

LEARN MORE ABOUT

Joining the MSJ Family



MALVERN ST JAMES
Girls' School



judgement, which extends to all areas of Malvern St James. Malvern St James also received the highest rating of *'Excellent'* in the ISI's Educational Quality Inspection in May 2017 and has been compliant in all other ISI Compliance and Regulatory inspections since then. In March 2021, the School was awarded the Carnegie Mental Health Gold Award for its outstanding pastoral care and support for pupil and staff mental wellbeing.

WORKING AT MSJ

Malvern St James (MSJ) is a leading boarding and day school which presents an imaginative vision of education for girls from the age of 3 through to 18, taught within a positive, purposeful atmosphere. MSJ fosters creativity and bold thinking, challenging, and encouraging every girl to extend her personal horizons and realise her full potential.

Two hours from London and one hour from Birmingham, MSJ is in the heart of Malvern in Worcestershire, with excellent transport links. Great Malvern station is situated opposite the School. The MSJ bus service covers five counties to pick up and return pupils each day.

The School is home to a warm and welcoming community – girls, parents, staff, and governors alike, enjoying the friendly and buoyant atmosphere of shared celebration, extolling personal success in every field of endeavour. MSJ offers a range of boarding options (ages 7 – 18) to fit in with the demands of modern family life and girls can choose from full, weekly, or flexi-boarding. ISI recognised the exceptional standard of boarding with an *'Outstanding'* inspection

Intellectual and social confidence, personal development and achievement lie at the heart of the School and each pupil is treated as an individual. MSJ promotes academic excellence and innovation in teaching and learning throughout the school which provide each girl with the challenges and support to develop her talents, character, and abilities to the full. We prepare pupils for the most competitive UK and international universities and pathways. This individual emphasis is complemented with teamwork, community values and the importance of service to others.

