



Royal Grammar School

Amersham Road, High Wycombe, HP13 6QT

Website: www.rgshw.com

A selective day and boarding school for 1394 boys

Assistant Director of Music

Salary: Additional allowance available for an exceptional candidate

Single accommodation may be available

Applications should be made to the headmaster, Philip Wayne, by **Tuesday 3 March**,
by email to (dmc@rgshw.com)

The selection process is outlined within this pack.

The Royal Grammar School is committed to promoting the safety and welfare of all pupils.

Appointment is conditional upon at least two satisfactory references.

All staff are required, before taking up post, to undertake an enhanced criminal record check through DBS.

Information for Candidates





FROM THE HEADMASTER

RGS is an exceptional place. We have a vision to be seen as world class in offering those most naturally able the best that a state funded school can offer. We have a proud tradition, dating back to the 13th Century of educating young men.

We have high academic standards, excellent examination results and consistently feature amongst the top state schools in England. Almost all students progress to good universities including approximately 15-18 to Oxford and Cambridge, other stellar institutions and to the USA.

Our broad and balanced curriculum is not the full story and we look far beyond its confines with a vast array of co-curricular opportunities unparalleled, I believe, in the state sector.

Our innovative teachers deliver a high-quality classroom experience combined with exceptional pastoral care. We ensure that, in this large school, every boy is known as an individual.

We encourage all Wycombiensians to be self-confident, positive, healthy and enquiring young men who acquire the qualities of tolerance and respectfulness embodied through a modesty of manner. The result is a happy, close-knit community where we enjoy each other's company, and friendships for life are formed.

Most of our students are day boys. Boarding, however, has a unique capacity to shape the lives of young people and RGS offers this provision to 70 boys. Full and weekly boarding is on offer and pays a substantial role within the life of the school.

You will very much enjoy working with the boys here who are courteous, committed, caring and entertaining. The commitment and dedication of staff who all work towards achieving our vision are the vital component in ensuring the success of RGS. We are looking for well-qualified and enthusiastic colleagues to join us who are passionate about their subject and responsibility, and are willing to go the extra mile to be a part of our exciting journey.

I hope that you find the information of use and look forward to receiving your application if you feel that this opportunity would suit what you have to offer. Thank you for your interest in RGS.

I am delighted that you are considering joining us.

Best wishes

Philip Wayne

[Media Video](#)





Departmental Information

The Assistant Director of Music will enjoy a role, which will enable his/her professional development and is a real opportunity to make a difference to the musical life of the school. The job has two clear stands, the proficient teaching of music in class across the age range, and energetic leadership of various co-curricular activities in the Department, as appropriate to the new Assistant Director of Music's skill set. A good working knowledge and practical experience of ICT in the music classroom and a wide-ranging musical knowledge would be expected for successful delivery of the classroom curriculum. A passion for making music at every level, with the ability to encourage beginners and modest achievers as well as deal with top musicians, would be expected for an enthusiastic contributor to the co-curricular programme. An ability to inspire is a vital ingredient, as is unflagging energy. Excellent keyboard skills would be expected, and experience at running a dynamic rehearsal would be an advantage.

There is a high uptake of both GCSE and A level Music with a track record of excellent results in the subject.

Music has, since the 1940s been very much at the heart of our rich and varied co-curricular programme at RGS. We currently hold several concerts throughout the year and have recently introduced a House Music Competitions (as a part of our recently formed House system). We have an established musical bi-annual tour to Salzburg, an annual visit to sing Choral Evensong at the University of Oxford and our students perform at a range of venues locally. There is a well-attended outdoor jazz evening in the summer. There have been bi-annual shows (Les Mis, West Side Story in recent years, for which the school resources a professional director) and larger scale performances, such as Verdi's Requiem, have been possible in collaboration with local girls' schools and local groups. The Festival of Lessons and Carols, held in High Wycombe Parish Church is a much loved event, of a high standard, attended by a congregation of over 500, with around 120 boys singing.

