



Bancroft's School

Woodford Green • Essex • IG8 0RF
www.bancrofts.org



Candidate brief for the position of
Teacher of Music (Maternity Cover)



CONTENTS

- The Role
- Responsibilities & Accountabilities
- The Person
- The Department
- Background
- Remuneration
- How to Apply





THE ROLE

We are looking for a Music Teacher to cover a maternity absence, able to demonstrate sound subject knowledge with high academic standards and the ability to use music software. The post would be equally suited to someone established as a teacher or a suitably qualified candidate looking to enter the profession. In either case, a willingness to contribute to extra-curricular work with the ability and confidence to direct groups, particularly choirs, will be of central importance to the successful candidate.

This role reports to the Director of Music.



RESPONSIBILITIES/ACCOUNTABILITY

- To deliver subject curriculum to pupils
- To inspire pupils to develop a passion for learning
- To direct activities in the co-curriculum
- Teaching pupils through the School at Key Stages 3, 4 and 5, including examined groups at GCSE and A level.
- Marking, assessment and grading within the department, always setting the highest standards of personal organisation and administration.
- Attending regular meetings of the department, both formal and informal, to discuss policy, teaching methods, approaches to the subject and the sharing of common problems and concerns.
- Adhering to departmental policies and to meet School deadlines insofar as it applies to the department.
- Attending an annual review with the Head of Department.





Bancroft's School

Responsibilities in relation to the pupils and to what is taught:

- Keeping abreast of developments in the subject, maintaining contacts with professional associations.
- Participating in discussion, within the department, on the development of appropriate syllabuses and schemes of work at all levels.
- Monitoring the progress and learning of pupils, for example by comparing performances of parallel sets; ensuring appropriate testing is conducted; that preps are set and that marking is swiftly and competently undertaken.
- Ensuring pupils are properly prepared for exams.
- Participating in the setting and marking of internal exams and determining appropriate grade boundaries thereafter.
- Assisting with the setting of pupils appropriately where required.
- Assisting with co-ordinating the organisation of expeditions and other extra-mural activities in relation to the department.
- Maintaining the image of the subject as an interesting and valuable one. Keeping learning environments stimulating and interesting.

Responsibilities in relation to the School

- Carrying out School policy, including the School safety policy, in the context of the department.
- Communicating departmental matters to the Head of Department, discussing examination results and raising issues of concern.
- Marking entrance exams and interviewing where necessary.
- Supporting the use of ICT within the department.
- Presenting the department at Open Days etc. as the need arises and in prospectuses.
- Ensuring that the facilities used by the department, including equipment and teaching areas, are maintained in an appropriate condition.





Additional Information

- This job description is not an exhaustive list of all responsibilities or duties but reflects the major core of the role
- The organisation reserves the right to alter the content of this job description after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility
- In the event of a major incident or disaster, you may be required to provide assistance in whatever capacity necessary and participate in any training to ensure the school is fully prepared for such events.
- Bancroft's School is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. The School expects all staff, contractors, Governors and volunteers to share this commitment
- To demonstrate a commitment to improving and developing the organisation's processes and facilities
- To carry out such duties that may be reasonably required by the line manager

THE PERSON

Essential criteria:

- Good degree or equivalent in a music or related subject
- Choral experience
- Confident
- Diligent
- Cooperative
- Team worker
- Enthusiastic
- Safeguarding
- Commitment to extra-curricular music

Desirable Criteria:

- QTS/PGCE
- Prior teaching experience of Key Stage 3, 4 & 5
- High ability pupils exposure
- Piano Accompanist
- Practical
- IT literate
- Creative





THE DEPARTMENT

The Music Department is housed in the Adams Building and has two classrooms, one of which is used as a technology area and is equipped with a suite of iMac computers running Sibelius 7 and Logic Pro X. The main teaching room has a computer projector and twelve keyboards on class worktops.

In years 7-8 pupils are taught a broad curriculum throughout the year in classes of about 17, and in year 9 the subject is taken as an option, currently with two sets. The school follows the Edexcel specification for Music GCSE and AQA for A-level and classes in these year groups are relatively small.

The music office and practice rooms are on the top floor and this is where the team of visiting music teachers is based. These teachers are self-employed and organise their own timetables of instrumental lessons for pupils in the prep and senior schools. Some of the peripatetic staff assist with running extra-curricular music groups.

The Music Department has a wide range of weekly extra-curricular activities, including orchestras, choirs, bands and smaller ensembles. There are regular concerts throughout the year, ranging from informal chamber concerts to large-scale events and shows. The Department is regularly involved in music for morning chapel and assemblies and there is a high-profile concert at the Drapers' Hall in London every March.





BACKGROUND

The School

Bancroft's School was founded by the Drapers' Company in 1737 on the Mile End Road as a day-school for local boys from a diverse range of backgrounds; the School has come a long way geographically and institutionally since then but remains committed to pupils from a wide range of backgrounds and has a long tradition of excellence.

We are now a co-educational independent day school for around 1200 pupils from 7 to 18 and an unashamedly aspirational school, devoted to scholarship and intellectual inquiry. We aim to provide an atmosphere in which each child can flourish and we believe that children succeed when they take full advantage of the huge range of different opportunities we provide – whether immersed in academic research, being out on the sports fields, taking part in charitable activities, acting on the stage, playing music and attending some of our numerous clubs and societies, our pupils challenge themselves and learn by taking part wholeheartedly in school life.

We have the highest expectations for every child in the School and we support, encourage and nurture each individual; we want our pupils to enjoy life to the full, make enduring friendships and grow up in a friendly, safe but challenging environment.

At Bancroft's we continually strive to ensure that all our pupils leave here with the confidence, self-awareness and knowledge to thrive in the world beyond, as well as taking with them an awareness of others and an abiding curiosity about the world.

Bancroft's has a selective 5 or 6 form entry at 11+, with just under half the pupils coming from the Preparatory School. The school uses its own entrance exam and admits boys and girls in equal proportions. There is a further small entry at 16+, and most pupils stay into the Sixth Form. Public examination results are very strong and place Bancroft's among the top co-educational schools in the country.

In 2017, 90% of all A-level exams taken by Bancroftians were graded A*, A or B, and 67.4% A* or A compared with the national level of 25.8%. 32.6% of all A-levels sat achieved the top grade of A*, again significantly higher than the national average which has been around 8% over the past years.

Almost all of the Upper Sixth go on to Higher Education, with the majority to top Russell Group universities and in 2017, 23 to Oxford and Cambridge.

Bancroft's is a forward-looking, modern school; a centre of excellence for the twenty-first century.





REMUNERATION

Bancroft's offers an attractive benefits package including a competitive salary, including private medical insurance, pension, and concessionary fees for children attending the school (dependent upon academic assessment).

HOW TO APPLY

An application form is available to download from the School website, <http://www.bancrofts.org/about-us/employment-opportunities> or by emailing recruitment@bancrofts.org

Bancroft's School is an Equal Opportunities employer and is committed to safeguarding and promoting the welfare of children and applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

