- Play piano for assemblies and lead regular whole school hymn practices.
- Lead 'set piece' events throughout the year e.g. Carol Service, Formal and Informal Concerts, Year 6 production.
- Liaise with the Music Administrator to plan, book and run individual music exams (e.g. ABRSM or Trinity Music exams), rehearsing and accompanying pupils as necessary.
- Organise and run community engagement/partnership events as agreed with the Headmaster.
- Oversee the maintenance of departmental resources/budgets.
- Liaise closely with the Senior School Director of Music for the development of music across both schools.
- Liaise with appropriate supporting departments to organise logistics for musical events.
- Film and upload concerts to the Kimbolton Prep Youtube channel as agreed.

## Curriculum

- Lead the department's curriculum planning, development and innovation.
- Prepare, monitor, evaluate and review departmental schemes of work.
- Conduct a formal annual review and evaluation of departmental policies and the handbook.

- Determine assessment procedures compatible with both school assessment policies.
- Use outcomes of assessments, formative and summative, to improve pupil performance.

### **Staff**

- Motivate, support, advise and encourage the team of Visiting Music Teachers in their participation and development of the work of the Music Department within the Prep School.
- Assist in the appraisal, training and professional development of colleagues as appropriate.
- Attend regular department meetings (Senior/Prep/VMTs) and consult colleagues over departmental business.
- Supervise the efficient and effective delivery of 1:1 music lessons in the Prep School.
- Participate in the appointment of new staff, where appropriate.

### **Professional Development**

- Participate in the school's Professional Development programme.
- Take responsibility for own professional development and set objectives for improvement.
- Participate in mutual lesson observations both within and beyond the department as a part of sharing best practice.
- Research new topic areas and maintain up-to-date subject knowledge.

### **Liaison**

- Liaise with parents about pupil progress (Reports/Assessment Cards/Parent Consultation evenings/Individual music lesson observation).
- Develop positive links with the parent body and the wider community.
- Attend meetings as requested by the Headmaster.
- Ensure effective two-way communication between the department and the SMT.
- Establish and develop links with colleagues in the Senior School to facilitate curricula and extracurricular continuity/opportunity.

### **Extra-Curricular**

- Lead the extracurricular music program of choirs, clubs, and ensembles from Year 1-6. This involves leading many choirs and ensembles as well as coordinating those groups run by Visiting Music Teachers (VMTs).
- Organise, facilitate and take responsibility for musical performances (Concerts/Carol Service/House Singing Competition/End of Year production/Arts Week).
- Liaise with the Music Administrator to facilitate the smooth running of Music Exams in the Prep School each term.
- Support and resource VMTs in delivering extra-curricular activities.
- Provide enrichment opportunities for pupils to participate in and experience music outside the curriculum e.g. theatre/concert trips.

### **Resources**

- Co-ordinate the preparation of the departmental handbook.
- Control departmental finance and teaching resources.
- Oversee the maintenance of departmental stock and financial records.
- Ensure that safe working conditions prevail in accordance with Health and Safety legislation.

## Person Specification

<b>Qualifications</b>
<ul style="list-style-type: none"><li>– A good music degree from a recognised university</li><li>– A recognised, suitable teaching qualification</li><li>– Additional Music or other professional qualifications</li></ul>
<b>Safeguarding</b>
<ul style="list-style-type: none"><li>– conversant with best practice in safeguarding children</li><li>– committed to promoting and safeguarding pupils' welfare</li></ul>
<b>Experience</b>
<ul style="list-style-type: none"><li>– A proven track record of high quality music provision in schools across the 4-11 age range or relevant transferrable experience/expertise</li><li>– High level keyboard/accompanying skills</li><li>– Well-developed ability to sight read music</li><li>– Conducting, directing and developing musical ensembles and choirs in an educational setting</li></ul>
<b>Knowledge and Skills</b>
<ul style="list-style-type: none"><li>– A thorough knowledge of music pedagogy</li><li>– Able to create an exciting, stimulating curriculum relevant to the 4-11 age range</li><li>– The ability to support and encourage musicians of all levels</li><li>– Well-developed organisational and IT skills</li><li>– Ability to conduct/direct choral and vocal ensembles effectively and enjoyably</li><li>– The capacity both to lead and work as a member of a team</li><li>– An exceptional musician, able to inspire pupils of all ages and abilities</li><li>– A firm understanding that the work of the Head of Music in the Preparatory School is not limited to the hours of the school day</li><li>– The ability to promote the school's mission and values effectively and creatively</li><li>– Proven ability to work flexibly within the competing pressures of a busy school environment</li><li>– The desire and ability to promote and develop music across the whole Prep School community</li><li>– Knowledge of and skills in a broad range of musical styles</li><li>– Able to forge excellent links with parents and the wider community</li></ul>
<b>Personal Qualities</b>
<ul style="list-style-type: none"><li>– Integrity, stamina and sound judgement</li><li>– A sense of humour</li><li>– The ability and desire to work with children of a wide ability range</li><li>– The ability to get on with a wide range of people</li><li>– A strong communicator</li><li>– An inspirational, committed and highly effective practitioner, dedicated to achieving the best possible outcome for each child</li></ul>



## Method of Application

Applicants should provide the following:

- A completed **Kimbolton School Application Form** (available on the School website [www.kimbolton.cambs.sch.uk/current-vacancies](http://www.kimbolton.cambs.sch.uk/current-vacancies))
- A **letter of application** addressed to Mr Phil Foley, Prep Headmaster, outlining your reasons for applying and your suitability for the post.
- A Curriculum Vitae (optional)
- Interested parties are welcome to arrange a visit to the school prior to application at either 4.15pm on Thursday 28<sup>th</sup> or 4.15pm on Friday 29<sup>th</sup> September. Should you wish to do this, please email [prephead@kimbolton.cambs.sch.uk](mailto:prephead@kimbolton.cambs.sch.uk) with your preferred date.

Applications should be emailed to [prephead@kimbolton.cambs.sch.uk](mailto:prephead@kimbolton.cambs.sch.uk)

**The closing date for applications is 9.00am on Monday 2<sup>nd</sup> October 2023**

**With interviews scheduled for either Monday 9<sup>th</sup> or Tuesday 10<sup>th</sup> October 2023**

**Kimbolton School is committed to the highest standards of safeguarding and implements a rigorous and robust recruitment process that gathers and evaluates child protection relevant evidence about candidates prior to interview. All appointments are subject to satisfactory completion of an enhanced DBS check and proof of right to work in the UK. All applicants are requested to read the [Safeguarding Policy document](#). Please note that Kimbolton School does not have a sponsored Licence to recruit non UK workers and therefore all candidates are expected to be able to work in the UK.**

## Notes

The post holder is required to operate within school policies and procedures, including Health and Safety.

Kimbolton School is an equal opportunities employer.

Kimbolton School operates a No Smoking/Vaping policy on the Estate.

Under the Guidelines Safeguarding Children: Safer Recruitment and Selection in Education Settings June 2005, Kimbolton School reserves the right to request age-related information from the candidate.

Kimbolton School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post. It is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of certain specified offences, or included on lists of people considered unsuitable for such work held by the Department of Education. It is also an offence for people convicted of such offences to apply for work with young people. The successful candidate is subject to satisfactory completion of an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or final warnings as well as convictions. Further information about the Disclosure scheme can be found at [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service). All employees will be expected to abide by the School's Safeguarding Code of Conduct and will attend Safeguarding training.

A copy of the School's Safeguarding Policy can be found on the website [www.kimbolton.cambs.sch.uk/policies](http://www.kimbolton.cambs.sch.uk/policies)