

Shrewsbury

CO-EDUCATIONAL BOARDING & DAY SCHOOL



Information for Candidates
**Deputy Director of Music/Head of Instrumental
Music**

From September 2024 or January 2025

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Headmaster's Welcome

Having moved to Shropshire with my wife and young family in 2018, I can speak with first-hand experience of the warmth of welcome offered by the School community and indeed within the town of Shrewsbury. It really is a friendly, gentle yet invigorating place to live and work.

The School's 110 acres have the feel of a village gathered around a green. Stunning architecture complements the natural beauty of ancient trees and open spaces that are meticulously maintained. We wholeheartedly believe that children and staff alike respond to the inspiration of their surroundings. There can surely be few more uplifting places in which to live and learn. Staff morale is high and there is a shared sense of purpose which is energising. The pupils are a diverse crowd who are united by a willingness to participate and enjoy all that the school has to offer. We have an excellent staff development programme ensuring that colleagues are stimulated to keep growing as professionals.

Above all, it is a community where the individual is celebrated and encouraged to become the fullest and best version of her or himself: this goes as much for the staff as it does the children in our care.

Thank you for your interest in Shrewsbury School. I hope that this document will encourage you to go ahead with an application that may lead to your joining this unique and vibrant school community.



Welcome to Shrewsbury School

Shrewsbury School, Independent School of the Year 2020, has a world-class reputation for all-round excellence. Fully co-educational, with a seven-day boarding heartbeat and an integral day community, the school delivers a dynamic education that develops the abilities and enthusiasms of each and every pupil.

Founded by Royal Charter in 1552, Shrewsbury School is one of the 'great' nine schools in England identified by the Clarendon Commission of 1861. The School moved to its current location in 1882. Over the centuries it has grown in size and reputation. Girls first joined the Sixth Form in 2008 and it is now ranked amongst the leading co-educational boarding schools in the world, educating around 840 pupils aged 13-18 years.

Shrewsbury delivers a programme of academic learning that is exciting, challenging, responsive and versatile. On the School's breath-taking 110-acre site on the banks of the River Severn, pupils also have the opportunity to participate in a wide range of sporting, music, drama and co-curricular activities, as well as being encouraged to engage in adventure and charitable endeavour.

Shrewsbury School is committed to a seven-day full boarding model that benefits from a local day element. The School offers only one kind of boarding: full boarding, with nearly 80% of the school roll being full boarders and around 20% holding non-UK passports.

Packwood Haugh Prep School (co-educational, boarding and day school for pupils aged 3-13) became part of the Shrewsbury family of Schools in 2019.

Shrewsbury is a registered charity with a number of wholly owned trading companies, an annual income of over £25m and a staff of 400. It is overseen by a Governing Body which has up to 19 members. The Governing Body and its Committees meet once a term.

Recent years have seen an ambitious programme of new buildings and refurbishment projects. The fully refurbished Barnes Theatre, recently opened by Sir Michael Palin, Old Salopian, with additional new teaching facilities for Drama and Dance. The building of a fifth girls' House (Queen Elizabeth Hall) was completed and opened in September 2023, along with two new all-weather sports pitches. A full refurbishment of Rigg's Hall, one of our boys' Houses, completed in 2022, with refurbishment projects of Churchill's and Ingram's Hall completing in December 2023. There are also plans to refurbish School House in Summer 2024.

Deputy Director of Music/Head of Instrumental Music

Shrewsbury School seeks to appoint an inspirational and experienced teacher to the role of Deputy Director of Music with effect from September 2024 or January 2025, to lead instrumental music within the school and teach at all levels in a strong and supportive faculty. The role would suit an experienced teacher of music wishing to take on leadership responsibilities within a thriving, world-class department. Candidates should be willing to participate in the School's thriving pastoral and co-curricular programmes.

Music is a key part of Shrewsbury's DNA, with over 500 individual music lessons and over 30 ensembles taking place each week. There is a vibrant programme of concerts throughout the year, from large-scale symphonies and concertos to individual recitals. Students perform both at school and around the country, in venues including Cadogan Hall, Birmingham Town Hall and St Paul's Cathedral. Students perform in a vast range of styles, with a growing interest in pop, jazz and music technology. Student-run Open Mic nights take place every term.

