



HOWE GREEN HOUSE
B I S H O P ' S S T O R T F O R D

DIRECTOR OF MUSIC



Part Time – Two Days per Week

Start date – 14th April 2027

Salary: based on experience and qualifications

Closing Date for Applications: 18th November

Interviews: Week beginning Monday 23rd November

Howe Green House School and Little Oaks Nursery are committed to safeguarding and promoting the welfare of children. This position has a direct responsibility to safeguard and promote the welfare of pupils and is expected to maintain appropriate professional boundaries, follow the School's safeguarding and child protection procedures and report concerns promptly. The post involves regulated activity with children and is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975, as amended). It is an offence for a person who is barred from engaging in regulated activity with children to apply for this post.

Appointment is subject to satisfactory completion of all required pre-employment checks, including identity and right-to-work checks, an enhanced DBS check with children's barred list information, prohibition from teaching checks where applicable, verification of qualifications, satisfactory references and appropriate overseas checks where relevant. Shortlisted candidates will be asked to complete a criminal record self-declaration and will be informed that an online search may be carried out as part of the School's due diligence checks. Safeguarding suitability and motivation to work with children will be explored as part of the selection process.

Howe Green House School



Howe Green House School and Little Oaks Nursery is a unique environment where children are encouraged, supported and challenged to find their love of learning and stimulate their curiosity of the world.

Our small class sizes and outstanding wellbeing and pastoral care ensures children are not only known individually, but are truly understood and celebrated. The Howe Green House family is a remarkable and dedicated one, and the positivity, kindness and support between each member truly extends outside the school gates.

The children at Howe Green House are immersed in an incredible range of opportunities and are encouraged to try everything on a journey of self-discovery to find their passions – developing resilience and confidence along the way.

Our educational experience starts in Little Oaks Nursery, where the children explore their world and build their knowledge and understanding. These learning connections are then strengthened through the pre-prep and prep school where the wide curriculum allows them to develop their learning skills to be collaborators, problem solvers and decision makers. The children are able to move on to their senior schools of choice with great success and confidence.



JOB DESCRIPTION

Job Details: Director of Music

Contract: Part-time, two days per week

Start date: 14 April 2027

Salary: Based on experience and qualifications

Reporting to: Co-Headteachers

Location: Howe Green House School, Great Hallingbury, CM22 7UF

We are excited to be seeking an outstanding and passionate practitioner to bring a mix of enjoyment and excellence, in equal measure, to the musical life of the school and to ensure that it plays a prominent and important role. It is our view that music should be heard, and felt, throughout the school as the backbeat of its daily existence.

Main Responsibilities – including class teaching

The Director of Music at Howe Green House is responsible for the day-to-day running of the music department; including creating and implementing the policy and practice - and the planning and delivery of an enlivening music scheme of work across the age range.

Peripatetic Music lessons

In addition to class teaching, the Director of Music leads a strong team of peripatetic staff, and would be responsible for the management of this vital area of the children's lives. This includes creating the individual lesson timetables and liaising with the school teaching staff to ensure an achievable balance is in place and that school events that impact upon the children's ability to attend are taken into account.

Wider musical duties – Choirs & instrumental ensembles

Leading the school in small and large choral, orchestral and group ensembles is a large part of the role, which includes accompanying hymns & songs in assemblies and co-leading a variety of school musical productions as well as building upon and conducting an orchestra.

There are a variety of school choirs on offer, and the successful candidate would be encouraged to ensure that there were opportunities for children to compete in competitions, as well as to benefit from the joy of communal singing and finding new opportunities to perform to the wider community.

A thriving 'Parent and Staff Choir' operates under the eye of the Director, which performs regularly at school functions.

Co-curricular

The organisation of co-curricular activities appropriate to the wide levels of musical experience of the pupils throughout the school to ensure that pupils develop their skills is a fundamental element of the role, and the school is open-minded and eager to embrace new ventures and opportunities.

Events

A variety of school events occur throughout the year and the Director of Music and the music team lead or work as part of the teaching team with the organisation, rehearsal and direction (as a conductor and/or a pianist) of these. i.e.:

- Year 3 and 4 Lent Term Production
- Year 5 and 6 Summer Term Production
- Pre-Prep Nativity Production
- The Prep Christmas carol service
- Teatime concerts
- Music for speech and open days

These events represent the current situation – but ideas for additional new opportunities would be warmly encouraged.

General

- Preparing children for music scholarships for their senior schools of choice.
- Make a rota of performers for assemblies & help them prepare for this.
- Develop excellent relationships with the music departments of local senior schools
- Create new opportunities for community outreach – including working with local primary schools.

Safeguarding Responsibilities

- Safeguarding and promoting the welfare of children is everyone's responsibility. The postholder must take a child-centred approach and act in the best interests of the child.
- Read, understand and follow the School's safeguarding and child protection policies, staff code of conduct and the relevant sections of Keeping Children Safe in Education, together with safeguarding training and updates provided by the School.
- Maintain safe professional boundaries and appropriate conduct in all interactions with pupils, including rehearsals, performances, trips, one-to-one teaching and communication connected with music provision.
- Identify and report safeguarding concerns promptly through the School's established procedures, including concerns about adults working with children, and cooperate with safeguarding enquiries as required.
- Ensure safeguarding is embedded in the organisation and supervision of peripatetic lessons, choirs, ensembles, performances, visiting musicians and other music activities.

REQUIREMENTS

	Requirements	Essential / Desirable
Education / Qualifications and Training	Relevant Degree in Music or Education	Essential
Skills and Experience	Previous experience of delivering high quality Music lessons to children	Essential
	A child-centred approach	Essential
	Ability to direct and conduct ensembles	Essential
	A sound understanding of safeguarding and child protection, appropriate professional boundaries, and a demonstrable commitment to safeguarding and promoting the welfare of children	Essential
	Ability to organise concerts and events	Essential
	A flexible approach to work load	Essential
Person Specification	The ability to communicate effectively and politely	Essential
	The ability to work as part of a team	Essential
	Ability to engage with parents and community	Essential

Additional Notes

This job description is not exhaustive and may be amended, following consultation with the postholder, to reflect the needs of the School.

The successful candidate will be expected to uphold the ethos, policies and procedures of Howe Green House School and Little Oaks Nursery, including safeguarding, equality, health and safety, confidentiality and data protection requirements.

All offers of appointment are conditional upon satisfactory completion of the School's required safer recruitment and pre-employment checks.