



Kimbolton School

CAMBRIDGESHIRE



APPLICATION PACK

**Kimbolton Preparatory School
Teacher of Music/Head of Music
Required From September 2024**

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Welcome from the Headmaster



I'm delighted that you're interested in this important new role at Kimbolton School, and I hope this candidate pack answers some of the many questions you will surely have about life here.

Whether you are at the Prep, at one end of the village and our parkland, or the Senior School, at the other, your experience at Kimbolton will be characterised by the same educational ethos: we value character just as much as academic achievement, and we value kindness most of all. To join our school is to enter a friendly and inclusive environment that provides the space and support for children to grow into themselves. Our site is beautiful and safe, with room enough for all our 1,100 pupils to roam, and we are lucky to call Kimbolton Castle and its stunning grounds home.

The most important part of the school is, of course, its people, and you will be welcomed as an old friend by our warm community of pupils and staff. You will find that staff here are well supported and rewarded for their commitment to our pupils, but that what they value most is the camaraderie of supportive colleagues who do not take themselves too seriously.

Kimboltonians are well rounded and have their feet on the ground. They understand the value of hard work, service, and taking failure in their stride. Yet they know how to have fun and they play just as hard as they work - on the sports pitches, on the stage, or just climbing a tree at break time. Their academic results are excellent, too. Our broad curriculum is guided by a desire to see young adults emerge with many strings to their bows and a clear sense of the difference they want to make in the world. Expert staff, who know the pupils as individuals and place their wellbeing first, nurture and challenge them to find their passions and do their personal best.

Kimbolton is, first and foremost, a happy place where every child is valued. I do hope that you will want to join our team.

A handwritten signature in black ink, appearing to read 'Will Chuter', with a long horizontal line extending to the right.

Will Chuter
Headmaster

Recruitment of Staff

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 2023, 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](http://www.kimbolton.cambs.sch.uk/policies) to read our Safe Recruitment Policy at 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

Teacher of Music/Head of Music

Required from September 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

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 are offered year-round. In addition to high-quality class music lessons, there is a strong uptake for 1:1 individual tuition and the School has an enviable reputation for the success its pupils achieve in ABRSM examinations.

Most notable of all is the enthusiasm and joy pupils at the Preparatory School have for music. A comprehensive range of choirs and instrumental ensembles rehearse each week, with termly concerts and productions for pupils to showcase their hard work. Music is also an integral part of the House competition calendar with a very popular Singing competition each autumn, and Prep pupils provide music for key events throughout the year, including Prize Giving and the Prep School's Act of Remembrance.

The Role

We are seeking an outstanding music teacher for our Preparatory School, with a primary focus on delivering exceptional lessons to children aged between 4 and 11 years old. The ideal candidate will demonstrate a passion for music education and possess strong pedagogical skills to engage and inspire young learners.

For candidates exhibiting exceptional talent and leadership qualities, there is an opportunity for consideration for the role of Head of Music at the Prep School. This position entails not only exemplary teaching but also leadership responsibilities, including curriculum development, staff management, and fostering a vibrant musical culture within the school community. The Head of Music position offers the chance to make a broader impact and shape the direction of our music program.

Due to the nature of the role, working hours can fall outside the usual teaching day, including before and after-school commitments, rehearsals and school 'set piece' events.

The successful applicant should have a demonstrable love of music of many different forms, a desire to encourage pupils to perform and to respond enthusiastically and creatively to it. 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 and development of choirs and instrumental ensembles; experience accompanying and working from the keyboard (excellent keyboard skills are a pre-requisite) and the ability to present '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 Years 1 to 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.
- 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 and procedures.
- Mark work according to departmental and School feedback policy.
- Use a range of assessment tools to determine the next steps for pupils.
- Undertake report writing.

