Appointment of

Music School Manager

From February 2017

Information for Candidates
Reigate Grammar School is an independent co-educational day school for pupils aged 11 to 18. It is a highly successful, happy and exciting school which aims to provide a broad and balanced education to both boys and girls that will prepare them for the modern world. It has a distinctive character which combines high academic standards with a wide range of extra-curricular activities, strong pastoral care, and a relaxed and unpretentious atmosphere which is unusual for such a high performing school. We aim to educate the whole child, and to offer a broad range of experiences for all.

HISTORY
The school was founded in 1675 as a free school for boys. It became an independent Grammar School during the nineteenth century, but after the 1944 Education Act it came under the control of Surrey County Council. On the abolition of the direct grant in 1976, RGS reverted to independent status. At the same time girls were admitted for the first time, initially in the Sixth Form only, but throughout the school from 1993. In September 2003, the school merged with Reigate St Mary’s Preparatory School. Reigate Grammar School now numbers 900 pupils, of whom 250 are in the Sixth Form, with another 300 pupils at Reigate St Mary’s.

LOCATION
The school is fortunate to occupy three adjacent sites near the centre of Reigate, two for the senior school and one for the Prep School. Reigate is a pleasant and thriving market town in Surrey, just outside the M25 yet with easy transport links to London, Gatwick and the Channel Tunnel. The majority of pupils live in Reigate, Redhill and their surrounding villages, but many come from further afield, including Horsham, Crawley, Horley, and Dorking.

FACILITIES
The school enjoys superb facilities which have been improved considerably in recent years, including a new Dining Hall, Sixth Form Centre, Mathematics classrooms, Music School and indoor Swimming Pool. A substantial new building containing classrooms and science laboratories opened in September 2011, along with a Fitness Room and new Reception. There is a huge development underway to build a new University style library and Learning Resource Centre coupled with a new Sixth Form hub. In addition to the main school sites, the sports ground at Hartswood, two miles from the school, provides some 32 acres of playing fields, outdoor cricket nets and floodlit all-weather astroturf pitches housing our new hockey centre.

Admissions
Pupils are admitted mainly at the ages of 11 and 13 via our own entrance examination, with a further and growing number joining for the Sixth Form. The school is academically selective, with around three applicants for every place. Approximately half our pupils come from primary schools and half from the preparatory sector, and the school has an unusually wide social mix, thanks, in part, to our generous Bursary scheme, which provides financial assistance for those unable to afford the full fees. In the most deserving cases, fee remission of up to 100% of fees is available with the generous support of the Peter Harrison Foundation.

CURRICULUM
The school has maintained its grammar school ethos and puts academic achievement as its first priority. The curriculum is broad and balanced, incorporating both traditional and modern elements: for example, all students in the First and Second Forms (Years 7 and 8) study Latin, but also take Food Technology. Students prepare for their GCSEs over three years, allowing the opportunity to go beyond the curriculum and a diverse and enriching electives programme runs alongside this. Most students take ten GCSEs or IGCSEs, and three, four or five A Levels, chosen from a wide range of subjects. The Extended Project is also available as well as our own Henry Smith Studies.
EXAMINATION RESULTS
RGS has successfully maintained its ranking as the Top Co-educational Independent School in Surrey for the last three years (Daily Telegraph and Sunday Times Parent Power) and was rated EXCEPTIONAL by the ISI in 2016. RGS was also recently named as a “Destination School” in the Tatler School Guide.

2016 once again saw amazing results at A Level and GCSE. At A Level:
- 94% A* to B grades
- The typical Reigatian secured AAB grades
- Two thirds of grades were A or A* at A Level
- 100% record for four years running of an offer for every single medical, dental and veterinary school applicant

whilst at GCSE:
- 83% A* to A grades at GCSE
- 46% of students gained 10 or more A*/A grades
- 85% of students achieved five or more A*/A grades
- The typical Reigatian achieved 6 A* and 4 A grades
- Over half (55%) of all grades achieved were A*
- 100% Pass rate at GCSE

BEYOND THE CLASSROOM
However, we are equally proud of our extra-curricular activities, which provide an impressively wide range of opportunities, while ensuring that academic potential is fulfilled. We have an enviable reputation in sport, music and drama; large numbers of pupils participate in the CCF and in the Duke of Edinburgh’s Award Scheme; clubs and societies abound, including (to name but a few) Model United Nations, chess, Japanese Club, Eco-Committee, Pyrotechnics Club and Indoor Rowing; and we encourage students to help those less fortunate than themselves, by taking part in our Community Service scheme, or by raising money for charity - last year the school’s Charity Committee raised nearly £25,000 for both local and national charities.

