

Candidate brief for the position of  
Head of Choirs, Ensembles & Performance

Newton  
PREP

*Newton Prep was rated as 'Excellent' across the board by ISI Inspectors in March 2022*



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# The School

Established in 1991, Newton Prep is a thriving school for children, aged 3-13. The School is unashamedly ambitious for its pupils who have access to outstanding facilities. We want them to achieve their academic potential whilst also engaging in sport, art, music and drama. In the School, there are currently over 650 pupils from Nursery to Year 8.

We want the children to involve themselves in the total life of the School, which includes after school clubs and activities and a wide range of trips. We celebrate the diversity of our pupils; we want our children to develop a strong sense of community, learning how to make a positive contribution to the community of Newton Prep and the world around them. The ethos and philosophy is one that is based on mutual respect and kindness shown to others.

Our Vision is to provide the children in our care with a first-rate education in the knowledge that time is precious and irreversible. The education we provide has a strong academic base and an imaginatively broad curriculum giving a rich learning experience for all children including provision for children with a range of abilities, including those with high aptitudes in specific subjects. Moreover, the Newton education has a lasting impact as children progress through their school years and throughout their lives, developing both intelligence and character. Our atmosphere is full of happiness and enthusiasm with a sense of purpose and achievement as both pupils and staff aim high. Good governance bolsters these aspirations. We focus on developing ambition in the children so that they move on to the











most appropriate senior school. Newton Prep is a model for best practice in all aspects of prep education.

The School places a strong emphasis on the education of the whole person. We attach great importance to the teaching of Art, Drama, Music and Sport as well as the more academic subjects. Our curriculum and extensive co-curricular programme, together with the House system, reflect the School's commitment to providing both high quality learning opportunities and strong pastoral support so that our pupils have the best opportunities to achieve their full potential and are successful in all areas of school life.

Fundamentally, we want Newton Prep children to enjoy their precious childhood years.

## Location

Newton Prep is positioned in the heart of central London's newest vibrant and dynamic development. The area stretching from Nine Elms to Battersea is home to a bustling new 'town'. The iconic Battersea Power Station, now rebuilt, has transformed this part of the capital. With the opening of the Northern Line tube extension, the school enjoys exceptional connectivity, we are within five-minutes' reach of three different stations, served by four bus routes and even accessible by river!

-  Battersea Park  2 mins
-  Queenstown Road  5 mins
-  Battersea Power Station  5 mins
-  156, 344, 436, 44  1-3 mins
-  Battersea Power Station  15 mins



## Summary of the Role

We are seeking to recruit a highly motivated, inspirational person to lead our wide range of choirs and music ensembles. Following the recent promotion of our Director of Music to Headship, we are seeking someone with a track record of inspiring children to participate in music performance. At Newton Prep many children, of many ages, love to sing in one of our choirs. Our Training Choir is an outstanding, auditioned choir, who have performed at cathedrals across the country and have gone on choir tours to Cambridge and Dublin; we have a Junior Choir (for pupils in Years 3 and 4) a Senior Choir (for Years 5 and 6) and a Vocal Group (for Years 7 and 8). Beyond that, we have numerous ensembles - including strings, guitar, woodwind and brass. Academic music lessons, performances, recitals and productions all form an important part of life at the school. You would be responsible for implementing and leading a vibrant and varied programme of musical activities. A sense of music at Newton Prep can be experienced [here](#).

We are keen to hear from candidates who will bring creativity and flair to the children's music experiences. Ideally, you should be an excellent pianist, who can accompany the children and play at important school events.

The Head of Choirs, Ensembles & Performance is appointed by the Head and is responsible to them via the Deputy Head Teaching & Learning.

Start date: **January 2025** (or as soon thereafter).