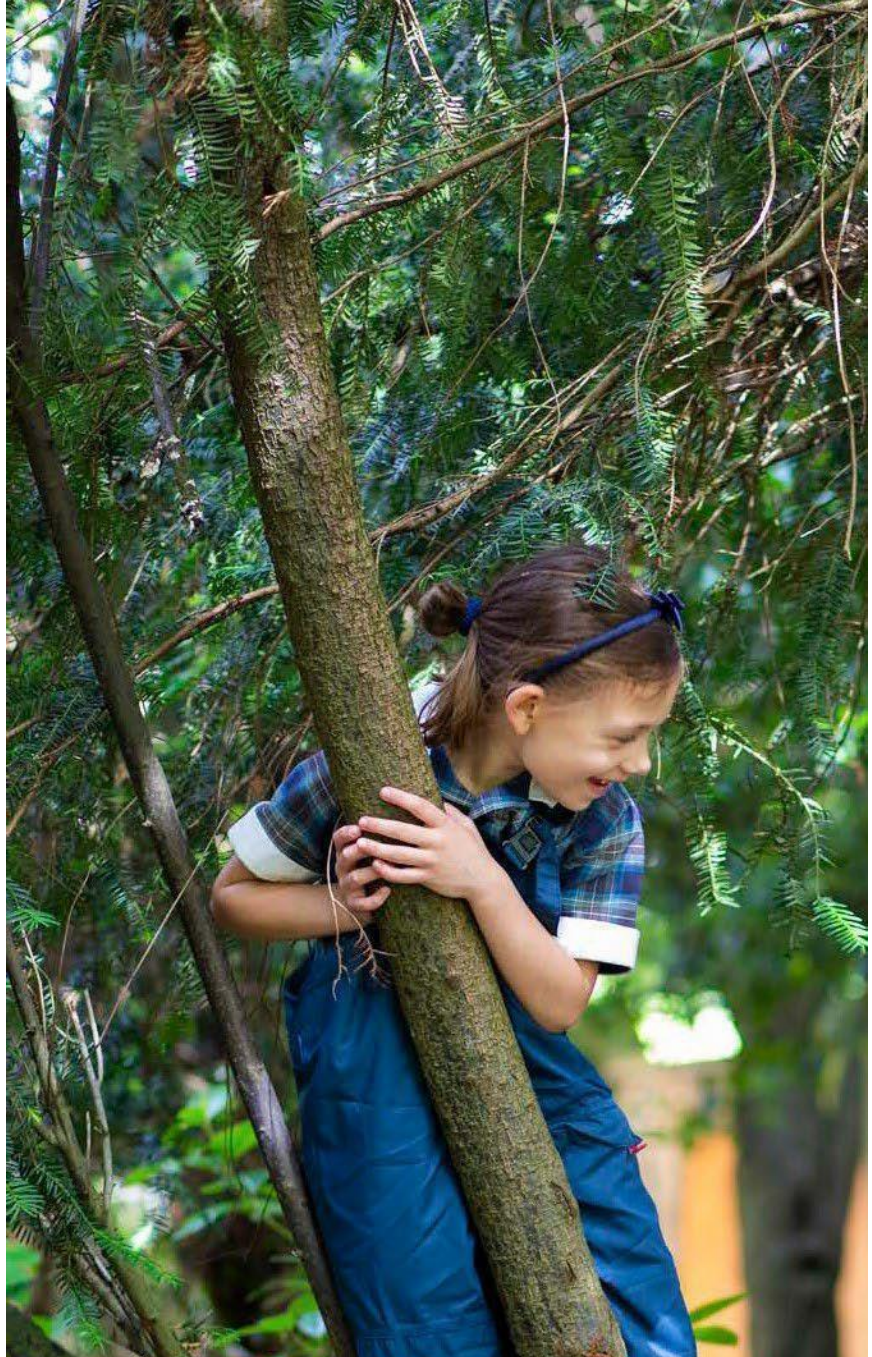


The School has excellent facilities, which include an award-winning Science and Mathematics centre, a Drama Studio, a Music Centre in Avenue, several IT suites, a multi-media Language Laboratory and a brand-new Astroturf, which was launched in October 2020.

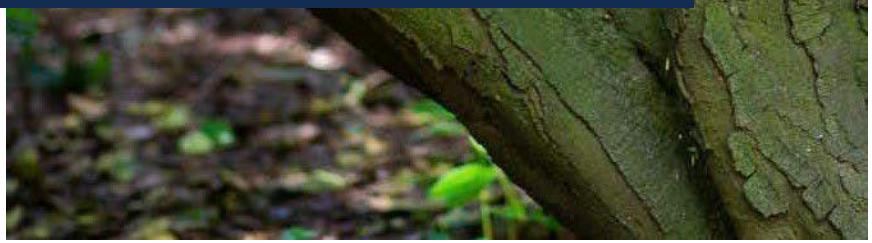
At MSJ we use Microsoft and there has been significant investment and development of e-learning in recent years.

The Year 13 Sixth Form Boarding House was transformed in 2018 with an extensive and highly contemporary full refurbishment, which has provided a transition House for university. Benhams, the Year 11 Boarding House, was refurbished in 2021.

Whilst a multi-faith community and non-denominational, the School is founded on Christian principles and has a Christian ethos which underpins the School's daily life. There are regular opportunities for Christian worship.



Girls take full advantage of the enviable setting and superb facilities, which inspire a wonderfully rich and imaginative extra-curricular life. They leave Malvern St James as poised, self-assured young women who can meet and embrace, with integrity, the challenges and risks of our modern world. The Good Schools Guide observed on visiting the School that MSJ is “full of girls who are going to change the world”!



DIRECTOR OF MUSIC

JOB DESCRIPTION

AT A GLANCE



Required from September 2025
Full-Time



Reports to:
Deputy Head Academic

All School staff are expected to:

- a. Work towards and support the School vision and the current School objectives outlined in the School Development Plan;
- b. Support and adhere to School Safeguarding and Child Protection Policies.
- c. Regularly review own practice, set personal development targets and take responsibility for own continuous professional development;
- d. Work within the Schools Health and Safety policy to ensure a safe working environment for staff, pupils and visitors;
- e. Work within the Equal Opportunities Policy to promote equality of opportunity for all pupils and staff, both current and prospective;
- f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues;
- g. Engage actively in the performance review process;
- h. Adhere to policies as set out in the Staff Handbook and Teacher Standards and Regulations;
- i. Undertake other reasonable duties related to the job purpose required from time to time;
- j. Contribute to the School's programme of extra-curricular activities.
- k. Support and contribute to the School's boarding ethos.