Trips and expeditions are a major feature of life at RGS. These range from visits to local sites of interest (such as Bodiam Castle, London Zoo, or the Imperial War Museum), through outward bound expeditions (often as part of the DofE Award) to places such as the Brecon Beacons and Dartmoor, to more ambitious overseas trips, which in recent years have included Italy, Greece, Moscow and St Petersburg, Washington and New York, and Belize. Language trips and exchanges are encouraged. Sports and music tours are frequent occurrences, and have included Jersey, Ireland, Italy, Belgium, Canada, South Africa, Dubai and Barbados.

PASTORAL CARE
We value all members of the school community as individuals, and our aim is that all our pupils should be happy at school, in the belief that by being happy, they are more likely to be successful. Within each year group, pupils are under the daily care of their Form Tutor who works closely with other staff, as well as the Heads of Years, and Heads of Sections, to ensure a co-ordinated and supportive approach. There is a Peer Support service, and members of the Upper Sixth act as Mentors to the First Form. For those in difficulty, there is an informal counselling service available through the Chaplain, in addition to an independent counsellor who visits the school twice each week.

RELIGIOUS AFFILIATION
The school has no formal religious affiliation, and accepts pupils of all faiths or none. However, it has close links with St Mary’s Church, next door to the school, and all pupils and staff attend a Church Assembly each week.

THE STAFF
There are around 100 members of the teaching staff and approximately 60 support staff. All are highly committed and give freely of their time to help students to achieve their potential.

The school is organised so that each department shares a suite of classrooms or laboratories, and has a departmental office, normally adjacent to its teaching space. Departments are extremely well resourced, all classrooms and laboratories are equipped with interactive whiteboards, and all teachers are provided with laptops. Most departments have either a technician or a (part-time) administrative assistant, and these assist teachers with a variety of tasks.

All departments have access to the School Library, and to assistance provided by IT Support and the Print Room.

Class sizes rarely exceed 24 at Key Stage 3, 20 at GCSE or 12 at A Level (and are often much less), and the maximum teaching load is 75% (less for staff with responsibilities). We provide full induction for NQTs, enabling them to gain QTS. Professional development is strongly encouraged and generously financed, and staff are frequently successful at gaining promotions to other leading schools.

There is a lively Common Room, with frequent social events and a good balance of age and experience. All teaching staff are expected to involve themselves fully in the extra-curricular life of the school. There is no teaching on Saturday mornings, but many sports fixtures and other activities – such as Duke of Edinburgh expeditions, play rehearsals and conferences – take place at weekends. Reigate Grammar School is a non-smoking environment.

Introduction
Music at RGS

The Music Department currently comprises the Director of Music, three further academic music teachers and a specialist Head of Choral Music, 24 visiting music teachers, a full-time Music Department Manager and the Graduate Musician. The full-time teachers of the department teach throughout the school, with a varied timetable embracing all abilities and age groups. One of the department team also has responsibility for the curricular and extra-curricular music at our prep school.

Music is a core subject in the First and Second Forms (Years 7-8) with all pupils receiving two lessons per week. Music is then available at GCSE and A-level (both Edexcel), along with Music Technology at A-level. Currently GCSE set sizes range between 13 and 18, and A Level between 4 and 6. Results have been consistently excellent over the last few years.