Currently, the musicians make up a range of groups – orchestra, wind band, the renowned 'Close Harmony' group, jazz, swing, choirs with various junior and senior derivatives.

The [Chiltern Music Academy](#), of which the Headmaster is a Trustee, has its Head Office at the RGS and uses our facilities and those of Wycombe High School for their activities.

The Department consists of a full-time Director of Music, Assistant Director of Music and Music Administrator. A talented, committed body of instrumental teachers, (known as 'peris') many of whom are professional performers, ensures that the boys' talents are nurtured and developed. The Friends of Music support the work of the department promoting both social capital and fundraising for equipment.

A number of boys will progress to further study at university or music college although many are fine musicians and talented in other areas, maintaining their passion for music as a co-curricular activity. The ability to teach GCSE and A level, with a track record of achieving good outcomes for students is essential as is sufficient academic prowess to prepare boys for Oxbridge entrance.

There is a scholarship scheme, funded by the RGS Foundation, to encourage Year 7 boys to learn a musical instrument. The school has recently been recognised by the Royal College of Organists as an accredited school. The Music Centre was opened in 2003 by the singer/songwriter Howard Jones (an 'old boy') and comprises two teaching rooms, large enough for rehearsals, a 'tech room', seven practice rooms, a music office and music staff facilities. There is ample storage for instruments though this is, on some days, at capacity!

The Queen's Hall is used for concerts and can hold an audience of around 500 people. There is an electronic organ which is used to accompany hymns in assembly regularly (thirty years old, but still in good condition and donated by the musicologist, Dennis Stevens, an Old Boy). There is a Kawai grand piano, in good condition, as well as a similar instrument in the main teaching room. There are a number of electric and upright pianos, a harpsichord and a range of orchestral instruments.



Job Description

Assistant Director of Music

Accountable to: Director of Music

As Assistant Director of Music:

- To support the Director of Music in the leadership and management of the department.
- To set and maintain high standards of teaching and learning within the department, helping to deliver an effective, ambitious and inspiring curriculum for academic music at Key Stage 3, GCSE and A level.
- To take responsibility for a key stage the leadership and management of:
 - Schemes of Work
 - Exams and assessment
 - Assessment for Learning
 - Key skills development such as independent learning, experimental and IT skills
 - Support of key pupil groups, such as SEN, EAL, G & T, Pupil Premium.
 - Enrichment opportunities (intra and co-curricular) including the annual House Music Competition
 - Analysis and use of data to improve pupil progress through successful interventions
 - Coursework including internal and external moderation processes
- To assist on curriculum development
- To assist with wider departmental publicity and communication, eg School website
- To attend middle leaders meetings as requested by Director of Music.
- To deputise for the Director of Music in their absence.
- To support the Director of Music in checking of reports.
- To assist the Director of Music in the provision and administration of a rich and varied programme of co-curricular music
- Provide direction and accompaniment for ensemble rehearsals, concerts and musical theatre production as required
- To help facilitate, support and develop the busy schedule of Music Department events across the year.
- To undertake other duties of an appropriate nature as may be reasonably required by the Headmaster.

This job description is written at a specific time and is subject to change as the demands of the governors and needs of the School change. The role requires flexibility and adaptability and employees of the School need to be aware that they may be asked to perform tasks and given responsibilities not detailed in this job description.



