



Welcome



St Hugh's
School
Woodhall Spa

A leading day and boarding independent Preparatory School and Nursery for boys and girls aged 2 – 13



Welcome to St. Hugh's and thank you for expressing an interest in joining us as a member of staff.

The ethos of St. Hugh's is driven very much by a sense of community and an environment where everybody can find their way to make an impact.

We are a thriving school with children from the age of 2 in the Nursery right up to 13 years of age in Year 8 and our small class sizes and family atmosphere mean that we can focus on the key aspects of education. We never forget the importance of childhood and the range of activities on offer here, most of which are run by staff from across the school, is the envy of

many schools in the area.

Our minibuses bring children to us from all areas of Lincolnshire and we have routes which run from Lincoln, Skegness, Louth, Sleaford, Boston and Market Rasen. A significant number of children are boarders here and, to them, school is very much a home from home. They live in school from Monday to Friday, looked after by our resident staff.



St. Hugh's is a family school, firmly linked to the local community and we are proud of our connection to the village. We host events for local residents, we source our food from local producers and we strive to play our part in the town we are proud to call home. We are especially proud of our connections to the armed forces; many families from the British and American forces have chosen us and we are pleased to be linked to a number of local bases.

With 160 children and over 50 members of staff, St. Hugh's is a school where everyone knows everybody. Each member of staff, be they admin, support, catering, or teaching, enjoys working here and they particularly the energy and enthusiasm that greets you as you arrive.



I'd very much like to welcome you to the school to get a sense for this yourself and, if you think St. Hugh's is also right for you, I look forward to receiving your application to join us. If you wish to know more, please don't hesitate to contact the school.

Yours sincerely,

Jeremy Wyld, Headmaster



Director of Music from September 2021

An exciting opportunity has arisen to join the team at this thriving Prep School. If you are a talented musician and a graduate in Music or highly qualified music teacher, we would love to receive your application.

An ability to contribute to this busy co-educational Prep School and Nursery will be greatly valued, as will a hands on and collegiate approach to working in a school. All staff at St. Hugh's work closely together and the successful applicant will be as at home in an Early Years classroom as they will be working with potential Music Scholars.

Do visit our website to find out more about the school and if you require any further information, please contact the school at office@st-hughs.lincs.sch.uk

St Hugh's School is committed to safeguarding and promoting the welfare of children. Consequently a Disclosure and Barring Service Certificate is required for every post.

www.st-hughs.lincs.sch.uk



Director of Music - Job Description

- To coordinate the teaching of all music throughout the whole school and to teach all class music, undertaking the standard duties required of a Head of Department
- To ensure regular communication with parents, including guidance and preparation for scholarships, music exams and instrumental lessons
- To create a successful environment, with the expectation of high levels of achievement for all pupils and staff, through discipline, motivation and leadership
- To liaise with and continue to develop the already strong links with senior schools and supervise the preparation of prospective music scholars to these schools
- Under the supervision of the Headmaster, to appoint, induct and appraise members of the visiting music staff
- To work closely with, and represent, the peripatetic music staff
- To oversee the timetabling and delivery of 130+ weekly instrumental lessons
- To draft and implement the departmental staff handbook, policies and schemes of work
- To chair regular departmental meetings, and liaise with both the senior management team and other members of the Common Room
- To oversee staff training within the Music Department, providing opportunities and ideas for relevant professional development
- To be responsible for the departmental budget and to oversee the hire, purchase and maintenance of instruments within the department
- To oversee the ordering, invoice and distribute sheet music on behalf of all pupils at the school

- To oversee preparations for instrumental and theoretical music examinations (currently over 90 ABRSM exams are taken each year)
- To act as Musical Director for school productions
- To ensure adequate record keeping within the department, including the reporting to parents by the peripatetic team
- To organise and schedule meetings at the Music Department Parents' Evening
- To play a full and active role in the wider life of the school, including hobbies, duties and INSET
- To undertake any additional duties required to promote and encourage music in all areas of the school, ensuring that the aspirations of all pupils are met regardless of age or ability
- To promote the musical opportunities of the school and its facilities to the local and wider community by engaging with other schools, community groups and local competitions
- To source and arrange musical material for all of the school's ensembles
- To award music prizes, cups and commendation certificates
- To develop opportunities for all children to perform at all ages.
- To direct and organise all school music, the current schedule of events are as follows:

Autumn Term

Autumn Concert, Remembrance Service, Harvest Festival, Nativity plays for Reception/Nursery and Years 1 & 2, Woodhall Spa Christmas Market, Visits to local residential homes, Carol Service and 2 Informal Concerts

Spring Term

School Show (Years 7 & 8), Junior Concert (class orchestras for Years 3 – 6) and Informal Concert

Summer Term

Music for Elocution Competition, Ascension Day, Summer Concert, Junior Show (Years 3 – 6), 2 Informal Concerts and Speech Day

In addition, selected pupils are invited to attend 3 senior school music days.



Job Specification for Heads of Department

1. The management of each subject is devolved on the Head of Department who, in consultation with the Headmaster and Director of Studies, will ensure that the subject is enthusiastically and successfully taught to all children.
2. The Head of Department will ensure that the syllabus required for success in final examinations is to be covered and encouragement is also given to broaden the educational experience beyond the basic examination requirements.
3. Departments with more than one member will organise meetings to ensure co-ordination of approach. Such meetings should, if necessary, involve Key Stage One teachers, the Head of Learning Support and Director of Studies.
4. Specialist rooms are provided for each department, encouraging retention of resources in department areas. These resources and relevant risk assessments are the responsibility of the Head of Department.
5. Heads of Department may provide and encourage the use of departmental rooms in free time, where practical and safe.
6. Heads of Department shall submit annually to the Director of Studies a list of requirements for purchase in the forthcoming year; Development plans and a Review of the previous year. They will then be given a budget for the year for different categories of expenditure.
7. Heads of Department shall create such an atmosphere in their department that learning is not only successful but also a pleasure, so that children can pass through enthusiastically and anxious to pursue the subject further at their next school.
8. The Head of Department will support and advise all members of his/her department in all matters involving contact with parents in relation to department business.
9. Heads of Department shall identify aspects of their subject which could benefit from an increased application to Information Technology.

10. Heads of Department shall instil throughout their department the understanding that the best learning is acquired by doing, by pairing, by discussion, by viewing, by questioning and by experiencing, as much as by instruction.
11. Heads of Department shall make themselves aware, not only of the most positive environment for progress, but also the best atmosphere. Classrooms should be decorated with posters and displays of children's work. These should be replaced regularly.
12. Heads of Department should be aware of the latest developments in their subjects, in particular they must be aware of Common Entrance, National Curriculum and scholarship requirements, as well as statutory and non-statutory guidance.
13. Such guidance should be clearly reflected along with the whole policy of the department, in the Scheme of Work and other documentation for the whole school. Heads of Department are responsible to the Headmaster and Director of Studies for the production of thorough and well considered documentation. They will work closely with the SMT for the furtherance of their department.
14. The Head of Department should support the Headmaster in school matters as requested by the Headmaster.
15. Minutes of all meetings should be submitted to the Director of Studies.
16. Heads of Department are responsible for ensuring school policies relating to academic issues such as marking, presentation and spelling are adhered to, following planning guidelines. All pupil exercise books should be checked on an annual basis by the Head of Department. Books should be dated and signed when checked.
17. Heads of Department are expected to observe other members of their department teaching annually, throughout the school.
18. If a Head of Department has any concerns within their department, they should be raised with the relevant member of the SMT.