JOB TITLE: Director of Music

Curriculum:

Music is taught at all levels and GCSE and A Level are offered in the Senior School and plays a significant role in all parts of the school.

Our musicians are incredibly supportive of each other and the sense of community is strong across year groups. From a curriculum perspective, specialist music lessons are delivered from Year 3 onwards. The early focus is on internalising pitch and rhythm, while graphical representations of music build an understanding of other musical elements through listening, composing, performing and singing. In Prep, formal aspects of style are introduced through the study of different styles and periods whilst developing an understanding of notation, the orchestra and keyboard skills and performance opportunities are available through the Winter Concert (Years 5-9) and our informal Young Performers Platform. In Senior School, Music is taught to all pupils in Years 7-9 and a popular option for GCSE and A Level study. We follow the WJEC Eduqas syllabus at GCSE and A Level. A significant number have chosen to study Music at universities and conservatoires. Music is a key contributor to the co-curricular life of the school. Many of our singers and instrumentalists perform with regional choirs and musical theatre groups. Our ensembles perform regularly in school and beyond, and we aim to cater for all music tastes and abilities. There are regular overseas tours (Budapest, Lake Garda and Salzburg), regular opportunities to perform in Malvern Priory and at events held within the town as well as participation in larger events such as Mass in Blue at Worcester Cathedral. The school puts on a large production each year and a biennial musical, most recently Chicago. Forthcoming performances include Six and a Spring Concert. The School holds the Gold Artsmark and Music is a key contributor to this award.

The Role:

The Director of Music will have genuine passion and enthusiasm for, and commitment to, Music and the Expressive Arts. This is a key appointment that will help to shape the School's wider curriculum offer: the successful candidate will have significant responsibilities in leading the School's Music provision to ensure excellent opportunities and support for every pupil's enjoyment, development and success in music.

The Director of Music will develop a strategic vision for participation and performance in music that challenges each pupil to achieve their personal best and to find fulfilment in music, whether through formal performance or recreational level. They will be an inspiring role model to pupils who believes and can demonstrate that with excellent teaching and relevant support, all girls can go beyond any limits they may place on themselves.

We require someone who can provide inspirational and innovative leadership to an energetic and committed department and who has clear ideas about developing school music. Excellent organisational, management and interpersonal skills are essential as is the ability to build effective relationships and inspire confidence with pupils across the school, their parents, the department and the wider local community to be effective in role.

They should have a strong track record in teaching Music curriculum up to and including A level and will lead by example. They will offer their own contribution to the Co-curricular Music programme with a high level of expertise in at least one main instrument alongside the ability to conduct choral and orchestral groups.

The Director of Music is accountable to the Head via the Deputy Head Academic and Head of Expressive Arts, line managing the Music Administrator and contracted Visiting Music Teachers. They will have a reduced teaching timetable and will direct a department currently comprising academic staff and a team of Visiting Music Teachers.



Key responsibilities, alongside those of all Heads of Department include:

- overseeing/managing all aspects of Music in the Senior School and Prep Department to ensure continuity throughout the age range, consistency in the quality of provision and performance preparation, and development of performance and musical skills through a broad range of opportunities whether ensemble based or individual;
- line-managing all members of the department and developing their expertise and skills in providing high quality teaching and learning in Music at all levels;
- developing and managing an innovative and balanced Music programme which includes regular evaluation of pupil progress to help inform teaching and learning, useful pupil feedback both formal and informal, and effective communication with parents;
- working with the Marketing Manager and the Outreach Coordinator to support the development and promotion of positive community links with feeder Prep and local primary schools, sharing best practice and helping to organise quality outreach activities and events;
- working with the Marketing and Admissions Department and to raise awareness of the School's musical achievements and successes, and to communicate practical examination/competition results regularly to maintain the wider profile of the department;
- ensuring that up to date policies and effective resource allocation is in place and shared within the department to optimise opportunities for all pupils to enjoy Music;
- working with other Heads of Department to promote cross-curricular links and whole- school thinking on effective teaching and learning practice;
- supporting the School Leadership Team in recruiting, developing, appraising and retaining high quality staff through effective CPD and INSET programmes;
- encouraging non-specialist Music staff to support and contribute to the Co-curricular Music programme of the School;
- overseeing a co-ordinated concert and recital programme, working with the Senior Deputy Head appropriate to the needs and levels of ensembles/year groups;
- organising and co-ordinating a programme of Music Tours/Trips (domestic and overseas) working with the Senior Deputy Head;
- keeping abreast of current developments in School Music and fostering/maintaining links with the GSA and ISA network, local clubs, leading university departments and national organisations to ensure the provision is relevant and reflects current best practice;
- ensuring that School policies with regards to all other Head of subject responsibilities including concern for pupil safeguarding and welfare, relevant health and safety measures, facilities and equipment maintenance, budgeting and effective financial planning, are fully implemented.



