



# SAINT FELIX SCHOOL

## SOUTHWOLD

### Director of Music



To apply, please send the completed application form, a copy of your CV and a covering letter addressed to Mr James Harrison, Headmaster.

Please email your application to Mrs Cat Tansley

(PA to the Headmaster)  
[ctansley@stfelix.co.uk](mailto:ctansley@stfelix.co.uk)

[www.stfelix.co.uk](http://www.stfelix.co.uk)

# Saint Felix School

## Southwold

Saint Felix School, Southwold has been providing educational excellence for over 120 years to children from Suffolk, Norfolk and further afield. Set in 75 glorious acres on the Suffolk coast, just minutes from the sea, this co-educational independent school caters for boarders and day pupils from the ages of 2 to 19 including international students from around the world.

There are approximately 300 pupils with roughly 80 in our three Boarding Houses.

Academic excellence is central to life at Saint Felix School and we encourage all pupils to aspire to the highest possible standards and to exceed their expectations. Our success is demonstrated by impressive examination results at GCSE and A Level. The vast majority of our leavers go on to Higher Education.

The school adopts a non-selective entry policy which seeks to provide an environment where all pupils will thrive academically. It emphasises continuity of education through to 16+. We believe in a holistic education that exposes pupils to a wide range of experiences and opportunities. We also aim to attract pupils from a diverse range of backgrounds.

We place great emphasis on the value of Sport, Music and the Arts for the teamwork, self-motivation and discipline they instil, and encourage pupils to explore their individual talents. Boarding is at the heart of the school and all full-time members of staff are expected to contribute to the wider life of the school through involvement in the tutoring system and in activities outside the classroom.



SAINT FELIX SCHOOL  
SOUTHWOLD

Southwold, Suffolk IP18 6SD

T: +44 (0) 1502 722175 e-mail: [schooladmin@stfelix.co.uk](mailto:schooladmin@stfelix.co.uk) [www.stfelix.co.uk](http://www.stfelix.co.uk)



## Felix Quia Fortis

### Mission Statement:

Saint Felix School offers its pupils and students an opportunity to discover and develop their full potential in terms of academic, sporting and creative achievement through a broad and balanced curriculum, through high quality teaching and learning and through supportive pastoral care.

Education at Saint Felix is individualised as much as is possible. The school aims to produce distinctive characters who are aware of their privileged position in receiving education and look to live their lives through action rather than just word.

Saint Felix pupils speak confidently and understand the art of listening. They make positive human relationships but embrace technology and change.

# The Role of the Director of Music



**We are looking for a talented and inspirational musician to provide clear guidance, leadership and overall management of the Music Department, ensuring the delivery of high standards of teaching and the curriculum is managed and developed in accordance with school policy.**

- To lead the provision of a rich and varied programme of extra-curricular music, managing the music staff and peripatetic staff
- To ensure a successful annual programme of music and performances, working with the Head of Drama, to encourage excellence and participation in concerts, performances, activities and trips. These include annual carol concerts, House Shout and other productions
- To be responsible for all aspects of peripatetic music lessons and provision
- To be responsible for participation and excellence in choir, orchestra, bands and ensembles
- To analyse attainment data of students, identifying areas for improvement and implementing intervention programmes as appropriate
- To monitor and review the quality of teaching within the Department, providing guidance and support as necessary
- Ensure the whole school Music curriculum covers the full range of appropriate and relevant knowledge, understanding and skills enabling all pupils to succeed
- Evaluate and develop the department to ensure effective progression and success in public examinations

Teachers are responsible to the Head(s) of Department(s) in which they are teaching. They are also responsible to a range of other people in their pastoral and extra-curricular roles and in their other professional duties.

## Line Management

<b>Reports to:</b>	Headmaster, Deputy Head
<b>Key Interfaces:</b>	Heads of Department
<b>Staff Reports:</b>	Music staff, Peripatetic Staff

# Job Description and Person Specification for

## Director of Music

### The successful candidate for this post will

#### Key areas of responsibility:

##### Teaching

- To deliver teaching from Pre-Prep to Sixth Form, including GCSE and A-Level
- To have up-to-date knowledge of, arrange and prepare pupils for instrumental and school examinations as appropriate
- To contribute to departmental schemes of work
- Update records of attendance and achievement and progress of all pupils, including formative and summative assessment.
- To ensure appropriate course material is available for pupils
- To ensure individual needs are met and monitor teaching and learning activities, making sure they meet the needs of pupils
- Identify and teach study skills that will develop a pupil's ability to work independently through encouragement and stretching targets
- Prepare and evaluate the annual Music Department Development Plan and ensure that School policies and strategies are embedded in the departmental schemes of work

