



ST MARY'S SCHOOL ASCOT

APPOINTMENT OF A DIRECTOR OF MUSIC

WELCOME TO ST MARY'S SCHOOL ASCOT

Welcome



Thank you for taking an interest in joining us at St Mary's School Ascot. Ours is a warm and caring community where we are passionate about bringing out the full potential of each of our 390 pupils. We are proud of the strength of our academic achievements and work tirelessly to build on our tradition of excellence both in and out of the classroom. As a full boarding school, we offer a wealth of co-curricular opportunities, meaning that life at St Mary's is vibrant, exciting and always good fun.

St Mary's offers a stimulating and fulfilling working environment. Our staff are talented, friendly, and absolutely dedicated to the work they do. They enjoy supporting each other, and take pride in helping us to provide the very best all-round education for the pupils in our care.

We know that the successful candidate will love working here. We look forward to hearing from you.

Mrs Danuta Staunton
Headmistress



THE VISION AND ETHOS OF OUR SCHOOL

The school's Vision is to provide a modern and holistic Catholic education of outstanding quality for young women to inspire and empower them to play their full part in the global community.

The school's Ethos to realise this Vision is:

- **Nurturing** in each pupil a sense of their own worth and talents by fostering their intellectual, spiritual and personal development.
- **Developing** in each pupil a love of learning and independent thought through a rigorous academic education.
- **Promoting** a strong sense of personal responsibility, kindness, cooperation and social justice founded in respect for the diverse needs of others in a global community.
- **Encouraging** each pupil to enjoy the full sacramental life and spiritual richness of the Catholic Church.
- **Fostering** a partnership between parents, school and the wider community.
- **Inspiring** in each pupil the confidence to collaborate and to lead through an enriching and fulfilling boarding experience.
- **Following** in the spirit of Mary Ward who cherished 'freedom of spirit, sincerity, and a cheerful disposition'.



OUR KEY FEATURES

The Board of Governors defines the school through five features:

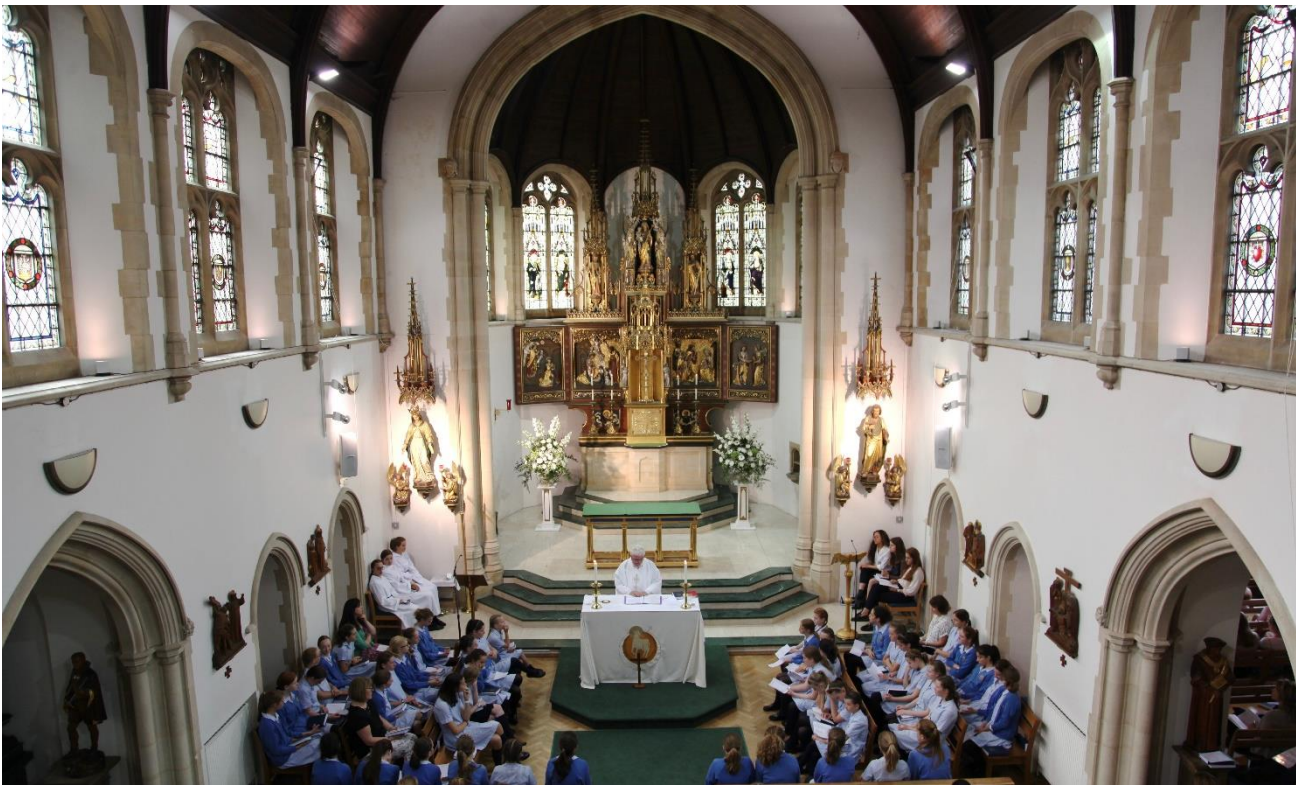
A Roman Catholic school. Over 97% of pupils and over 50% of staff are Roman Catholic. We have a full-time resident Catholic chaplain.

