



IN VOCE ITS VITAE

EXETER CATHEDRAL SCHOOL

Nursery | Pre-Prep | Prep

# Director of Music



**For September 2018**  
or by negotiation for the right candidate

## Living in Exeter and the South West

Exeter is a thriving and beautiful city. It is considered by many to be the capital of the South West, and is a wonderful place in which to live and work. The city is served by three railway stations and is just over two hours from London Paddington by train and just under three and a half hours from London Waterloo. There is also an international airport with internal flights to a number of UK cities, including London, Manchester, Newcastle, Glasgow, Dublin and Norwich.

Exeter is an historic and cultural city with a broad range of modern facilities: as well as beautiful Georgian architecture, the magnificent Norman Cathedral, small winding back-streets, Roman ruins and myriad independent shops, there are cinemas, theatres, cafes, restaurants, night-clubs, a museum, swimming pools, shopping centres, a range of smart department stores and a choice of supermarkets. Many of these are just a short walk from the School, as is the Quay with its range of boutique cafés, artisan caverns and river-side bars and restaurants.

The city is home to the excellent Exeter University, and the student population brings vibrancy, bustle and a sense of energy, whilst the location of the University campus means that the city-centre and surrounding areas never feel over-populated. There is a large professional population, too, with the hospital, the university, the Met Office, and the business district attracting professionals and their families.

The housing market in the city is buoyant but affordable, with the St Leonards area being particularly popular. There are some beautiful towns and villages within striking distance (by road or rail) of the city, and a number of our staff commute. The area is very well served for senior schools.

The South West is an area of outstanding beauty, and Exeter is a short drive from Dartmoor, Exmoor, beaches, forests, hills, and any number of walks and outdoor activities. It is a wonderful place to live and we find that a good number of new families to the School have chosen to relocate to Devon to enjoy the space, the pace of life, the nature on the doorstep and, of course, the first-rate educational opportunities.

## Working at Exeter Cathedral School

ECS is a happy, supportive and vibrant community of some 260 pupils and some 60 staff, of whom c40 are teaching staff. The staff body is a dynamic mix of long-serving members and newer arrivals, and there is a great deal of in-house expertise available.

The School offers Nursery, Pre-Prep and Prep education: Nursery–Year 2 are housed in Hall House, a former Canonry nestled between the ancient city wall and the Bishop’s Garden in the Cathedral Close, and Years 3–8, as well as the majority of the administrative offices, are based in the Chantry, a red-brick 19<sup>th</sup> century building in the lee of the Cathedral on Palace Gate. The School also has use of a range of buildings clustered together in the South West corner of the Cathedral Green, including a well-equipped and newly-refurbished Science laboratory, dedicated music teaching and rehearsing space, an Art & Design department which is housed in the Old Deanery, a Nutrition room in the School’s Coach House building, and a range of other learning spaces. Many of the School’s classrooms are equipped with projectors and Smartboards, and staff have access to desktop computers and use of the School network in many classrooms and in the staff work room which is part of the staff room area.

## Perks and Benefits

Staff who work at ECS enjoy an enviable location, proximity and daily access to some of the country’s finest architecture and choral music, a working environment which is supportive and purposeful, and the privilege of working with and for a delightful and kind set of parents and pupils.

New staff receive a full day's induction and are mentored in their first year by an appropriate senior member of staff. The School is committed to Continuous Professional Development, whether through inset training delivered at school, through externally-run courses and conferences, or through in-house opportunities.

Teaching staff are entitled to join the Teachers' Pension Scheme and are entitled to receive a 50% remission (pro-rata for part-time staff) against tuition fees for any of their children accepted at ECS. Places for children of employees are offered according to place availability and standard assessment procedures.

We accept Childcare Vouchers purchased through a registered supplier against additional services (outside the curriculum) such as ASC/Breakfast Club and residential excursions, and the School participates in the Early Years Funding Scheme. In addition, we offer a Childcare Voucher purchase scheme through SODEXHO for staff who wish to purchase childcare vouchers through their salary (before TAX and NI deductions). The School is also a member of the Exeter BID, who are in discussions about the possibility of introducing an employees' benefit scheme, meaning that ECS staff would be able to benefit from exclusive discounts and offers in the BID area.