Music forms part of the core curriculum in Year 9, with a good number of students pursuing Academic Music at GCSE and A level. Students go on to study at top conservatoires and universities around the country: in recent years, Salopians have won choral and organ scholarships at Oxford and Cambridge, and have gone on to vocational courses at Guildhall, RNCM, RCM and RAM.

A full induction programme is provided for all new members of staff, in addition to a programme of continuous professional development. The salary for the post is competitive, and accommodation may be available. All new members of staff are issued with a Microsoft Surface Pro device to assist their teaching.

Shrewsbury School is committed to safeguarding and promoting the welfare of children and young people, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Job Description

The Deputy Director of Music / Head of Instrumental Music is expected to lead instrumental music and deliver the subject to an exceptional level across all year-groups, helping pupils to cultivate confidence and enjoyment in music. They will demonstrate a high level of knowledge and understanding in all areas of the subject. The successful candidate will take on the following responsibilities.

Main duties

The person appointed will:

- ✿ Teach academic and instrumental music. This will include teaching at KS3, GCSE and A level, as well as individual music tuition from beginner to post-diploma level.
- ✿ Lead and manage a large team of instrumental Visiting Music Teachers (VMTs) including responsibility for performance management, supported by the Director of Music.
- ✿ Be responsible for the recruitment and induction of new instrumental VMTs.
- ✿ Ensure that school and faculty policies are communicated to instrumental VMTs.
- ✿ Conduct annual performance management of instrumental VMTs and probationary year reviews of new VMTs.
- ✿ Line manage the Music Fellow (Graduate Assistant).
- ✿ Liaise with the Music Administrator and Director of Music to timetable individual music lessons and ensemble rehearsals.
- ✿ Oversee the administration of instrumental music examinations (ABRSM and Trinity) in liaison with the Music Administrator.
- ✿ Oversee the maintenance and purchase of school instruments.
- ✿ Direct ensembles (this may include orchestras, bands and chamber groups) including selecting repertoire, directing rehearsals and conducting concert performances.
- ✿ Be responsible for the support and development of music scholars, including writing annual reports on progress and working to recruit excellent music scholars.
- ✿ Organise the annual concert programme in consultation with the Director of Music.
- ✿ Oversee the various internal instrumental festivals.
- ✿ Oversee the programme of instrumental masterclasses.
- ✿ Organise and deliver the faculty's enrichment programme of trips and tours.
- ✿ Assist with the faculty's marketing and outreach programme.

Assessment & Reporting

- ✿ Take responsibility for pupils' ongoing attainment, progress and final outcomes.
- ✿ Mark work regularly (in accordance with the school marking policy) and use assessment and feedback as a means of giving pupils an opportunity for reflection as well as to inform the planning of future sessions.
- ✿ Write academic reports according to the published schedule and guidance.
- ✿ Attend Parent Consultation meetings for all pupils that they teach.

Wider Professional Responsibilities

- ✿ Supply cover teaching for colleagues within the faculty and the whole school as required.
- ✿ Assist with super-curricular faculty activities (e.g. trips, societies, clinics) as directed by the Head of Faculty.
- ✿ Engage thoroughly with all processes of induction, staff development and appraisal.

Pastoral and Co-Curricular

- ✿ Play a significant role in both the pastoral and co-curricular life of the school.

Suitability to work with children

- ✿ Shrewsbury 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 postholder must comply with the School's Safeguarding & Child Protection Policy at all times.
- ✿ The postholder must undergo Safeguarding & Child Protection training as directed by the School.
- ✿ An enhanced Disclosure & Barring Service check will be completed on the successful applicant.

Person Specification

It is anticipated that the successful candidate will demonstrate the following:

Subject knowledge

- ✦ Excellent honours degree in Music or related subject.
- ✦ Exceptional musician with the ability to engage and inspire students.
- ✦ Extensive teaching experience at KS3, GCSE and A level, including the management and direction of ensembles.
- ✦ Experience of Line Management, including recruitment and onboarding, appraisals and development.
- ✦ A professional, yet caring and compassionate approach to dealing with students.

Desirable

- ✦ Evidence of further relevant training/CPD.
- ✦ An up-to-date knowledge of musical pedagogy.
- ✦ An understanding of relevant exam board syllabi and requirements.
- ✦ Good IT Skills.
- ✦ A specialism in string instruments.
- ✦ Excellent keyboard skills.