##### Assessment and Reporting

- To be the first point of contact for parents regarding the Music Department
- Have a good understanding of learning needs and the importance of raising achievement for all pupils individually
- Manage our tracking system to ensure accurate and appropriate feedback is given to the pupils and parents
- Collect and interpret assessment data and ensure each individual pupil has clear guidance
- Maintain and enhance systems for identifying, assessing and reviewing Music teaching
- Update the Deputy Head on the effectiveness of the provision of Music for all
- Work with the Deputy Head and Learning Support staff to monitor and support alternative assessment arrangements
- Keep parents and guardians informed of their child's progress through reports, Parents' Meetings and communication

##### Strategic Development and Planning:

- Prepare and evaluate the annual Music Department Development Plan
- Ensure that School policies and strategies are embedded in the departmental schemes of work
- Keep up to date with developments in the department's subject areas and education in general to ensure that best practice is adopted within the department

##### Professional Development

- To take a full and committed role in your own professional development, acting as a role model to others
- Develop links with other professionals, agencies, governors and local schools
- Responsible for self-evaluation and strategic development

##### Staff Meetings

- To attend staff departmental meetings and other meetings as required
- To attend INSET meetings and courses as required, ensuring all staff are aware of any changes
- To work as part of a subject team

##### Marketing

- To assist Marketing and positive promotion of the school
- Actively promote music within the school community to engage pupils
- Contribute to the positive promotion and marketing of the school in the local and wider community
- To co-ordinate the running of the Carol Service and all musical events throughout the year, and liaise with other teaching and support staff
- To lead music for Chapel services and assemblies from Pre-Prep to Sixth Form

##### Pastoral Care

- To liaise with the SLT, SENDCo and Headmaster as appropriate on pastoral matters
- Responsible for pupil wellbeing and their social, moral, spiritual and cultural development



# Expectations, Safeguarding and Aims at Saint Felix School

## Expectations

- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact. You must be aware of and adhere to:
  - all school safeguarding related policies and regulatory requirements;
  - the Employee Handbook (Including the Staff Code of Conduct) and any other school policies relating to the role
- To operate at all times within the stated policies and practices of the school
- To establish effective working relationships and set a good example through their presentation and personal and professional conduct
- To ensure any safety regulations are observed, passed on and recorded
- To contribute to the corporate life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school
- Ensure the values of participation, partnership, sustainability, social responsibility, cost effectiveness, transparency and accountability are reflected in your work
- Undertake any other responsibilities as may reasonably be required from time to time

***The above is an indication of the requirements of the post and is not meant to be inclusive or exhaustive. Any role that needs reasonably to be undertaken should also be undertaken whether or not included in the above.***

## Safeguarding

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. 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, he/she must report any concerns to the Designated Safeguarding Lead.



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## 'Learning Through Life'

Our aim is to develop the range and breadth of every child. We provide a broad syllabus and ensure that all children achieve a high standard of work across the curriculum. Children at Saint Felix develop self-confidence and self-esteem in a caring and happy environment. All of our pupils represent the school at sport, they all sing in the Choir, they all perform in concerts and all pupils have a role in the annual Preparatory Department productions.

We try to instil a sense of individual pride in all school and personal activities.

*Thank you for taking the time to read this application pack.*

## Person Specification

Attributes	Essential	Desirable	Evidence
Qualifications	<p>Good relevant degree in the subject to be taught</p> <p>Qualified Teacher Status</p> <p>Recent and appropriate professional development</p>	<p>Other recognised music teaching qualifications</p> <p>Undertaken middle leadership training</p>	<p>Application form</p> <p>References</p> <p>Interview</p>
Knowledge and skills	<p>Excellent practitioner with the ability to lead the department and to teach Music, including theory, to a very high standard at KS3, KS4 and KS5</p> <p>A minimum of 3 years teaching experience</p> <p>Recent experience of leading performance groups in an educational context</p> <p>Experience of impacting at KS3, KS4 &amp; 5 on student achievement and raising standards</p>	<p>Willingness to develop new courses in line with the needs and aspirations of our students</p> <p>Active contribution to school improvement</p>	<p>Application form</p> <p>References</p> <p>Interview</p>
Leadership and Management	<p>Ability to lead and manage staff and students</p> <p>Ability to actively seek out and develop new opportunities for students to experience music</p> <p>Ability to collaborate and work with others</p> <p>Commitment to extra-curricular music groups and musical experience</p>		<p>Application form</p> <p>Reference</p> <p>Interview</p>
<b>Attributes</b>	<p>The ability to multi-task in a complex and demanding environment</p> <p>The ability to build and maintain highly effective working relationships with a range of people (both internally and externally)</p> <p>Strong attention to detail, and excellent time management skills</p> <p>A commitment to team-work and working in a collegiate manner</p> <p>Enthusiastic, diplomatic and calm under pressure</p> <p>Ability to develop creative ideas and transform them into practical reality</p>		<p>Application</p> <p>Interview</p>
<b>Other</b>	<p>There is an expectation that there will be occasional out of hours travel and attendance at external/internal events</p>		