



ST MARY'S SCHOOL ASCOT

APPOINTMENT OF A DEPUTY DIRECTOR OF MUSIC

WELCOME TO ST MARY'S SCHOOL ASCOT



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 Deputy Director of Music for September 2025. This is an exciting opportunity for an inspiring and well qualified teacher of Music who aspires to a Director of Music role in the future.

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 mass and other services within the school calendar, 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.

PERSON SPECIFICATION

The successful candidate will be a well-qualified teacher of Music with experience of teaching GCSE and A Level specifications. They will have a real enthusiasm for music and the ability to communicate their love of music to all pupils. They must be able to work positively within a team and should be keen to make excellent use of ICT within lessons. We are seeking a person with vision, drive and sound judgement. Strong keyboard skills and knowledge of GarageBand and Sibelius would be an advantage, but candidates with all forms of musical talent and experience are encouraged to apply.

The Line Manager for the Deputy Director of Music is the Director of Music.



RESPONSIBILITIES

The Deputy Director of Music is responsible for supporting the Director of Music's vision in the teaching of a first-class academic curriculum and the delivery of an outstanding co-curricular provision. The precise nature of the role will be shaped according to the skills, experience and interest of the successful candidate and will include leadership opportunities within the department. The main responsibilities of the role include but are not limited to:

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 Director of Music in the preparation and development of schemes of work to ensure pupils can access a broad and exciting 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;
- Assist the Director of Music with the preparation of pupils for university courses of study, including Oxbridge and scholarship applications;
- Work with the Director of Music to mark and moderate NEA submissions and internal exams.

Co-Curricular

The Deputy Director of Music will be expected to contribute to the co-curricular provision of the department. Co-curricular responsibilities and opportunities will be shaped dependent on the skills and experience of the successful candidate. Opportunities could include but are not limited to the following:

- Lead and enthuse choral and/or instrumental ensembles;
- Lead the choir and music for Sunday Masses, whole school Masses on feast days and other liturgical events;
- Organise and deliver the lunchtime concert series;
- Develop and run a music technology club;
- Assist with the Music Scholars programme to support their continued musical development and ensure they play a leading role in the department and school;
- Assist with the organisation of Open Mic and Rock concerts;
- Assist with the accompaniment of pupils during rehearsals, performances and exams;
- Assist with the House Music Competitions;
- Assist the Director of Music with the organisation of enrichment activities, such as external speakers, musicians and concerts which enhance the Music curriculum;
- Support the department in the organisation of day and residential trips and tours to enrich pupils' musical experience as performers, composers and audience members.



Leadership and Management

The Deputy Director of Music will be expected to take on some leadership responsibilities within the department. These responsibilities will be agreed with the Director of Music based on the skills, experience and interest of the successful candidate. Opportunities may include some of the following:

- Responsibility for a Key Stage/s within the academic curriculum;
- Leadership and development of liturgical music throughout the school year;
- Leadership of one or more choral and/or instrumental ensembles;
- Management of the music outreach programme to include community concerts and external competitions;
- Oversight of peripatetic staff and extra music provision;
- Organisation of internal music competitions;
- Development of the music scholarship programme;
- Leadership of rock and pop music provision including the organisation of concerts.

Shortlisted candidates should be expected to discuss their preferred areas of interest at interview.

Additional Duties

- Deputise for the Director of Music at functions and events when required;
- Maintain an attractive and organised environment, encouraging pupils' pride in the display of their work;
- 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 any school functions or training as required by the Headmistress;

Other duties:

This job description sets out the main duties of a Deputy Director of Music. No job description can be fully comprehensive and the Deputy 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 Deputy 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 Deputy 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.

Pensions. All teachers are auto-enrolled into the Aviva Pension Trust for Independent Schools (APTIS) defined contribution scheme.

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.

Applications will be considered upon receipt.

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

ST MARY'S ROAD, ASCOT, BERKSHIRE, SL5 9JF

TELEPHONE: +44 (0)1344 296600

WEB: WWW.ST-MARYS-ASCOT.CO.UK