Pastoral and co-curricular duties

- ✦ Commitment to boarding school life and the ability to carry out the role of tutor effectively.
- ✦ Professional, yet caring and compassionate approach to working with pupils.
- ✦ Willingness to be involved in a range of co-curricular activities.

Personal qualities

- ✦ Excellent communication skills (oral and written) for dealing with pupils, parents and colleagues.
- ✦ Conscientiousness, enthusiasm, and the ability to sustain term time hours, including some evenings and weekends.
- ✦ Ability to work independently and in a team.
- ✦ Ability to develop a rapport with pupils throughout the School.
- ✦ Strong organisational skills, and the ability to meet deadlines.
- ✦ A positive attitude towards professional development and their own learning.

Suitability to work with children

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- ✦ The postholder must comply with the School's Safeguarding & Child Protection Policy at all times.
- ✦ The postholder must undergo Safeguarding & Child Protection training as directed by their Line Manager.
- ✦ An enhanced Disclosure & Barring Service check will be completed on the successful applicant.

Our Ethos

Shrewsbury School has a strong vision, derived from our position as a major co-educational boarding and day school of international reputation.

A Shrewsbury education will educate and empower each individual pupil to flourish in life and contribute positively to the world around them.

Shrewsbury offers a unique whole person education – Floreat – that fosters learning and personal development in four vital and mutually reinforcing fields: the intellectual; the active; the expressive and the reflective. Through this distinctive model of education Shrewsbury promotes the Six Salopian Virtues: wisdom; kindness; courage; integrity; self-mastery and spirit.

As a learning community, the school pursues academic knowledge, wisdom and truth with the aim of developing the 'cultural capital' of each child and instilling character strengths, aptitudes and vital life skills, such as resilience and resourcefulness. The individual is able to flourish whilst also pursuing communal values, social responsibility and a willingness to contribute positively to the wider world.

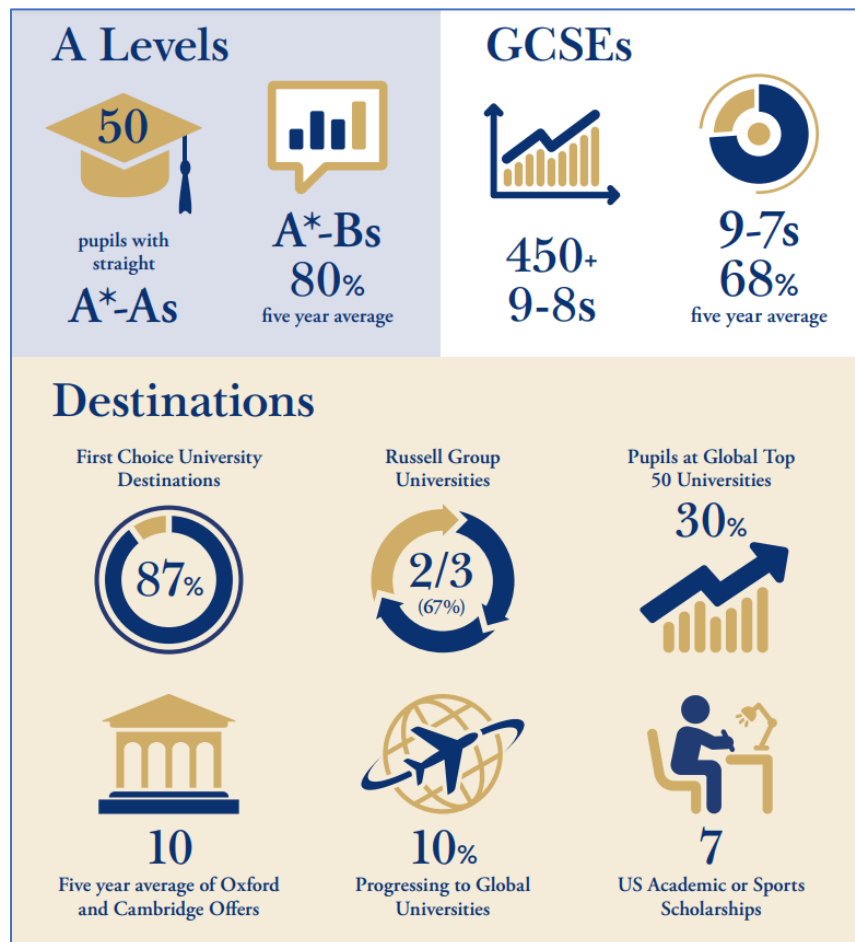
More information about Shrewsbury's Ethos and Educational Philosophy can be found [here](#).