Person Specification

	Essential	Desirable
Qualifications	<p>Good honours degree</p> <p>Appropriate evidence of in-service training</p>	<p>PGCE or equivalent QTS</p> <p>Music diplomas in performance</p> <p>First aid qualification</p> <p>Able to drive a school mini bus</p>
Experience	<p>Ability to teach up to and including A level</p> <p>Effective classroom teacher</p> <p>Experience of working with pupils of high ability</p> <p>An excellent pianist and accompanist</p> <p>An excellent 'MD' or conductor</p>	<p>Experience in the use of IT in teaching</p> <p>Experience of raising achievement</p> <p>Experience of taking part in co-curricular activities</p> <p>Experience of the standard of education expected in an ambitious grammar school</p> <p>Organist or willing to learn to accompany hymns</p> <p>Strengths in some of the following: choral music, chamber music, musical theatre, composition (including software), technical equipment.</p> <p>Specialist skills on an orchestral instrument</p> <p>Familiarity with Edexcel GCSE syllabus and/or EDUQAS A level Music syllabus</p>
Personal Qualities	<p>Ability to relate to students of all abilities</p> <p>Outstanding personal relations and team working skills</p> <p>Willingness to contribute to the school's extensive co-curricular programme</p> <p>Energy, charisma and dynamism with the vision to drive and develop the subject at RGSHW in line with the school's ambitions</p> <p>Ability to promote and market RGS inside and outside of it</p> <p>Ability to think creatively</p> <p>Availability for regular trips out of school hours</p> <p>A good sense of humour</p> <p>Passion for the subject</p>	<p>Ability to lead by example</p> <p>Ability to work independently</p>



Career Development



Alex Wallace, Geography, Deputy Head

School attended: West Buckland School

University: Birmingham University and Bath University

Career so far at RGS: I joined the school in 2007 as second in the Geography Department. I enjoyed being involved in designing schemes of work and taking responsibility for a Key Stage. I was then appointed to Head of Year 10 and 11. This was an incredibly rewarding role; I enjoyed leading a team of tutors and was passionate about my Year Group having the best possible experience at RGS. The challenges that this role gave me, prepared me well for my Assistant Headteacher position. My main responsibility was, and continues to be, Teaching and Learning. The change in role meant I spend more time with our incredible staff. The Senior Team often provide the steer in terms of Teaching and Learning but I love seeing the different styles and approaches which are encouraged to flourish, which inspire our boys on a daily basis. As Deputy Headmaster I oversee the day-to-day running of the school, I love the role. I am very early on in my tenure, but it is a real privilege to be in this position working with inspirational teachers and students.

What I love about RGS, apart from the boys! The fact it allows me to love coming to work. I am incredibly proud to say I work at the RGS. The students are very special; they are inspiring, creative, challenging and most importantly fun! I would also suggest exactly the same applies to the staff! There is a real community at the RGS, you notice this in lessons, assemblies, staff badminton, staff football and especially the staff brewery evenings. More than anything, I enjoy the friendly and approachable nature of all staff. There are always people to ask for guidance and support in any circumstance. Everyone including boys, parents, governors and staff want RGS to be the best possible place. What other state school would have 21 members of staff giving up most Saturdays to take a rugby side? This is a truly committed staff and I can't imagine working anywhere else.



James Eve, English, Assistant Head

School attended: Ipswich School (1981-1992)

University: University of St Andrews (undergraduate MA), University of York (postgraduate MA)

Career so far at RGS: I joined as an Assistant Head in September 2016 from Magdalen College School. Coming to RGS has offered me the challenge of taking whole-school responsibility for assessment and pupil progress. It has been a steep learning-curve, but I've felt welcomed and supported by the staff, who all have a great 'can do' attitude. I've been delighted at the way I have been drawn so quickly into the co-curricular life of the school. Since arriving, I've been given the chance to take charge of the Fencing team, and have also got involved with the Cross-Country squad.

What I love about RGS, apart from the boys! The strong sense of community that binds together boys, staff and parents. I've learnt this continues long after the boys leave. Already, I've lost count of the number of former pupils who have returned for social or sporting events, or have demonstrated the clearest expression of faith and fondness for their alma mater by sending their own sons to the school.



General Information

This is general information for all who apply for a post at RGS. Some of it will not be relevant to this post, but I trust that you will find it useful in forming a picture of the School.