Organisation/Administrative Duties

- Undertake administrative and organisational tasks related to the post.
- Supervise on a day-to-day basis the efficient and effective delivery of 1:1 music lessons in the Prep School.
- Liaise with VMTs where required and build the rapport and work collaboratively with them.
- Assist the Director of Music in the observation, monitoring and development of VMTs' teaching, as appropriate and required.
- Assist the Director of Music in the appointment of visiting music teachers (VMTs) and oversee their work in the Prep School on a day-to-day basis.
- Ensure the provision of a suitable range of ensembles, directing as required.
- Play the piano for assemblies and lead regular whole school hymn practices.
- Collaborate with the Director of Music in presenting 'set piece' events throughout the year, such as the Carol Services, Formal and Informal Concerts and the Year 6 production.
- Assist in the organisation of ABRSM exams, rehearsing and accompanying pupils as necessary.
- Oversee the maintenance of departmental resources and budgets at the Prep.
- Liaise closely with the Director of Music regarding the development of music across both the Prep and Senior schools.
- Liaise with appropriate supporting departments to organise logistics for musical events.
- Film and upload concerts to the Kimbolton Prep YouTube channel as and when agreed.

Curriculum

- Contribute to curriculum planning, development and innovation.
- Prepare, monitor, evaluate and review schemes of work.
- Keep abreast of wider curricular developments (including GCSE and A Level).
- Collaborate with the Director of Music to review and evaluate 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

- Work collaboratively with the team of Visiting Music Teachers in their participation and development of the work of the Music Department within the Prep School.
- Attend meetings relevant to the department as required.

Professional Development

- Participate and contribute to 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

- Co-ordinate the extracurricular music programme of choirs, instrumental ensembles and clubs from Year 1 through to Year 6.
- Organise and facilitate musical performances in the Prep School (Concerts / Carol Services / the House Singing Competition / End of Year production / Arts Week activities).
- Provide enrichment opportunities for pupils to participate in and experience music outside the curriculum e.g. theatre / concert trips.

Resources

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

Person Specification

Qualifications

- A good music degree from a recognised university
- A recognised, suitable teaching qualification
- Additional Music or other professional qualifications

Safeguarding

- Conversant with best practice in safeguarding children
- Committed to promoting and safeguarding pupils' welfare

Experience

- A proven track record of high quality music provision in schools across the 4-11 age range or relevant transferrable experience/expertise
- High level keyboard/accompanying skills, including a well-developed ability to sight-read music
- Conducting, directing and developing musical ensembles and choirs in an educational setting

Knowledge and Skills

- A thorough knowledge of music pedagogy
- Able to create an exciting, stimulating curriculum relevant to the 4-11 age range
- The ability to support and encourage musicians of all levels
- Well-developed organisational and IT skills
- Ability to direct choral and instrumental ensembles effectively and enjoyably
- The capacity both to lead and work as a member of a team
- An exceptional musician, able to inspire pupils of all ages and abilities
- A firm understanding that the work of a music teacher in the Preparatory School is not limited to the hours of the school day
- The ability to promote the school's mission and values effectively and creatively
- Proven ability to work flexibly within the competing pressures of a busy school environment
- The desire and ability to promote and develop music across the whole Prep School community
- Knowledge of and skills in a broad range of musical styles
- Able to forge excellent links with parents and the wider community

Personal Qualities

- Integrity, stamina and sound judgement
- A sense of humour
- The ability and desire to work with children of a wide ability range
- The ability to get on with a wide range of people
- A strong communicator
- An inspirational, committed and highly effective practitioner, dedicated to achieving the best possible outcome for each child

Method of Application

Please include specifically if you are applying for the role of Teacher of Music or in addition whether you would like to be considered for the role of Head of Music. Please stipulate this clearly in your application.

Applicants should provide the following:

- A completed **Kimbolton School Application Form** (available on the School website 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 Tuesday 5th March or 4.15pm on Wednesday 6th March. Should you wish to do this, please email prephead@kimbolton.cambs.sch.uk with your preferred date.

Applications should be emailed to: Human Resources, Kimbolton School, Kimbolton, Huntingdon, Cambridgeshire PE28 0EA at recruitment@kimbolton.cambs.sch.uk

The closing date for applications is 9.00am on Tuesday 12th March 2024

With interviews scheduled for either Monday 18th or Tuesday 19th March 2024

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 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. 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