

The Director of Music

The Director of Music will oversee all aspects of music at Belhaven Hill. He or she will be expected to develop and extend both the curricular and co-curricular provision of music at Belhaven Hill.

Although the role will be tailored to suit the successful applicant, it is likely to include the following:

Leadership and Management

- Formulate and review all music department policies and documents as required
- Set and inspire high standards of teaching from the music staff
- Monitor the work of, and appraise, all music teaching staff
- Manage the Music Department budget
- Arrange monthly payment of peripatetic staff in conjunction with the Bursar
- Carry out lesson observations as necessary
- Appoint all new musical staff as required

As Director of Music

- Prepare the peripatetic staff timetable each week
- Prepare the practice timetable for the pupils and oversee the practices
- Actively encourage all pupils to have high musical aspirations
- Support pupils who are seeking scholarships to Senior Schools
- Foster good relationships with Senior School music departments
- Teach two lessons of Music to each class each week (currently 20 lessons)
- Teach additional individual lessons, as required
- Play the piano at morning assemblies and prayers and on Sunday services
- Direct both the senior and the junior choirs
- Accompany the chamber choir (directed by a peripatetic singing teacher)
- Act as Musical Director all School plays
- Organise the annual School Music Competition and accompany as necessary
- Prepare the annual Summer concert and accompany as necessary
- Prepare the annual Carol Service
- Arrange both formal and informal concerts to allow all children to perform
- Assist with the School Orchestra and accompany as necessary
- Organise three ABRSM visits each year – one per term
- Prepare the pupils, in consultation with the peripatetic staff, for all music examinations
- Play piano accompaniment for all music exams, as required
- Arrange orchestral and choral visits to other schools for the children
- Manage the School's stock of instruments and sheet music
- Oversee the arrangements for music awards and termly prizes

- Oversee the termly music reports of the peripatetic staff
- Write full music reports on every child in the school at the end of each term
- Attend annual 'cluster' meetings with other, local Directors of Music

Personal Qualities

The skills required are many and varied but essential are:

- The ability to engage and inspire both colleagues and pupils
- The drive and ambition to implement change
- Excellent personal organisational skills and time management
- IT proficiency
- Diplomacy, tact, fairness, firmness, tolerance, decisiveness
- Maintaining a calm, unruffled manner at all times and possessing a fine sense of humour

Self-contained accommodation can be provided as necessary. Salary, commensurate with experience, available on request.

If you require any further information regarding this post, please contact Henry Knight on headmaster@belhavenhill.com