Academic Life at Shrewsbury

Academic life focuses on developing intellectually curious young adults who are able to think critically and creatively, have the confidence to question and to challenge and are equipped with the skills that they will need to thrive at all stages of life.

In recent years, between 5 and 10% of our leavers have gone on to Oxford and Cambridge and virtually all have won places at the university of their first choice. We expect about 80% of A Levels each year to be passed at A*, A or B grade. But there is as much joy for pupils who surpass his or her expectations as there is for the pupil whose progress to top grades always seemed more certain. Our recent results and destinations are summarised below.



Teaching at Shrewsbury

Shrewsbury's academic provision endeavours to be exciting, challenging, responsive and versatile. Periods are 40 minutes long and there are between 5 and 7 of these each day, including Saturdays. Wednesday, Thursday and Saturday afternoons are dedicated to Sport and Activities. Teachers usually teach 24 periods per week (though this depends on any other responsibilities).

We employ around 150 teachers across the range of subjects. We accept ECTs as well as recent graduates – all appointments are based on ability in the classroom and outcomes of the interview process. We support unqualified teachers through the PGCE and also those wishing to complete their ECT induction.

All new members of staff are given a comprehensive programme of induction to help familiarise them with Shrewsbury life. Their academic and buddy mentors are there to assist the transition to Salopian life and support both professionally and personally.

Shrewsbury School is committed to the Continuous Professional Development (CPD) of its staff. INSET takes place at the beginning of each term with academic and pastoral themes being covered. Time is dedicated to the sharing of good practice and ideas in faculty meetings and individual training needs are identified both informally and through the formal appraisal process.



Pastoral Life at Shrewsbury

The unique, friendly yet respectful atmosphere between staff and students plays a crucial part in establishing the character of Salopians and the School. Together we are a highly supportive community. The House system (7 boys' Houses and 5 girls' Houses) is at the heart of Shrewsbury School.

The House is a Salopian's centre of gravity, a real home from home, somewhere to relax and make friends, as well as work. In addition to their Housemaster or Housemistress, each pupil has a personal tutor who also has strong links to a house and will be involved in a duty evening plus helping out with house events and trips.



Co-Curricular Life at Shrewsbury

We want all our pupils, whatever their ability, to enjoy their life beyond the classroom, and Shrewsbury has a well-earned reputation for artistic, musical and sporting excellence.

We compete internationally in cricket and rowing, and we are one of the strongest schools in the country for football, cross-country running and fives. Facilities and coaching for these - and a host of other sports including badminton, basketball, tennis, fencing, lacrosse, hockey, netball, and rugby - are excellent.

Our school plays and musicals have drawn praise at the Edinburgh Fringe Festival and in London. As one would expect from one of the strongest music departments in the country, the breadth and quality of music making is remarkable, and a number of students win places at some of the top music colleges each year.

We also offer our pupils an extraordinary array of clubs, societies and other co-curricular activities, many of which take place on a dedicated weekly activity afternoon. The majority are led by members of school staff.

Shrewsbury is surrounded by glorious unspoilt countryside and the School makes the most of its easy access to the Shropshire Hills, the Welsh Marches and Snowdonia, as well as easy access to Birmingham and Manchester.



International Links

At Shrewsbury School we delight in playing our part in developing outstanding schools around the world. Our first international school opened in Bangkok back in 2003 and has become the benchmark for quality education in the city and the wider region.

So successful has the venture been that we opened a second campus in Bangkok in 2018 to keep up with demand, while at the same time opening a new school in Hong Kong. In 2021, Shrewsbury signed an agreement for a new premium international school to be launched in Phnom Penh, Cambodia. Plans are afoot to open further international schools in the coming years, including Shrewsbury School India in 2025.

The Shrewsbury family of schools share commitment to encouraging intellectual curiosity and respecting diversity and have formed a close and effective partnership over the years. We exchange best practice and perspectives from our own operating contexts via regular staff visits and via Governors who sit on the Boards of the schools. Over the years Shrewsbury UK graduates have visited Bangkok to enjoy gap year opportunities there



The Application Process

Please complete the Shrewsbury School application form together with a covering letter.

