



LOWER, UPPER PREPARATORY & SENIOR DEPARTMENT

Director of Music; Form Teacher

Name: TBC

School Background

KHS is an independent day school for approximately 250 pupils up to GCSE. A move to co-education commenced in September 2021. Founded in 1899, the school is situated in a leafy suburb of Epsom within easy reach of public transport links. In 2016, the decision was taken by governors to extend educational provision at Kingswood House up to 16+. Importantly, a precedent has been set for the school to be bold and embrace change. We are proud to be shortlisted for a prestigious Independent School of the Year Award 2022 for social mobility which offers a credible insight into our culture and philosophy.

Furthermore, the school has cultivated a special niche by having a well-resourced and knowledgeable Study Centre onsite, which offers outstanding support for children SEND. As such, Kingswood House aims to fill a tangible gap in the Surrey and London market by presenting itself as a smaller, supportive environment with excellent pastoral care and emphasis on family values - that may suit many pupils for whom a big, competitive school might be the wrong fit.

The school's strapline is "A Preparation for Life" and we offer a pioneering life skills programme and emphasis on learning beyond the classroom. Ultimately, we aim to challenge, nurture and inspire young people to succeed in a global community.

KHS is an equal opportunities employer and sets out to be caring and reasonable in its approach to all staff; it values its staff and believes in

the right of every employee to have access to professional development and a robust performance management programme.

KHS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Skills Required

Getting the job done: on time and in a warm and professional manner; remaining calm in a crisis, monitoring the quality of service provided and acting on it as necessary; evaluating options and showing good judgment to achieve the best outcome and to convey a first class impression of the School at all times.

Showing resourcefulness: manages own time effectively and able to prioritise work and meet deadlines; has excellent ICT and interpersonal skills; observing confidentiality as required; able to manage information effectively, ensuring that this is up-to-date and discharged appropriately, able to manage the postal system efficiently and to follow procedures and recommend improvements when they arise.

Takes personal responsibility: for own work; is adaptable, flexible, responsive and reliable and able to work with little supervision but seeks guidance where necessary; raising awareness on issues and keeping people informed; not a 9-5 worker but able to be flexible as the need of the job demands in a busy working environment.

Works well with other people: able to deal equally professionally, politely and efficiently with pupils, parents, colleagues, peripatetic staff and other visitors to the School; is a good team member developing sound working relations with colleagues, supporting, advising and willingly sharing information and expertise; able to receive instruction and self-appraise as needed

Communicates clearly and well: and sensitively to a range of different people face to face, on the telephone or electronically; able to listen carefully, advise professionally; respond to feedback and keep accurate and clear written records; able to work with consistency and empathy in support of the aims and ethos of Kingswood House and undertake any reasonable request from the Headmaster to help achieve this objective

Specific responsibilities:

N.B. This is a flexible working document and should not be considered exhaustive.

- Play a positive role in the implementation of the School Development Plan or in any action plans as a result of an internal or external audit or inspection
- Have academic and pastoral responsibility for a form, supporting colleagues and working in liaison with the Director of Studies and Deputy Head respectively, to ensure that each child achieves their potential
- Monitor, develop and review curricular policy for the department with the Head of Department and Director of Studies
- Monitor, develop and review pastoral policy for a form with the Divisional Head and Deputy Head
- Devise, with the support of the Senior Leadership Team, a suitably challenging and innovative programme of curricular and co-curricular provision across the department to help each child learn important life skills
- Support the marketing strategy for the school by attendance at school events, occasionally outside normal working hours, as well as assisting with the general recruitment and retention of pupils as required
- Have day to day responsibility for planning and management of the administrative events for your subject classes
- Expedite excellent channels of communication with all stakeholders
- Manage, with care, any relevant budgets
- Arrange, with the support of the Head of Department, relevant information evenings and events pertaining to your subject for GCSE options or tertiary education
- Assist with organisation so that each member of staff in the department has a clear understanding of their role and duties and organise accordingly
- Teach collegiately in pursuit of all round excellence for the pupils

- Work with empathy, good humour and consummate professionalism to be a good role model for the children, and to uphold the reputation of the school, at all times
- Undertake any reasonable additional task in respect of the needs of the school at the request of the Headmaster

Specific teaching responsibilities:

