

DOVER  
COLLEGE



**Director of Music**  
September 2021

Candidate Information Pack



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# Welcome

Thank you for your interest in this role. I hope that over the next few pages of this information pack you get a flavour of the College and the shared values our community is built on.

Dover College is 150 years old in 2021 and has educated over five and a half thousand young men and women in that time. We occupy a beautiful campus in the heart of Dover, with buildings dating back to the 12th Century. But there is nothing ancient in our approach to education. Our vision is centred around the following principles:

**Small is beautiful!** The values of the family run through Dover College. Our class sizes allow us to nurture confidence, encourage inquisitiveness and celebrate individual achievement.

**We are academically ambitious.** We take the time to really get to know each child so that the right balance of challenge and support is in place based on their needs.

**We think differently.** Our distinctive curriculum, connecting Early Years right through to Sixth Form, focusses not only on achieving excellent results but also developing inquisitive and creative minds ready for the challenges ahead.

**We offer an all-round education.** We encourage internationalism, democracy, care for the environment, adventure, leadership and service.

**We are international and local.** We welcome pupils from across Europe, Africa, Asia and the Americas, encouraging everyone to be inclusive, unprejudiced, cosmopolitan and outward looking.

Whether you are applying for a teaching role, or one within our support services, your contribution to our team will be immensely valuable.



Simon Fisher  
Headmaster



# Safeguarding

At Dover College, there is nothing more important to us than the physical and emotional health and well-being of our pupils and staff.

We have created a safer culture in which pupils, staff, parents and governors feel able to articulate concerns comfortably; safe in the knowledge that appropriate and effective action will be taken.

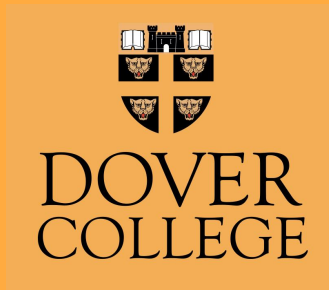
Our Safeguarding Policy and Child Protection Policy applies to all adults, including volunteers, working in or on behalf of our School, in term and out of term time. We expect everyone working in, or for, Dover College to share responsibility for keeping children and adults at risk safe from harm and abuse, and to report any concerns to our Designated Safeguarding Lead or one of her deputies.

We have robust procedures in place for visitors to the site and carry out full recruitment checks on any adult who spends time regularly with our pupils. We have created our recruitment and selection policy to ensure Safer Recruitment practices are carried out throughout the College and these are applicable to all staff.

Pupil welfare issues are addressed through the dedication of staff to the ethos of the College. The pupils are taught and regularly updated on how to stay safe, including on-line and with their peers, and the staff have termly safeguarding updates.

**Our Safeguarding and Child Protection Policy can be accessed [here](#).**





## **DIRECTOR OF MUSIC**

Dover College is a highly successful co-educational, boarding and day school with circa 300 pupils currently on roll.

From September 2021 we seek to appoint an inspiring and innovative Director of Music.  
The successful candidate will lead the curricular and co-curricular musical provision across the College.  
They will be capable of teaching across the College's age range, up to and including Sixth Form.

This is a full time permanent role.

We are committed to the safeguarding of children.  
All employees must have the ability to understand and adhere to Child Protection and Safeguarding legislation.  
References will be taken prior to interview and a DBS check will be conducted on the successful applicant.

To apply: please complete a teaching staff application form (which can be found [here](#)) and send it, with a covering letter, to [hr@dovercollege.org.uk](mailto:hr@dovercollege.org.uk)

**Closing date for applications: Friday March 19th 2021\***

\*We reserve the right to invite candidates for interview prior to the closing date and to close vacancies early if we identify a suitable candidate. Therefore, we encourage interested applicants to submit an application as soon as possible.



<b>PREPARED:</b> SF/TT	<b>REF:</b> DIRECTOR OF MUSIC
<b>APPROVED:</b> SF/SG	<b>REVISION:</b> A <b>DATE:</b> 26th February 2021

### JOB PROFILE

**REPORTING TO:** DEPUTY HEAD (SENIOR SCHOOL)

**PURPOSE OF JOB:** To lead the curricular and extra curricular musical provision in the College.

### KEY RESPONSIBILITIES

**General areas of responsibility:**

- To promote and safeguard the welfare of pupils at all times
- To comply with the School's Safeguarding and Child Protection policy and ensure that any concerns relating to the safety or welfare of children are reported to the Designated Safeguarding Lead
- To act professionally at all times, setting a good example to children through high standards of presentation and personal conduct whilst contributing positively to effective working relationships within the school
- To develop the social and communication skills of children and provide a safe and secure environment in which the child can learn
- To keep up to date with pastoral care policies of the College and remain sufficiently aware of any personal problems of individual pupils
- To act consistently, in a calm and supportive manner with colleagues
- To promote the highest possible standards of teaching and learning which meet internal and external quality standards so that as many children as possible can become successful independent learners
- To attend staff meetings, open days, briefings, assemblies, INSET days, parent consultations and other school events, as required
- To run after-school clubs
- To undertake other specific duties which may, from time to time, be reasonably requested by the Headmaster or Deputy Head (Senior School)
- To carry out supervisory duties, as directed by the Deputy Head (Senior School)



