



REIGATE ST MARY'S
PREPARATORY AND CHOIR SCHOOL

IAPS co-educational day school, 3 - 11

Appointment of

**Part Time Music Coordinator and
Teacher of Music (Key Stage 2)
0.4 of an fte**

Required from September 2017



REIGATE ST MARY'S PREPARATORY AND CHOIR SCHOOL

Reigate St Mary's is an independent day school for approximately 350 boys and girls aged from rising 3 years to 11 years. It was formed in 1950 by the merger of the preparatory department of Reigate Grammar School and the choristers of St Mary's Church. In 2003, the school returned to its former status as the nursery and junior department of Reigate Grammar School.

The school is set in 15 acres of beautiful parkland and sports fields in the centre of Reigate, a pleasant market town in Surrey. Proximity to Gatwick airport, the M25 and rail links to London make this a popular area for parents with young families.

Reigate St Mary's is one of a small number of schools with a traditional choir of boys and lay clerks led by the school Head of Choral Music. The RGS Godfrey Searle Choir sings regularly in school and church services, and performs in concerts throughout the UK and Europe, with music from the 15th to the 21st centuries and texts in several languages. The Godfrey Searle Choir Trust offers a choral scholarship to each chorister which can be subsequently transferred to Reigate Grammar School.

The majority of pupils leave the school at age eleven and transfer to Reigate Grammar School, however, a small number each year move on to other senior College schools which have included Box Hill School, Hurstpierpoint College, Worth School and Ardingly College.

The school is non-denominational, but is based on Christian values, and all pupils in the Upper School attend church services twice each week. Music, sport and drama play an important part in the life of the school.

The school buildings consist of the original house (Sunnyside), a Kindergarten and Technology building, and Beech House a 10 classroom building with full sized and equipped sports hall.

Reigate St. Mary's was inspected by the Independent Schools Inspectorate in December 2015 and the judgements were all excellent.

Further details of the school can be found by visiting our website:

www.reigatestmayrs.org

Part Time Music Coordinator and Teacher of Music (Key Stage 2) 0.4 of an fte spread across the week

1. General

Reigate St. Mary's Preparatory and Choir School (RSM) is the junior school of Reigate Grammar School (RGS), a charity and a company limited by guarantee. The two schools are managed separately but are part of the same company under one Board of Governors.

2. Governance and Management

The Head of RSM is given considerable autonomy in the day-to-day running of RSM, but reports to the Head of RGS and the Bursar of RSM reports to the Bursar of RGS regarding major changes of policy, financial matters, staff appointments and disciplinary matters, health and safety.

3. Job Description

- Providing leadership and enthusiasm for this important subject.
- Creating exciting, differentiated music lessons for pupils in Years 4 to 6, delivering one lesson each week for each class within the year groups.
- Ensuring the school Music is compatible with National Curriculum requirements.
- Providing vision and innovation for the development and ongoing improvements within the department.
- Working with the Head of Choral Music to develop the quality of singing throughout the prep school.
- Liaising with the Head of Choral Music regarding choir activities and the sharing of information regarding choristers' progress.
- Preparing pupils for concerts and musicals with the Head of Choral Music where necessary.
- Working with the Head of Choral Music to support hymn practices.
- Running the Senior Choir in conjunction with the Head of Choral Music.
- Overseeing the Junior Choir.
- Line managing the Lower School Music Teacher.
- Facilitate the running of music groups.
- Playing piano for school assemblies.
- Assist with the setting up for morning assemblies.
- Overseeing and maintaining effective systems of assessment, reporting and recording within the music department.
- Monitoring of pupils' progress, giving full regard to SEND.
- Building good working relationships with colleagues within the wider school.
- Working with senior staff and where requested, with colleagues in preparation for assemblies and special events.
- Liaise with senior school Music Department colleagues.
- Managing the budget for the Music Department, liaising with colleagues to keep resources up to date.
- Liaising with the Deputy Head with regard to appropriate INSET for staff within the Music Department, where appropriate.
- Producing, maintaining and updating the department handbook, policy document and web page for music in an advisory capacity.
- To liaise with the SLT regarding potential scholars, in advance of meetings with parents.
- Overseeing the peripatetic instrumental lesson provision.
- Being the liaison between the peripatetic teachers and school staff.
- Ensuring peripatetic teachers are kept up-to-date with school policy and term events.