A girls' school. St Mary's puts the interest of girls first, allowing them to reach their full potential in all that they choose to do.

A full boarding school. Over 95% of our pupils are full termly boarders and the rest are day boarders. All staff contribute to the boarding life of the school.

A relatively small school. We are proud to be a small school which enables us to provide first class individual education and pastoral care to all our pupils.

An academic school. St Mary's has a strong record of academic excellence. There are over 120 pupils in the Sixth Form all following A Level courses, and all are supported in their journeys into higher education, including Oxbridge.



ABOUT THE SCHOOL

St Mary's is a leading Roman Catholic girls' boarding school set in 55 acres of beautiful grounds in the Berkshire countryside, a 45 minute journey from London, and a 20 minute walk from Ascot train station. The school was founded in 1885 by the Institute of the Blessed Virgin Mary, drawing on the inspiration of the Institute's foundress, Mary Ward, who dedicated her life to promoting girls' education across Europe in the 17th century. Mary Ward's belief, that 'women in time will come to do much', infuses the very fabric of St Mary's to this day.

St Mary's is a boarding school, with only a handful of day pupils who live nearby. The majority of our intake is at Years 7 and 9. Very few girls leave at the end of Year 11. The girls follow a full and challenging academic curriculum throughout the school day. In the afternoons and evenings and on weekends, they take advantage of a vast range of activities, including visiting speakers, academic support sessions, clubs and societies, sport and trips.

The school continues to invest in the development of first class facilities. These include a state-of-the-art performing arts centre, a purpose-built sports complex and all-weather athletics track, two libraries, a new pupil refectory, and most recently a sixth form boarding complex.

The Headmistress is a member of HMC (Headmasters' and Headmistresses' Conference), the GSA (Girls Schools Association), CISC (Catholic Independent Schools Conference) and the BSA (Boarding Schools Association).

For more information about the school, please visit our website: www.st-marys-ascot.co.uk



ABOUT THE ROLE



St Mary's is seeking to appoint a full-time Director of Music for September 2025. This is an exciting opportunity for an inspiring and visionary teacher to take on the pivotal role of Director of Music. The successful candidate will work collaboratively with the Head of Academic Music to foster a love of music across the school, supporting pupils of all abilities in developing their musical talents. The ideal candidate will bring a mix of musical expertise, strong leadership skills and a passion for inspiring young people to ensure they have the opportunity to enjoy music in an aspirational and inspirational environment. The Director of Music will be responsible for organising, developing and leading an outstanding provision of co-curricular music within the School.