Teaching at RGS

There are approximately 90 teachers at the Royal Grammar School. RGS teachers are hardworking, gifted professionals who are able to inspire pupils with their enthusiasm and subject knowledge. They are committed to providing high-quality teaching as well as playing a full and purposeful role in the School's extensive co-curricular programme.

Our teachers are specialists in their subjects and most have postgraduate teaching certificates. Those arriving without a PGCE are encouraged and supported to gain such a qualification soon after appointment. Continuing professional development is strongly-encouraged and the School has good links with local universities, teaching schools and industry. We are associated with the Astra Alliance Initial Teacher Training programme, offering 'on the job' training in certain subjects, some with bursaries. Further details on request.

The School also follows the Astra Alliance induction programme for Newly Qualified Teachers, led by the professional tutor. We have a healthy balance of staff, from NQTs to very experienced teachers, as well as a wide spread across the age range. This mix of experience and background provides for a happy, stimulating and rewarding environment. The staff common room, in School House, is a busy and vibrant place.

Opportunities at RGS

As a teacher at RGS, you will also be expected to contribute in some way to the School's extensive co-curricular life. You will be encouraged to use your personal strengths and interests, and may even wish to become qualified in areas previously unimagined. Sport, music and drama are significant strengths as is the Combined Cadet Force and the Duke of Edinburgh scheme. The vast array of clubs and societies take place each week and RGS members of staff are rich in experience and expertise, which helps to maximise the wealth of activities on offer to our boys. The vast amount of world-wide travel involved in our expeditions, sports and musical tours and subject based visits provides an unparalleled opportunity for both staff and students to broaden their horizons.

Perhaps most importantly, you will join our strong pastoral team as a form tutor which gives all staff the opportunity to get to know a group of boys well and outside your teaching subject.

Support staff at RGS

Support staff at RGS provide a vital role in ensuring that the School not only runs smoothly but continues to develop. Whether joining one of the administration teams, being a technician, a support assistant, gap student, and working on the finances or around the extensive school estate, RGS welcomes colleagues from all backgrounds to bring an added dimension to our staff body. A range of roles exists from part time, term time only to full time and support staff have excellent opportunities to contribute towards school life. Although we do not ask our support staff to undertake teaching roles, we warmly encourage participate in school trips and co-curricular activities as identified above.

Facilities at RGS

- All-weather sports facilities.
- Rolling programme of classroom and laboratory refurbishment into 'state of the art' learning spaces
- Purpose-built language and music suites.
- The Rennie Mathematics Building with extensive, modern facilities
- Purpose-built Fraser Youens Boarding House for 70 boarders [Boarding video](#)

We are fortunate in having all our teaching facilities and games fields on a single estate, and all academic departments are housed in their own separate areas with specialist equipment and technical support where appropriate.

Computers are in extensive use throughout the school, and all teachers are given the use of a laptop and an iPad with appropriate training, supported by an effective wifi system.

Sports facilities, which have recently been upgraded, include 33 acres of playing fields, a 25 metre indoor heated Swimming Pool, Cricket nets, Eton Fives courts, a modern Fitness Suite, Sports Hall and Cricket Pavilion. The most recent acquisitions are a brand new, floodlit all-weather surface and a new rugby pitch.

Accommodation

The governors are able to offer low-cost accommodation on the school estate. We have around eight teachers living on site, some of whom joined us as NQTs and are therefore able to help and encourage new entrants to the profession and 'away from home' teachers. This house is just two minutes' walk from the RGS and ten minutes' walk to the mainline railway station.

Salary and benefits at RGS

Teachers' and leadership salary scales broadly follow the National Pay and Conditions, fully reflecting qualifications, responsibility, experience and performance. The School participates in the Teachers' Pension Scheme. Support staff are paid on the RGS scales, which are closely related to the locally negotiated Buckinghamshire County Council pay range. For the benefit of support staff, the School participates in the Local Government Pension Scheme. We are a mutually supportive team and endeavour to ensure that all staff have a healthy work / life balance.