In addition to these perks and benefits, meals are provided free of charge to staff in the dining room during term time.

The family feel of ECS extends beyond the Chantry door, and such is the School's glowing relationship with the local community that its staff are traditionally welcome to enjoy discounts at the nearby (and very good!) cake shop and at an excellent local beauty/spa business. The School has recently entered into a partnership with a local gym/fitness company, where ECS staff are entitled to reduced rates.

Single accommodation (a large double room with views over the Old Deanery Garden; loo and shower room; shared kitchenette) may be available with this post. This accommodation is free of all rent and utilities. Resident staff enjoy three meals a day in school, free wifi, free use of the laundry facilities, and a much-sought-after EX1 postcode. The accommodation is housed in school, and is a 1-minute walk to the Cathedral Green, which in turn opens onto the city High Street with its range of shops, pubs, restaurants, cafes, bars, cinemas, theatres and leisure facilities. Resident staff are required to undertake an evening boarding duty each week, and to be reserve overnight/carry out an overnight duty on rare occasions by arrangement.

With the arrival of a new Headmaster and a new Assistant Head in January 2016; the appointment of a new Boarding Housemistress and the creation of a number of new middle/senior leadership posts in September 2016 (including Head of Scholarships & Enrichment, Head of Lower Years, Head of Upper Years, Chorister Tutor, Office Manager); the arrival of a former Hockey International as our Director of Sport in January 2017; the appointment of the School's first ever Director of Marketing and Communications for Lent 2018; and an overhaul of the School's curriculum, including the introduction of some sector-leading innovations, this is an exciting time to join this ambitious and musically-alive School as it embarks upon the next stage of its development.

## The School

Exeter Cathedral School is an independent day and boarding Prep School for girls and boys aged 3-13. Founded in the 12<sup>th</sup> century as a choir school, ECS now educates approximately 260 pupils. 40 of these are the boy and girl Choristers of Exeter Cathedral, who continue the centuries-old pattern of leading the daily sung worship in the Cathedral. Nowadays, we offer a fully-rounded Prep School education to pupils from a variety of backgrounds and with a range of talents and interests, whether they be sporting, academic, artistic or musical.

We have an enviable location (right in the heart of the city and yet nestled safely in the lee of the Cathedral), a maximum class size of 18 (allowing us to really know each and every pupil as an individual), a proven track record of securing places and scholarships to a range of leading senior schools, and a firm commitment to being a forward-thinking Prep School with traditional values. Above all, we are a school

where people matter, and where staff and families work in partnership to help children acquire the right habits for life.

### The School as a Christian Community

ECS is committed to being a loving environment in which children of all faiths and of none may grow in knowledge, understanding and confidence supported by staff who are expected to be in sympathy with the aims of a Christian school.

### Membership

ECS is proud to be a member of IAPS (the Independent Association of Preparatory Schools), the CSA (Choir Schools' Association), the BSA (Boarding Schools' Association), and to be an Associate Member of the Woodard Foundation. These associations/foundations are nationally-recognised kite-marks of quality.

### The School's Aims

ECS aims to offer an outstanding Prep School experience, where the focus is on educating the 'whole child'. It seeks to do this by providing a safe, nurturing, stimulating, purposeful and gently-Christian environment in which each child is known as an individual and in which each child is mindful of, and grateful for, those around them and the part that they play in building their community. The School is an ancient foundation with traditional values and a modern approach. It expects high standards from its pupils and its staff and is committed to rigorous academic endeavour; outstanding pastoral care and individualised attention; an exciting range of extra-curricular opportunities; a first-rate sport and wellbeing education; a world-class musical education; and to working with families to help its pupils acquire the right values, habits and skills for life.

## The Cathedral

In September 2014, ECS was made legally and financially independent of the Cathedral and is now a registered Charity and a Company Limited by Guarantee. There remains a very strong and deeply-entrenched link between the School and the Cathedral, and the two institutions work side by side to ensure the smooth running of daily life and to ensure the safeguarding and well-being of the Choristers. The School makes use of the Cathedral and its glorious buildings for its assemblies, concerts, major events etc. A number of members of Chapter sit on the School's Governing Board.

Whilst the School's Director of Music will not have, and should not expect to have, a role within the Cathedral, s/he will, on occasion, need to work in an organised and sensitive fashion with the Department of Liturgy and Music and with the Dean and Chapter, and be mindful of the commitments of some of the School's most musically-gifted pupils and of the important role that they play in the Cathedral and within the community.

## Concerts and performances

The School benefits enormously from its proximity to and close links with the Cathedral, and holds a number of its concerts and events within this magnificent building. Opportunities for music-making and performance have grown over the last 18 months, and there is currently a range of performance opportunities throughout the year, including a major showcase concert each term, a Carol service, a House Music Competition, smaller-scale Performers' Platforms, soloists' concerts, and last summer the School held a Musical Extravaganza in one of the city's professional performance venues. We are embarking on our first Musical Showstopper in the summer of 2018, to be held in another of the city's professional theatres.

## Boarding

Our (small) boarding house is situated on the main school site and is run by a Housemistress (and her husband) who is assisted by a Boarding House Matron, the Chorister Tutor & Musician in Residence, and a team of Gap Tutors. There is currently a small number of full boarders, a healthy cohort of weekly boarders, and a large number of flexi boarders. All members of the teaching staff are expected to contribute to the boarding life of the school by undertaking a (very) few weekend duty days per annum. Resident staff are expected to undertake a weekly evening duty.

## The Role

The Headmaster is seeking to appoint a dynamic and inspirational individual to become the School's new Director of Music.

This is a key appointment for the School, and at its essence is the expectation to be the principal representative and ambassador for all school musical activity within this vibrant and musically-alive co-educational 3-13 Prep School. The new Director of Music will be responsible for the provision and strategic development of music and music-making across the School.

Music is absolutely central to the life of the School. Founded in the 12<sup>th</sup> century as a chorister school, ECS now educates some 260 pupils, including the boy and girl choristers of Exeter Cathedral, and the School's musical heritage continues to be a crucial part of its identity and a very major USP. ECS has a celebrated track record of 13+ music scholarships to leading senior schools (19 awards made in 2017).

The successful candidate is likely to be an outstanding individual with exceptional credentials as a musician (ideally including strong keyboard skills). S/he will be able to demonstrate leadership/management experience and will have the energy and vision to be a role model for pupils and staff. Our aim is to foster a culture of inclusivity and 'music for all' but with a mindfulness for realising the potential of our most gifted pupil musicians. A sensitivity and regard for the traditions and past achievements of the Department will need to be combined with the vision to seek out new ideas and inspire the confidence of colleagues, pupils and parents in pursuing them. The ability to work co-operatively alongside other school departments and the Department of Liturgy and Music at the Cathedral, and to be mindful of the demands made on the Choristers, is a prerequisite.

The role requires a first-rate work ethic, outstanding people skills, exceptional administrative and organisational skills, the ability to inspire, to lead and to insist on high standards, an appreciation of the need to work with flexibility and empathy, a can-do attitude and a sense of humour.

This is an exciting opportunity to play a major role in shaping the future direction of music and music-making at the School. The Director of Music will enjoy an appropriate level of autonomy and will be supported by a dynamic and ambitious Senior Leadership Team, whose vision is for Exeter Cathedral School to be the school of choice for families in the South West, and for the School to be recognised nationally as a beacon of musical excellence.

It is envisaged that this will be a full-time, permanent post. The appointment will be subject to a probationary period of one year.

## The Department

The department will be made up of the Director of Music and an Assistant Director of Music (who will also be Chorister Tutor). There is also a team of highly-experienced peripatetic music staff who deliver instrumental tuition.

The School is housed in a range of buildings around the Cathedral. The Pre-Prep department (Nursery to Year 2) is on its own site (Hall House) in the cathedral close; the main Prep School building (the Chantry) is located on Palace Gate; and other classrooms and departments are clustered in the South West corner of the Cathedral Green.

The Music Department is currently housed in Kalendar Hall, one of the School's buildings on the edge of the Cathedral Green. It contains a bright performance space with a stage, a music classroom, individual practice rooms, loos, and some administration/office space. The main music/drama studio inside has recently been impressively refurbished to provide a bright and well-equipped rehearsal and performance space, and the School has recently appointed a team of architects to undertake a master-planning study of the school site. Some exciting proposals have been presented, and the in-coming Director of Music is likely to play an important role in contributing to the envisioning and planning of any redevelopment/refurbishment of the Music Department. These changes and proposals reflect the Headmaster's vision for, and commitment to, the future development of the School.

## Timetable

The School operates to a weekly (five-day) timetable cycle, and all pupils across the School (Reception - Year 8) receive classroom music each week.

In addition, our innovative Senior Enrichment Programme runs on a Tuesday morning: this gives dedicated curriculum time for Year 7 and Year 8 pupils to throw themselves into an area of study/interest that they are particularly passionate about, and to receive specialist tuition to help them prepare for scholarship examinations if they wish. Pupils choose from a Sport & Fitness Programme or a Creative Arts Programme (which includes Music).

Members of the teaching staff who hold posts of additional responsibility (eg Head of Department, Head of Section) receive period remission in line with the scale and scope of their additional responsibilities.

All members of the teaching staff are expected to assist with cover requirements and to undertake a number of supervision duties each week as part of the duty rota (the Deputy Director of Studies aims to ensure parity on both counts.)

## Accountability

The Senior Leadership Team currently comprises the Headmaster, the Assistant Head, the Head of Pre-Prep, the Designated Safeguarding Lead, and the Bursar, and will include the Director of Marketing and Communications once they are in post. The Director of Music is ultimately accountable to the Headmaster through the Assistant Head.

## Person specification

### Qualifications

- Strong academic, musical and intellectual credentials.

### Skills and Experience

- A track record of musical and/or teaching excellence
- Experience of leadership/management responsibility
- Experience of managing concerts and of administration
- A commitment to going above and beyond in order to deliver an outstanding service to the pupils
- A willingness to be heavily involved in the School's extra-curricular programme

- The capacity to inspire pupils of all abilities and enhance pupil learning, participation and performance
- Proven communication and interpersonal skills
- High level of literacy and attention to detail
- An eye for marketing and PR
- The ability to see the 'big picture'
- Creativity and flair
- The ability to use initiative, to spot and solve problems
- Empathy for pupils, parents/guardians, staff and the community
- A genuine passion for music and music-making, and the ability to use this effectively to drive the pupils and School forward in the pursuit of musical excellence and inclusivity
- The vision and energy to initiate a project, and the work ethic and drive to see it through to completion
- Empathy for the Christian ethos of the school, and for the demands made on the school's Choristers
- A commitment to continual personal and professional development
- High-order administrative skills, including the ability to effectively manage commitments, communications and deadlines
- ICT competence and a willingness to learn about and use new technologies
- The ability to work collaboratively and supportively with colleagues within school and with colleagues in other organisations
- Respect for the different experiences, ideas and backgrounds which others can bring to work and to teams
- A generosity of spirit towards the demands of a busy prep school: the role requires flexibility and may involve out-of-hours, weekend and holiday work
- A can-do attitude, a sense of perspective, a degree of grit, and a sense of humour

## Job description

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

It is intended that this post should allow for flexibility and opportunity for development and initiative by the post-holder. The School has its foundations in a musical education, and the Director of Music is responsible for promoting the School as a beacon of musical excellence. The following duties shall be deemed to be included in the professional duties which the post holder may be required to perform:

### **Responsibility:**

Developing the strategic direction of ECS music through consultation with the Headmaster, and in sympathy with the overall aims and ethos of the School;

Oversight and direction of the provision and quality of all music across the school;

Overall responsibility for departmental policy for music (curricular and extra-curricular) and for maintaining an integrated vision of the different musical opportunities across the School;

Overall line-management for music as a curricular subject;

Overall responsibility for the provision, delivery and quality of extra-curricular music;

Direction of a number of the principal School groups/ensembles and a significant personal contribution to the School's extra-curricular music programme;

Developing, co-ordinating and running an exciting programme of concerts and performances which showcase and celebrate the School's strengths and maximise participation across the age range; ensuring that there are performance opportunities for all pupils;

Co-ordinating a programme of masterclasses and recitals by visiting performers, forging links with the the University and other academic and musical organisations as appropriate;

Oversight, coordination and detailed organisation of all aspects of large and small scale musical events, both on site and at external venues;

Communicating effectively with the Department of Liturgy and Music at the Cathedral;

Organisation of and participation within competitions as appropriate;  
 Liaising with the Bursar over external lettings and Department associations with outside groups and organisations;  
 Ensuring the Music Department is a high-quality aesthetic environment where the health-and-safety needs of both pupils and teaching colleagues are held in high regard;  
 Providing a termly report to the Senior Management/Leadership Team and Governors concerning musical initiatives and achievements, and outlining aims and aspirations for the year(s) ahead;  
 Working collaboratively with the Head of English and Drama to contribute to School musical theatre productions;  
 Striking a balance between the provision of high-quality music for all and the achievement of excellence for some, including identifying, and developing provision for, our most able musicians;  
 Responsibility for the timely, professional and effective communication of all music logistics/administration to relevant members of the School community;  
 Planning the scheme of learning and the delivery of a balanced music curriculum (Reception - Year 8);  
 Teaching music across the 3-13 age range;  
 Responsibility for the delivery of music theory lessons and, separately, the Music strand of the Senior Enrichment Programme;  
 Ensuring that all relevant Health and Safety measures are in place and adhered to;  
 Direction and oversight of departmental extra-curricular provision in: extension clubs/societies; competitions; trips and visits;  
 Liaising with external agencies and individuals e.g. INSET, curriculum development, Awarding Bodies;  
 Representation of the department's interests and activities at meetings (including the calendar meeting, HoD meetings, and routine meetings with members of the Senior Leadership Team);  
 Promotion and celebration of the department, including via social media and the School's weekly newsletter;  
 Working with the Assistant Head and the House Leaders to organise inter-house music competitions;  
 Accompanying school hymn-singing in Morning Worship (assemblies) and at other functions as required; leading hymn practice as required;  
 Meeting prospective parents and acting as the principal ambassador for School music on occasions such as Open Mornings;  
 Undertaking other responsibilities and duties as may be reasonably requested by the Headmaster;

### **Development:**

Contributing to the strategic development of the School as required through the whole-school development plan;  
 Shaping the profile, direction and longer-term strategic planning of the music department;  
 Liaising with the Headmaster and the Bursar re staffing and facilities developments;  
 Where appropriate, play an active part in developing partnerships with the wider community, including local maintained schools, and exploring opportunities for further local, national and international links in consultation with the Headmaster;  
 Forging and fostering links with the University, local music ensembles and societies, and the wider community in order to promote and develop the good name and musical reputation of the School, and in order to provide pupils with access to the very best musical experiences, opportunities, expertise and facilities;  
 Welcoming parents and the wider community into the musical life of the School through (for example) an ECS Choral Society;

### **Staff:**

Responsibility for the line-management of members of music staff and of all peripatetic music teachers;  
 Liaising with the Assistant Head re Schemes of Learning, staff deployment, and timetabling;  
 Responsibility for ensuring the continuing professional development and efficient performance of all members of the department;  
 Responsibility for ensuring the departmental induction of NQTs and other members of staff new to the department;  
 Responsibility for supporting all members of the department and ensuring an effective team is maintained, nurtured and deployed to best effect;  
 Responsibility for both formally and informally providing feedback on effective, efficient, and varied stimulating teaching styles to maximise progress by all pupils;

Ensuring that music staff are fully aware of their commitment and responsibilities;  
Appraising staff through the School's appraisal scheme and deciding on appropriate INSET;  
Interviewing and recruiting music staff and peripatetic teachers;  
Recruitment (through liaison with the HR Department) and line-management of peripatetic staff, and ensuring a universally-excellent quality of provision in our instrumental teaching and group coaching; allocating tuition for new pupils;

**Administration:**

Responsibility for the overall provision of music and its administration across the School – ensuring that appropriate concerts/events, calendar entry, staffing, supervision, catering, venue, and travel needs are met;  
Planning and reviewing, including updating policies and handbooks;  
Leading music staff meetings;  
Liaising with Directors of Music from other schools and attending relevant group meetings;  
Overseeing appropriate recruitment to, staffing of and rehearsing of School ensembles;  
Ensuring that equipment is available and organised for concerts/music events;  
Administration and communication of all music department matters, both curricular and extra-curricular;  
Writing high-quality reports on pupils and ensuring that reports from peripatetic music staff are to a high standard and within the set deadlines;  
Communicating music matters and logistics effectively to parents/guardians, staff and pupils;  
Oversight of the organisation of Associated Board exams on a termly basis;  
Co-ordination of the music items for the calendar;

**Budgets:**

Responsible to the Bursar for drawing up and administering budgets, ensuring effective expenditure, and consulting and agreement over the annual hourly rate that is charged for tuition and group coaching;

**Senior Schools (13+):**

Liaising with Senior Schools re scholarship/award/exhibition requirements;  
With the Head of Scholarships and Enrichment, identifying potential 13+ music scholars and ensuring that effective communication with pupils/parents/schools takes place;  
Identifying, mentoring, preparing and presenting music scholarship candidates for senior schools; advising our most gifted musicians and identifying suitable opportunities for their development both within and outside of School, and overseeing enrichment opportunities through the department and the wider community;  
Liaising with Senior School Directors of Music to maximise high-quality links, and to ensure that the good name of the School and the best interests of our most able 13+ musicians are represented;

**Extra-curricular:**

Contributing significantly to the extra-curricular life of the school through running clubs or other appropriate commitment;

**Pastoral:**

Taking part in the pastoral life of the school, including perhaps as a form tutor and by contributing to the PSHE programme;

**Review:**

The job specification will be reviewed as part of the appraisal/professional development cycle. Any changes can only be made by agreement with the Headmaster.

## How to Apply

**Closing date for applications: 12 noon on Thursday 1st March 2018.**

**Interviews for shortlisted candidates are likely to be held in the week beginning 5th March and/or the week beginning 12th March 2018.**

Applications should include a letter (max 2 sides of A4) to the Headmaster outlining motivation and suitability for the post, a completed application form and details of three referees.

**Applications should be sent to:**

Mrs Rosie Hankin, Bursar's Assistant  
Exeter Cathedral School  
The Chantry  
Palace Gate  
Exeter  
Devon EX1 1HX

Or emailed to:

[r.hankin@exetercs.org](mailto:r.hankin@exetercs.org)

**Applicants without formal teaching qualifications or experience:**

Applicants without formal teaching qualifications will be considered. For applicants without a teaching qualification we would be looking for: a demonstrably high level of musical skill and experience, enthusiasm, patience, an empathy with young people and the communication skills to work successfully with a number of different stake-holders including the pupils, teaching colleagues, and parents, both current and prospective.

## Interview Process

Further information about the interview process will be sent to shortlisted candidates. If you are unlikely to be available for interview during the scheduled weeks, please contact us as soon as possible; the School reserves the right to interview and appoint at any time.

All shortlisted candidates will be required to present original copies of identification documents and qualification certificates at interview. Proof of ability to work in the United Kingdom will also be required at interview.

In addition to each candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviour;
- Attitudes to the use of authority and maintaining discipline.

## Safeguarding and Safer Recruitment

ECS is committed to safeguarding and promoting the welfare of children and expects all employees to share this commitment. Applicants for this post must be willing to undergo child protection screening appropriate to the post, including reference checks with current and previous employers, a declaration regarding Disqualification from Childcare and use of the Disclosure and Barring Service (DBS). If you are shortlisted, any relevant issues arising from your references will be taken up at interview.

Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Headmaster designate or the Bursar. If you would like to discuss this beforehand, please telephone in confidence to the Headmaster or the Bursar for advice.

## Equal Opportunities

Exeter Cathedral School is an equal opportunity employer. Its policy is to ensure that no job applicant or employee receives less favourable treatment because of race, colour or nationality, sex, sexual orientation, marital status, age, religion or disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. Selection criteria and procedures are frequently reviewed to ensure that individuals are selected on the basis of their individual and relevant merits and abilities. All employees are given equal opportunities and, where appropriate, special training to progress within the School.