THE MUSIC DEPARTMENT

The department consists of five members of staff housed in a purpose-built Music complex. Music is taught up to and including GCSE and A Level. There is a flourishing co-curricular programme of ensembles, concerts, services and competitions, with the school's beautiful chapel at the heart of music making. In addition to providing music for weekly services, we expect our auditioned choir 'Campion' to frequently tour abroad to perform in prestigious venues throughout Europe. Our instrumentalists take part in the school's orchestra, jazz band, string groups, session bands and a variety of chamber ensembles, with soloists winning prestigious competitions and gaining places in junior music conservatoires and national youth ensembles. The department frequently leads trips to concerts in London and further afield.

From September 2025, the department will follow the AQA specifications for GCSE and A Level.

PERSON SPECIFICATION

The successful candidate will be a well-qualified and experienced teacher of Music to A level with strong leadership skills. They will have a real enthusiasm for Music and the ability to communicate their love of the subject to their pupils. Experience of leading vocal and/or instrumental ensembles is essential. Strong keyboard skills and a knowledge of Sibelius and GarageBand would be advantageous. The successful



candidate must be able to work well within a team and should be keen to make good use of ICT within lessons. We are seeking a dynamic person with vision, warmth and sound judgement.

The Line Manager for the Director of Music is the Deputy Head Co-Curricular.

RESPONSIBILITIES

The responsibilities of the role include but are not limited to the following:

Co-Curricular

- Develop and manage an outstanding choral and instrumental co-curricular programme which supports the aspirations of all pupils;
- Plan, organise and deliver a programme of concerts and events which showcases musical talents and supports musical growth at all levels and includes a broad range of repertoire;
- Oversee the progress and development of the Music Scholars;
- Plan and prepare the liturgy for Mass, working in partnership with the School's Chaplain, and conduct the choir at Mass on Sundays;
- Lead whole-school hymn practices, promoting strong and enthusiastic congregational singing;
- Lead and conduct choral and instrumental ensembles depending on expertise;
- Oversee the timetabling, staffing and registration of peripatetic music lessons alongside the Music Administrator;
- Be responsible for ABRSM and Trinity Guildhall exam entries and accompanists;
- Oversee music practice and encourage regular pupil attendance;
- Co-ordinate the annual House Music competitions, supporting the Houses in their preparation and rehearsal;
- Work alongside the Director of Drama to produce an annual school musical;
- Organise day and residential trips to enrich pupils' musical experience both as performers and as an audience, including choir tours abroad;
- Seek out appropriate external programmes and competitions to support and encourage our most able musicians;
- Work alongside the Senior Deputy and Deputy Head Co-Curricular to ensure the termly music programme is planned, diarised and communicated effectively;
- Encourage pupils to aspire to music related careers;
- Ensure all required licences are in place for the production and performance of music at school;
- Oversee the quality of co-curricular reports produced by the Music Department;
- Develop mutually beneficial links with other schools, music conservatoires and universities;
- Develop outreach opportunities, taking St Mary's music into the local community;
- Organise enrichment activities alongside the Head of Academic Music, such as external speakers, musicians and concerts which enhance the Music curriculum.

Teaching and Curriculum

- Plan and deliver excellent lessons across KS3, GCSE and A Level schemes of work, exhibiting a genuine enthusiasm for the subject;
- Support the Head of Academic Music in the preparation and development of schemes of work to ensure pupils can access a broad curriculum;
- Ensure lessons cater for pupils of all abilities, including those with special educational needs or those who are able, gifted and/or talented;
- Ensure work is marked and assessed regularly in line with the whole school policy;



- Promote ICT as a learning tool throughout the department, and keep up-to-date with developing the use of ICT in the classroom;
- Support Sixth Form enrichment provision, including EPQ or elective programmes, as reasonably required;
- Prepare pupils for university courses of study, including Oxbridge, and take responsibility for overseeing Choral Award and Organ Scholarship preparation;
- Liaise with the SendCo as appropriate, ensuring that the delivery of co-curricular music supports pupils with SEND;
- Work with the Head of Academic Music to mark and moderate NEA submissions and internal exams.