- Effectively support the development of the Music Department throughout the school and inspire pupils and staff with strong subject knowledge and a passion for learning
- Help to engender the successful implementation of the curriculum in Music throughout the school and propagate a love of learning in the pupils for the subject
- Oversee the music lesson timetable and all aspects of communication, including recruitment, for peripatetic teaching staff in the department
- Expedite excellent communication with parents in respect of music lessons
- Liaise with the Bursary in respect of fees and charges for music lessons on an annual basis
- Provide suitable opportunities across the age and ability range, such as competitions and trips, to ensure children develop an avid musical interest
- Keep abreast of suitable CPD opportunities in order to establish an exemplar of best practice
- Liaise with the Study Centre and GTi co-ordinator to ensure schemes of work are carefully differentiated to reflect both SEN and GTi needs
- Readily support all teaching staff in the department and assist in the choice of reading and learning material
- Inspire pupils and staff with strong subject knowledge and passion in its delivery
- Help pupils to understand and practise independent learning
- Expedite excellent short, medium and long term planning
- Undertake all aspects of appraisal and peer observations annually
- Attend INSET, departmental and staff meetings, as required

- Organise half-termly 'tea-time' music informal concerts
- Arrange a House Music and House Singing competition
- Co-ordinate a successful Prep School Music Day at KHS each year
- Organise hymn practice and accompany a hymn for assemblies
- Teach Music and keyboard skills across the age and ability range
- Encourage pupils to enjoy singing and to appreciate the work of famous composers
- Develop listening skills; teach basic notation, use of time and rhythm
- Form and develop a musical ensemble (orchestra, jazz band, wind band dependent on pupils available and instruments played) and encourage them to play, compose and improvise for their own pleasure, thus enabling them ultimately to perform in public
- Maintain and keep in good condition all the musical instruments and associated equipment in the Music Suite and keep the Music Suite tidy and secure
- Arrange, inspire and train a school choir and other choral groups or splinter groups, such as the Kingswood Singers
- Encourage regular performances in assembly by pupils playing solo instruments
- Play at any time when the services of an accompanist are required: ie Speech Day, The Arts Festival, Church Services et alia
- Contribute significantly to the drama productions in the School
- Liaise with the Head of Drama with regard to rehearsals and performances when working on a musical production
- Organise visits to concerts or book visiting musicians to give pupils experience of a wide variety of musical styles
- Run an extra-curricular club – either related to music or not – in consultation with the Clubs Co-ordinator

Other curricular & co-curricular responsibilities:

- Have responsibility for whole school displays; be active in the putting up and changing of displays throughout the school- areas not limited to but including the Reception Area, Langlands and the stairways. Encourage and assist teachers with classroom displays, as required.
- Contribute meaningfully to the preparation and delivery of any form of internal or external assessment as required
- Participate in the co-curricular programme, specifically with opportunities for creative music across the age and ability range
- Engage meaningfully with the House system
- Be responsible for the registration each morning of a designated year group and oversee their academic, pastoral and social development and be the first port of call for their parents, feeder schools, Study Centre staff or any other interested parties
- Provide edited and informative written reports as required and prepare thoroughly for parents' evenings
- Show commitment in the support of day and residential trips and take the lead in those for your subject area
- Arrange the classroom in a way that is conducive to an effective learning process, resulting in a well-ordered stimulating and attractive environment
- Have appropriate equipment and learning resources available, grouped and stored in such a way that ensures their accessibility to children
- Organise children appropriately in class; planning patterns of working in such a way that it is likely to increase their independence and efficiency
- Ensure that children are given opportunities of group work - i.e. they work together at a specific task which facilitates interactive learning, the sharing of ideas with the need to arrive at conclusions
- Enable children to develop skills and concepts in all aspects of the curriculum within integrated learning situations as and when appropriate, matched to age, aptitude and ability
- Mark academic work carefully and promptly, in keeping with the school marking policy, to ensure clear feedback and positive reinforcement

- Encourage children to value themselves and others both inside and outside the classroom
- Have working displays, which reflect the tasks in hand, presented in a variety of forms
- Display and regularly change children's work to show best practice
- Ensure that attention is given to the readiness of the classroom at the beginning of the school day and the tidiness of the classroom at the end of the day
- Be aware of any signs of stress, emotional imbalance or learning difficulties and keep the appropriate people informed over these concerns
- Ensure that each child is working to the best of their ability, is well disciplined, well mannered, considerate and happy

Agreed by..... Date.....

NB: Please read carefully the appendix to your contract which outlines your professional duties.