## KEY RESPONSIBILITIES (CONTINUED)

- To cover for absent colleagues, when required, as organised by the Deputy Head (Senior School)
- To meet all deadlines for the efficient running of the school (e.g. reports, planning etc.)
- To maintain an orderly and purposeful atmosphere in the classroom and around the school and to check the attendance of pupils
- To ensure good management, sense of order and tidiness of the classroom so that the children may develop a sense of responsibility and pride in their classroom
- To ensure that all pupils adhere to the School rules
- To create an atmosphere of trust and co-operation between home and school by working and communicating with parents/carers
- To notify the school about personal absence and gain permission from the Headmaster for any intended absence
- To participate in any arrangements that may be made for teacher appraisal
- To be responsible for his/her personal punctuality and wearing of appropriate dress

### **Lead on the musical life of the school, both curricular and co-curricular by:**

- Line managing staff in the Music Department
- Managing peripatetic music teachers and ensuring that individual lessons are taught to the highest standard
- Assisting in the recruitment of high quality peripatetic music teachers as vacancies and demand requires
- Ensuring that Music Scholars make outstanding progress and contribute fully to both the curricular and co-curricular life of the College
- Crafting and delivering a creative vision for the pattern of concerts and other musical events
- Providing musicians as required for whole school events such as awards evening, open events and chapel services
- Working with the Drama Department to supply music for productions
- Promoting music-making throughout the College
- Overseeing a range of orchestras, choirs and ensembles, drawing pupils from across the College
- Taking responsibility for the day to day management of Tallis Music School, including the classrooms, ICT equipment, practice rooms
- Managing the storage and movement of instruments and equipment as required

### **Plan, prepare and teach effective lessons meeting the educational requirements of all pupils by:**

- Following the requirements of the School's curriculum and policies
- Ensuring all health and safety regulations are observed
- Making full use of all the teaching resources available, including ICT
- Assisting pupils to set and achieve academic targets and overseeing the academic progress of a tutor group, where applicable, within a safe and positive working environment



## KEY RESPONSIBILITIES (CONTINUED)

- Ensuring that a weekly plan of work is available
- Setting appropriate and differentiated work according to prep timetables
- Marking pupils' work fairly, promptly and consistently according to the School Marking Policy
- Supporting and preparing pupils thoroughly for public examinations as appropriate, as well as for internal examinations through the production of detailed revision lists
- Maintaining the classroom in good and tidy order and ensuring a high quality of vibrant classroom displays that are regularly changed and updated
- Planning collaboratively with colleagues
- Participating in appropriate CPD activities as part of a continuous professional development programme

### **Maximise the potential of all pupils in the class by:**

- Understanding individual learning needs or personal circumstances that may affect your teaching and pupils' learning liaising with the Head of IN and EAL as appropriate, and regularly updating class profiles
- Understanding the significance of baseline assessment in pupil progress
- Maintaining a positive working atmosphere in your classes, foster a spirit of enquiry, a love of knowledge and a delight in the pursuit of excellence.
- Teaching pupils how to learn and think as well as to know and understand.
- Teaching according to schemes of work, with lessons appropriately planned to take account of the pupils in your class.
- Ensuring that prep and holiday work is appropriately set.
- Marking accurately and constructively according to school policy
- Keeping clear records of pupil attendance and performance according to school guidelines.
- Ensuring that pupils' efforts are properly rewarded in line with the Schools' Rewards Policy.
- Contributing to the development of the curriculum by taking an active role in department meetings.
- Communicating effectively with pupils, parents and colleagues, responding promptly to emails, and queries and by attending relevant meetings, Parents' evenings and other whole school events.

### **To contribute to the co-curricular provision and pastoral care by:**

- Ensuring that pupils have access to a diversified and enthusing musical experience
- Organising musical events, providing regular opportunities for pupils to perform





### KEY RESPONSIBILITIES (CONTINUED)

- Providing activities and clubs to pupils throughout the school, as directed by the Deputy Head, as well as supervision of pupils on trips and at school and outside events
- For Senior School teachers, tutoring in one of the College's houses, undertaking duties in said house
- Carrying out whole school duties

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed, or any duties that may be reasonably required by the Head according to the normal practice of an independent school. In allocating time to the performance of duties and responsibilities, the post holder must use directed time in accordance with the School's published timetable.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and it may be subject to modification or amendment at any time after consultation with the holder of the post. The School undertakes to provide appropriate induction, mentoring and professional development for all teachers.



## PERSON SPECIFICATION

### ESSENTIAL

- A commitment to promoting and safeguarding the welfare of children
- A good honours degree in Music or another relevant discipline
- Passion for delivering a high quality education for children of all abilities (including able, gifted and talented and those with learning support needs)
- Recent relevant personal and professional development appropriate to the role
- Excellent subject knowledge
- Experience of teaching from Key Stage 3-5
- The ability to prepare pupils for university and Oxbridge UCAS applications
- Good written and verbal communication
- Proven organisation and planning skills
- Strong ICT skills
- The ability to lead, inspire and motivate others

### DESIRABLE

- Experience of working in an independent school environment
- Experience of teaching Key Stage 2
- A teaching qualification (e.g. QTS, PGCE, BEd or equivalent)
- Knowledge of using iPads to support learning and teaching
- The ability to play the chapel organ would be an advantage in this role

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