Leadership and Management

- Induct new members of staff into the department alongside the Head of Academic Music;
- Manage the Music Department's budget alongside the Head of Academic Music;
- Line manage the Music Administrator and Music Assistant;
- Alongside the Head of Academic Music, contribute to the production of the Music Department handbook, the annual development plan and the departmental review;
- Organise and chair regular departmental meetings along with the Head of Academic Music, providing an agenda beforehand and minutes circulated afterwards;
- Be responsible for Health and Safety within the department including organising the necessary Health and Safety audits for the department and updating risk assessments for concerts and events;
- Work with the Head of Academic Music in the appraisal process for teaching staff in the music department;
- Maintain an attractive and well-ordered environment.

Additional Duties

- Work with the Admissions department and Head of Academic Music to oversee the process and auditioning for music scholarships and 16+ entrance interviews;
- Attend relevant courses in the interest of staff development;
- Assess and report on pupils' academic and co-curricular progress according to the school's systems and policies, adhering to deadlines;
- Be a tutor;
- Attend relevant parent-teacher meetings;
- Attend all Open Mornings for prospective parents and pupils and prepare any concert as required;
- Attend any school functions or training as required by the Headmistress.

Other duties:

This job description sets out the main duties of a teacher. No job description can be fully comprehensive and the Director of Music will be required to support the Headmistress in any work reasonably required to support the operation of the school. All full-time teachers are required to be a tutor and to be a member of one of the Houses. All part-time teachers are required to be an assistant tutor and to be a member of one of the Houses.



WORKING AT ST MARY'S

A Catholic school. Nearly all pupils and about 50% of the staff are Roman Catholic. It is not a requirement of this post that applicants should be Catholic but all staff at the school are expected to be sympathetic to the religious and boarding character of the school.

Full-Time/Part-Time. This is a full-time appointment.

Accommodation. The post holder is not required to be resident on site and accommodation is not offered with this role.

Salary. The salary for this role will be paid in accordance with the St Mary's Pay Scale. All teaching staff enjoy an additional St Mary's Allowance which in 2024/25 is £5,680 per annum which reflects the additional commitment required of teaching staff in a full boarding school.

Working Days and Hours. The Director of Music will be required to work Monday to Friday, with additional responsibilities on Sundays to lead the school Mass. Exeat weekends take place every two to three weeks; Sunday Mass does not take place on exeat weekends. To balance the Sunday commitment, time off will be arranged flexibly during the week. During certain weeks, additional time will be required for rehearsals and performances of school musicals. Flexibility is essential in this role due to the nature of the responsibilities. The Director of Music will be expected to adjust hours as necessary to lead concerts, events and other special performances ensuring they can fully support the musical life of the school.

The school day begins at 8.10 am and lessons finish at 4.30 pm. All teachers are expected to do an evening duty twice per term and to undertake one day of weekend duties on six weekends per year. There are no lessons on Saturday mornings at St Mary's.

Additional Days. All newly appointed teachers are required to attend one day of new staff INSET and all teachers are required to attend a further six full days of INSET per year which are currently scheduled in the week before the start of each term. All teachers are required to attend the school's annual Open Day which currently takes place on a Saturday during the summer term.

Holidays. Holidays must be taken during the school holidays and must not clash with INSET.

Probationary Period. The first year of employment is a probationary period during which the notice period by both the post holder and the school is two months.

Notice Period. Following the successful completion of probationary period, the notice to terminate employment by either side will be one full term.

Meals. Teachers are currently able to enjoy lunch and, for staff on duty, a supper meal in the staff refectory. This privilege is currently provided free of charge but this is kept under review and the school reserves the right to change the arrangement.



HOW TO APPLY

A short letter of application addressed to the Headmistress, Mrs Danuta Staunton, a completed application form and the names, addresses and telephone numbers of three referees (including the current or latest employer) should be sent to recruitment@st-marys-ascot.co.uk by the closing date of **9am on Monday 2nd December 2024**. First and second interviews will be held on Wednesday 4th and Friday 6th December 2024.

St Mary's School Ascot is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.





ST MARY'S SCHOOL ASCOT

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