General Responsibilities

- To produce planning before the start of each term and resubmit amended planning at the end of term in accordance with school policy.
- To complete and submit assessments termly in accordance with school policy.
- To be vigilant for possible SEND, liaising with the SENCO in line with the school policy, where necessary.
- To familiarise yourself with ISP's for pupils with SEND and apply necessary strategies to support.
- To assess, record and report on children's progress and attainment in line with school policy.
- To create and maintain a disciplined, safe, tidy and stimulating visual classroom environment.
- To undertake personal in-service training appropriate for primary Music and for personal professional development.
- To prepare for and attend parent consultation evenings as required.
- To attend staff meetings and any meeting that directly relates to Key Stage 2 or a relevant aspect of school life.
- To supervise lunch sessions and other break duties as timetabled proportionate to contract.
- To participate in any other duties that relate to the well-being of the class at the Headmaster's discretion.
- To cover lessons in the absence of colleagues, as part of a rota.
- To plan and accompany groups on outings during term time, at the Headmaster's request.
- To be vigilant for any changes in behaviour or demeanour that might indicate bullying or abuse.

Parents

- Communicating effectively with parents regarding pupil's progress in music.
- Providing parents with an overview of the subject area curriculum and assessment procedures.
- Write reports as per school policy.

General

- Uphold the Headmaster's core values.
- Support the Head in promoting the school's Christian ethos.
- Be a role model and insist upon good manners and courtesy.
- Assist the Head by preparing for Open Mornings, public events and marketing the school where requested.
- Assisting the Head/Deputy Head in other areas, in times of pressure/staff absences.

4. The Person

The successful candidate will have, or be able to demonstrate, the majority of the following:

Qualifications/skills

- educated to degree level, with primary/prep school teaching experience and teaching qualifications;
- good communication skills;
- good IT skills.

Qualities

- warmth and sensitivity, enthusiasm, efficiency, flexibility, a sense of humour, ability to work under pressure;
- the ability to work as part of a team;
- the desire to deliver best practice;
- high expectations and standards.

Personal

- the ability to provide support, care and education of a consistently high standard;
- in sympathy with the school's Christian ethos;
- a willingness to take part in the broader life of the school.

Above all, the successful candidate must be highly motivated and passionate about learning for each and every child.

The Senior Management Team have a strong vision and a commitment to deliver outstanding provision, so a desire to be part of the team involved in driving forward the exciting plans we have is essential.

Although a day school, occasional activities happen in the evenings and at weekends, and the successful candidate will be expected to attend some of these events.

5. Terms and Conditions

All teaching staff are automatically members of the pension scheme run by the Teachers' Pensions Agency, which is transferable between all UK schools. Lunches are provided free of charge during term time.

6. Child Protection

Reigate Grammar School and Reigate St. Mary's are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. All applicants should read the school's Child Safeguarding Policy, Safeguarding Children, Protecting Staff Policy and Keeping Children Safe in Education Document, which are available on the Reigate Grammar School and Reigate St Mary's websites (www.reigategrammar.org or www.reigatestmarys.org), and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. Enhanced disclosures from the Disclosure & Barring Service will be sought on all successful applicants. Full details are given on the application form.

7. Applications

Applicants are asked to complete the enclosed Application Form and Supplementary Information Form (which are also available on the school website) and send it with a supporting statement to the Human Resources Manager, Reigate Grammar School, by **Friday 2 June 2017**. Please do not send separate curriculum vitae.

Short-listed candidates will be invited for interview, at which they will be asked to teach a lesson. Interviews with senior staff will explore each candidate's ability to perform the duties of the post, subject knowledge, ability to relate appropriately to pupils and colleagues, organisational and pastoral skills, and willingness to contribute to the school community.

Applications should be addressed to the Headmaster and sent (by letter or by e-mail) to the address below.

Mrs Dawn Holmes
Human Resources Manager
Reigate Grammar School
Reigate Road
Reigate
RH2 0QS

Tel: 01737 222231
Fax: 01737 217005
e-mail: hr@reigategrammar.org

Reigate Grammar School is an equal opportunities employer and welcomes applications from appropriately qualified persons regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment.