



Reporting: Senior Leadership Team

Job Purpose:

This post is a Head of Music role in a Prep School supporting and leading the work of the Music Department. This is a full-time position for a dedicated leader and educator in music who wants to make a difference to the learning experience and achievements of pupils, both individually and collectively. An interest in the performing arts is essential, whilst experience of working within a school environment is a distinct advantage.

Key Tasks will include the following:

- To review and manage the music curriculum from Early Years (Nursery) up to Year 9.
- Deliver lessons in KS2 and KS3.
- To take on the responsibility of coordinating, and in most cases, rehearsing, the choirs, orchestras and ensembles to enhance the spiritual life of the school through hymn singing and assemblies.
- To coordinate the provision of residential choir tours and performances on and off island.
- To provide regular concert platforms to parents for the children across all the year groups.
- To coordinate the provision of ABRSM, RockSchool and Trinity music examinations.
- To rehearse the music for the varied musical shows throughout the year.
- To coordinate the running of individual music lessons, currently delivered by visiting teachers.

Person Specification:

- The successful candidate must be a competent musician and have a teaching qualification.
- An ability to communicate effectively with children, parents and staff.
- Strong values and professionalism in terms of personal conduct.
- Good ICT skills and familiarity with using a range of applications.
- Enthusiasm and willingness to contribute to the life of a busy prep school.
- A sense of humour and the ability to work as part of a team.

Safeguarding and Child Protection

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons' for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the school's Safeguarding Policy and Child Protection Statement at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the school's Designated Safeguarding Lead or to the Head.

The successful candidate will be required to provide an enhanced DBS check. In seeking references on short-listed candidates, the school may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

St. Michael's is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment. The successful candidate must be able to satisfy an enhanced clearance by the Disclosure and Barring Services (DBS).

Procedure for application

Applications should be made using the online application form through the TES online application system. Candidates are also required to write a covering letter, stating suitability for the post and reasons for applying. This should be completed by **noon on Friday, 28th June** after which references may be taken for those candidates considered for the shortlist. All queries can be sent to recruitment@stmichaels.je

Failure to use the correct application form or to forward a covering letter may count against an applicant. Shortlisted candidates will be contacted by telephone on **Monday, 1st July**. Interviews will be held on **Thursday, 4th July** and a conditional offer of appointment will be made as soon as possible thereafter. The appointment will be conditional upon satisfactory references being received and pre-employment checks being completed. The successful candidate will begin work on 6th January 2025, or earlier if possible.