# Main Duties & Responsibilities

## The responsibilities of the Head of Choirs, Ensembles & Performance include:

- Maintaining the high standard and high levels of pupil participation in the various school choirs and ensembles
- Leading and organising whole school musical events throughout the year, held in the School's auditorium or recital hall, or in external venues such as Cadogan Hall, Holy Trinity Sloane Square and other major London venues
- Working closely with the Head of Drama to ensure that all plays and productions are exciting, well rehearsed and engaging
- Working closely with the Head of Music to ensure that music lessons from Nursery to Year 8 continue to be varied, interesting and engaging
- Liaising with the large team of excellent Visiting Music Teachers to assist in various concerts and productions
- Ensuring timely communication with parents and staff in the lead up to concerts and recitals
- Raising the profile of the Music department in the wider community by developing links with local and national music organisations
- Bringing musical performance into the daily life of the school
- Inspiring a life-long love of music in Newton pupils
- Leading a vibrant and varied extra-curricular programme of musical activities
- Teaching excellent music lessons
- Marking, assessing and recording pupils' work in accordance with School and Departmental Policies and keeping up-to-date and detailed records
- Ensuring that all lessons are well prepared, and appropriate to the ability level of the pupils
- The ability to use ICT/Ed tech in day-to-day teaching
- Writing thorough reports which show knowledge of each child's progress in Music
- Attending parent/teacher meetings
- Attending occasional school open mornings (which take place on Saturday mornings)
- Attending evening functions to support the PTA
- Covering duties such as playground, prep, lesson cover as directed by the Head/Deputy Heads – Upper School
- Attending and contributing to departmental and general staff meetings
- Participating in INSET
- Being punctual for lessons and arriving at school before the start of the school day
- Such other comparable duties as the Head may require from time to time



# Person Specification

## The Head of Choirs, Ensembles & Performance needs to have:

- An appropriate teaching qualification i.e. (BA (Ed), BEd or PGCE) or proven experience in a relevant setting
- Enhanced disclosure via the DBS
- The commitment, drive and vision to deliver high quality performances, especially with choirs
- The ability and enthusiasm to teach music lessons, mostly in KS2 & KS3
- Awareness of senior school music scholarship requirements and the willingness to prepare pupils for the scholarship assessments
- Good time management and strong organisational skills
- Excellent communication skills – both written and verbal
- Motivation to work with children and young people
- Ability to form and maintain suitable relationships and personal boundaries with children and young people
- A strong cultural fit with the School's ethos and values with regards to enthusiasm, commitment and ability to take part in the full life of the school both during and outside of teaching hours



## Summary of Terms & Conditions

The following information provides guidance, without prejudice, on the expected main terms and conditions of employment.

A formal contract detailing the terms and conditions applicable to this position will be drawn up on receipt of your acceptance of your provisional offer of employment. Any offer of employment will be subject to satisfactory recruitment checks (including qualifications, references, ID, right to work, online searches and medical checks) that are satisfactory to the School as well as satisfactory checks from the DBS and Teacher Regulation Agency.

### Salary

A competitive salary package, above the national teachers' scale for Inner London, will be offered in accordance with the School's salary scale which will reflect the experience and qualifications of the successful candidate. Salaries are paid by BACS transfer on the last working day of each month in twelve equal payments.

### Period of employment

Full-time, permanent.

### Probation

This post is subject to a probation period

of twelve months. During this probationary period either you or the School may terminate your employment by giving not less than one month's prior written notice. The School may, at its discretion, extend the probationary period for a further period in the event it is considered necessary.

### Pension

Teachers will automatically be enrolled into the School's flexible Defined Contribution pension scheme with the Aviva Pension Trust for Independent Schools (APTIS). Associated benefits include group life cover and group income protection.

### Fee remission

A discount of up to 50% is given on school fees for children attending Newton Prep (subject to satisfying the School's admission criteria). Please note this is not a contractual entitlement and the school reserves the right to vary the rate of remission or to withdraw it altogether.

### Other benefits

Staff gym, free on-site parking, cycle-to-work scheme, free 'travel to work loan scheme', free school lunch, tea and coffee during term time, 24-hour counselling and legal advice service, free annual flu vaccination, training and development opportunities.



# Application

Newton Prep is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The School will carry out online searches on all successful candidates as part of the process of assessing suitability.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Please ensure that you include the names of two referees and details of employment since leaving school. As the position involves working with children the successful applicant must be willing to undergo child protection screening appropriate to the post (including checks with past employers) and will be subject to an Enhanced Disclosure and Barring Service check.

The closing date for applications is **9.00 am Friday 27<sup>th</sup> September 2024**.

Application is by form only, which can be downloaded [here](#) or from our website [newtonprepschool.co.uk](http://newtonprepschool.co.uk). Candidates should complete the School's Application Form and email it to the HR Assistant: [hassistant@newtonprep.co.uk](mailto:hassistant@newtonprep.co.uk).

Alternatively forward it via post to the HR Assistant, Newton Prep, 149 Battersea Park Road, London, SW8 4BX. If you have any queries about the application process, please contact the HR Department on **0207 720 4091 Ext 1255**.

Interviews will be held week commencing **Monday 7<sup>th</sup> October 2024**. However, the School reserves the right to interview and appoint ahead of the advertised closing date, should an appropriate candidate be found. Therefore, it is advisable to submit applications as early as possible.

*We are an equal opportunity employer. All applicants will be considered for employment without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.*







Newton  
PREP

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Newton Prep Ltd