DIRECTOR OF MUSIC

PERSON SPECIFICATION

QUALIFICATIONS, EXPERIENCE, SKILLS & ABILITIES	ESSENTIAL OR DESIRABLE	HOW THIS WILL BE ASSESSED
Good degree in Music	Essential	Application Form
Experience of teaching academic music throughout the school to girls including GCSE, A level, including evidence of a range of teaching and learning strategies	Essential	Application Form and Interview
Ability to lead, inspire, empower, motivate pupils and staff, putting other people first	Essential	Application Form, Interview and Assessment
Teaching Qualification	Essential	Application Form
Strategic thinker with an ability to develop a stimulating, imaginative and challenging programme of lessons and co-curricular activities to promote musical excellence across the school	Essential	Application form and Interview
A good communicator who is keen to promote the department within and outside the School and to raise the profile of the department across all Key Stages	Essential	Interview
Excellent organisational, teamwork and planning skills	Essential	Application Form and Interview
Ability to work with colleagues to co-ordinate co-curricular programmes effectively	Essential	Application Form and Interview
Ability to prioritise the workload of self and others and to work flexibly to tight deadlines	Essential	Application Form and Interview
Effective pastoral skills and commitment to the safeguarding of children	Essential	Application Form and Interview
Proficient in the use of IT in the classroom	Essential	Application Form, Interview and Assessment
A positive attitude to self-development and own learning	Essential	Application Form and Interview
Previous experience of Choral and/or orchestral conducting experience	Essential	Application Form and Interview
Commitment to the boarding ethos	Essential	Interview
High level keyboard skills	Essential	Application Form
An understanding of independent education and girls' boarding.	Desirable	Application Form and Interview
Proficiency to Diploma level in at least one instrument	Desirable	Application form and Interview

STAFF BENEFITS AT MSJ

Malvern St James Girls' School prides itself on its warm, friendly and welcoming environment where all staff are encouraged to play a part in a successful and supportive community.

A selection of MSJ staff benefits* can be seen below:



**COMPETITIVE
PACKAGE**



**FREE LUNCH
PROVIDED**



**FREE GYM
MEMBERSHIP**



**PENSION
SCHEME**



**CHRISTMAS
SHUTDOWN**



**PROFESSIONAL
DEVELOPMENT**



**DISCOUNT
SCHOOL FEES**



**FREE
PARKING**



**TREAT
THURSDAYS!**

**Some benefits such as pension enrolment activate after completing three months' employment with Malvern St James*

APPLICATION PROCESS

AT MSJ

1

Complete your application form, which must include all dates of previous employment and give reasons for any gaps in employment. **A CV will not be accepted instead of a completed application form.**

2

You should also include a covering letter with your application, which should not repeat the contents of the personal statement section within the application form.

3

Submit your completed application form and covering letter to the HR Department. Post to Malvern St James, 15 Avenue Road, Great Malvern, Worcestershire, WR14 3BA, or email to recruitment@malvernstjames.co.uk

4

Closing date: Open, however, we reserve the right to appoint as soon as we find the right candidate

GENERAL REQUIREMENTS

This job description is not necessarily a comprehensive definition of the post; it is to be enabling rather than restrictive.

It will be reviewed at least once every year and it may be subject to modification or amendment at any time after consultation with the post holder.

REFERENCES

References of shortlisted candidates will normally be taken up before interview, one of which should be from your most recent employer.

Two satisfactory references are required before the appointment is confirmed. The appointment of the successful candidate will also be subject to satisfactory Enhanced DBS checking.

Malvern St James is committed to safeguarding and promoting the welfare of children; all applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, Online checks and the Disclosure and Barring Service clearance at enhanced level.



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