Please email your documents, ideally as 'pdfs' to:

recruitment@shrewsbury.org.uk

by the closing date and time.

Alternatively, you may prefer to send a printed copy, addressed to The Headmaster and posted to:

The Headmaster, The Schools, Shrewsbury. Shropshire SY3 7BA.

Closing date for applications is 10am, Monday 15 April 2024.

Start date: September 2024 or January 2025.

Short-listed candidates will then be invited to a first stage interview during **week commencing 22 April 2024.**

Offers will be given verbally and in writing as soon as possible following the interview.

The School reserves the right to appoint at any stage of the recruitment process.

Queries regarding applications should be addressed to:
recruitment@shrewsbury.org.uk or telephone 01743 250834.

Please also see the Recruitment Guidance Notes on page 19.



Benefits and Contractual Terms

Salary

Shrewsbury School has its own competitive salary scale.

Accommodation

Accommodation may be available.

Sick pay

4 months in any rolling year, 8 months after 5 years' service

Holiday pay

The postholder is entitled to the paid statutory minimum holiday entitlement under the Working Time Regulations 1998 which is to be taken during the school holidays and is paid as part of the normal salary.

Pension

Teachers are currently enrolled into the Shrewsbury School 2021 Defined Contribution Pension Scheme. This has an employer's contribution of 16.5% salary.

Private Medical Insurance

The School has a fully funded (subject to the prevailing tax rules on Benefits in Kind) corporate membership of a medical insurance scheme and the successful candidate will be entitled to join the scheme.

Training & Development

All Shrewsbury School staff have the opportunity to access generous professional training; we seek to develop individuals in all areas of their school life.

Provision of Meals

Lunch is provided at our dining room, Kingsland Hall while on duty. Refreshments are provided on site.

Benefits and Contractual Terms (continued) ...

Parking

Parking is provided free of charge on and around site in designated areas and with a school permit.

Sports Facilities

Our swimming pool has both staff and staff family swim times. We have tennis courts, squash courts and a gymnasium which are available for staff use.

Cycle to Work Scheme

The scheme gives employees access to significant savings on cycles and accessories used for commuting purposes.

Recruitment Guidance Notes:

Shrewsbury School 2024

Terms of Appointment

Under the Department of Education's Keeping Children Safe in Education Regulations we have a legal duty to follow safer recruitment checks. Therefore, any appointment will be subject to the following employment checks:

Probationary Period

All appointments are subject to a twelve months' probationary period.

Application Form

All candidates must complete our application form to be considered for a job. You must list your employment history from the date you left full-time education and give details of any employment gaps. This should be accompanied by a covering letter.

Note: Unfortunately, CVs are not accepted.

Ideally your form and letter should be sent as a pdf to:

recruitment@shrewsbury.org.uk

References:

In order to assess candidates' suitability, we shall request at least two references. Please note that in accordance with best practice Shrewsbury School will follow up written references with a telephone call to the referee.

Right to work in the UK:

If you are invited to attend an interview you will be asked to bring identification with you to confirm your right to work in the UK. We ask that you bring **three** forms of identification with you, to include:

- ✿ Current passport or biometric residence permit
- ✿ Current driving licence
- ✿ Birth or adoption certificate for the UK or Channel Islands - issued within 12 months of birth (*including those issued by UK authorities overseas, e.g. Embassies, High Commission and HM Forces*)

Evidence of qualifications:

If you are invited to attend an interview you will be asked to bring original evidence of your qualifications.

Medical Fitness:

If successfully appointed, you will be asked to complete a medical questionnaire and if necessary, provide a satisfactory report from your GP.

DBS Disclosure and other checks:

If you have ever been convicted of a criminal offence, bound over or cautioned, you must read carefully the section of the application form headed 'Criminal Convictions'. The appointment is subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) Certificate.

If you have spent time abroad for three months or more in the last ten years you will be required to obtain an overseas check from that country. The school will support the successful candidate through this process.

In addition, we will contact the Teaching Regulation Agency to check for:

- ✿ Completion of teacher induction.
- ✿ Prohibitions, sanctions and restrictions that might prevent candidates from taking part in certain activities or working in specific positions.

Shrewsbury

CO-EDUCATIONAL BOARDING & DAY SCHOOL



The Schools, Shrewsbury. Shropshire SY3 7BA.

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www.shrewsbury.org.uk

Registered charity number: 528413