We offer:

- Cycle to work scheme
- Childcare voucher scheme
- Free membership of the School's Fitness Suite
- Free use of the swimming pool
- Tax efficient purchases of gadgets through the tech scheme
- Staff common room with free tea & coffee
- On site hot and cold food
- Social functions/concerts/plays etc
- Car parking onsite

Common Room at RGS

The Common Room exists as a formally constituted body of the teaching and support staff within the School. The committee consists of a Chairman, Treasurer and Secretary. The Common Room provides a cohesive, stimulating and enjoyable environment and a variety of social functions are organised throughout the year.

The Common Room is well equipped and includes tea and coffee making facilities, provided free of charge to all staff, a lounge, kitchen area and staff shower rooms. The Common Room subscribes to a range of national and local newspapers and journals. On a day-to-day basis, the Common Room acts as an important facility for staff to meet socially, collect mail and circulars, share information with others and relax!

Appointment

The Royal Grammar School is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to:

- the obtaining of an enhanced DBS clearance;
- confirmation of your eligibility to work in the UK;
- view of original degree and teaching certificates;
- receipt of two satisfactory references.

The School is an equal opportunities employer and a non-smoking establishment.

High Wycombe

The Royal Grammar School is about one mile from the centre of High Wycombe which has a large shopping centre, several out-of-town shopping areas, a theatre, two multiplex cinemas, new sports centre with a 50m competition pool and a large Waitrose. High Wycombe is 25 minutes from London Marylebone on a fast train, the station being 10 minutes' walk from the school. The town is well served by cultural and sporting activities.

There is little housing in the town itself though within a short distance the suburbs, with a range of housing stock, commence in all directions. High Wycombe is surrounded by attractive villages which offer a range of housing from idyllic cottages to large detached properties in the countryside. The town of Marlow, an attractive riverside market town, is a few minutes' drive and Oxford is easily reached via the M40 or the new railway link. Buckinghamshire is renowned for its schools with a range of excellent state primary schools, prep schools, grammar schools and non-selective secondary schools.

Results

Our results speak for themselves. We do not, however, rest on our laurels and set ourselves ambitious targets.

- GCSE 9-7: 72 %
- A Level 9-7: 73 %
- 70 % of boys attend Russell Group universities with approximately 15-18 going to Oxford or Cambridge most years

Our vision for RGS

- For RGS to become a world-class school in all respects
- To be the boys' school of choice in south Buckinghamshire where young men are nurtured to become the inspirational leaders of tomorrow.

Our commitment to your development

Staff at RGS are dynamic, talented and innovative. We have an excellent reputation in preparing colleagues for the next stages of their career whether as teachers or support staff. We pride ourselves in attracting and retaining staff of the highest quality, supported by outstanding provision of professional development.

It is difficult to encapsulate the spirit of RGS in words, but suffice it to say that all who work here regard it as a very special school indeed. Alongside a commitment to excellence is the sense of belonging to an exceptionally friendly community, where there is always genuine support for colleagues. To see the full range of activities undertaken at the school, we would encourage you to visit our website (www.rgshw.com).

How to find us:

Amersham Road, High Wycombe, HP13 6TQ

By road: If travelling from the M40, leave at Junction 4. Follow signs for A404. RGS is situated at a set of traffic lights on the left hand side at the top of the Amersham Hill.

By rail: High Wycombe Train Station is situated on the Amersham Road and is 20-minute walk (uphill).



How to apply

Please complete the application form. Further information should be added to the 'supporting statement' section in the form. If you wish to send your cv, please email it directly to the Headmaster's PA at dmc@rgshw.com.

Interviews

Interviews will be held after the half term break. There will be selection tasks commensurate with the role you are applying for including the teaching of a lesson. In the case of this post, we will ask you to form a solo piece, accompany an instrumentalist and direct an ensemble. Those being called for interview will be given full details of the interview process will be given.

All candidates invited for interview will be required to prove their identity and their entitlement to work in the UK.