The quality of extra-curricular music is extremely high. There are five choirs, a Symphony Orchestra, Swing Band, Concert Band, two large junior ensembles and a wide range of other ensembles comprising most instrumental groups. Concerts are held regularly both in school and outside, including annual concerts at the Dorking Halls and the Harlequin Theatre with large-scale choral and orchestral works. In 2017, we will visit St John’s, Smith Square in Westminster for a large-scale concert. Our most senior choir often sings evensong at local cathedrals and there are tours abroad every year, most recently to Vienna, Germany, Rome, Holland and the USA. In addition to this, the RGS Godfrey Searle Choir takes choristers from both RGS and our prep school, Reigate St Mary’s Preparatory and Choir School, and enjoys an enviable reputation as a superb choir in the cathedral tradition, though it is not affiliated to a cathedral. The department enjoys close links with the Drama department and the biennial musical is a highlight in the school calendar: recent productions have included The Producers (2011) and Carousel (2013) and Sweeney Todd (2015). There are also frequent junior musicals such as Aladdin and Annie.

Currently, about 350 pupils receive instrumental tuition on a variety of instruments, and visiting music teachers organise and direct many of the smaller ensembles and chamber groups. Several music scholarships are offered each year and the number and quality of applicants has been very healthy. Significant outreach work is done with our local feeder schools to attract musicians to RGS. Choristers in the Godfrey Searle Choir also receive generous fee remission. Recently there have been RGS pupils in the National Youth Orchestra, Pro Corda, the National Guitar Ensemble, the National Schools’ Symphony Orchestra, the Duet Philharmonic and the National Children’s Orchestra, as well as many attending conservatoire Junior Departments on Saturdays.

The school has excellent relationships with the Reigate, Redhill and Dorking communities. There is a Choral Society for parents, staff, friends and pupils, and many concerts in local churches and other venues.

Since 2004 the Music Department has been housed in an excellent purpose-built Music School, which includes a recital/rehearsal room, two large classrooms, technology room, studio, nine individual teaching rooms, percussion room and two offices. The Department is equipped with iMac computers running Logic and Sibelius software.

Music School Manager

Main responsibilities of the role are:-

General Administration

- Being the ‘front line’ with regard to music department communication to all parties via telephone, face-to-face enquiries, emails and organising correspondence. Particularly this might involve parental enquiries, internal correspondence, pupil enquiries, correspondence with visiting music teachers, suppliers and other outside organisations, and meeting visitors to the music school.
- Helping to plan and staff the music department with the annual whole school open morning on a Saturday in late September/early October;
- Managing department databases, including lists of pupils taking lessons, lists of concert performances given, and music exam results;
- Attendance at department meetings and other associated meetings;
- Assisting the Director of Music in overseeing the extra-curricular provision of the department and associated admin.
- Overseeing the registration of pupils at 8.30am and at 2.15pm in line with the school’s policy.
- Other administrative duties as reasonably requested by the Director of Music.

Visiting Music Teachers

- Induction of new visiting music staff – providing personnel induction, assisting with IT set-up, providing training on systems, providing training regarding administration procedures.
- Allocation of new pupils to teachers, assisting the Director of Music.
- Correspondence with parents when new applications for instrumental lessons arrive.
- Allocating school instruments for hire, with visiting music staff;
- Arranging spreadsheet of hire fees for accounts before the end of each term.
- Ensuring that iSams is kept up-to-date with instrumental lesson lists, for the purposes of report-writing etc.
Music School Manager (contd)

- Arranging the visiting music teachers’ timetables and managing the day-to-day running of instrumental and singing lessons and associated admin.
- Organising all related admin, such as visiting teachers’ reports.
- Organising room allocation and timetables within the music school, including any use by other school departments and outside organisations.
- Producing a visiting music teacher bulletin each week, with the Director of Music.
- Taking a coffee-break with visiting music staff in their social room at 11 am on weekdays;
- Handling all non-specialist queries regarding individual music lessons.
- Dealing with pupils starting/stopping individual music lessons.
- Assisting visiting music staff in chasing parents for payment for music lessons.
- Liaising with personnel on DBS checks, safeguarding training and contact information for staff.
- Organisation of annual visiting music staff meeting (with Director of Music), and other occasional social events for staff.

ABRSM Exams

- Administration of ABRSM exams, liaising with the exam board, organising the timetables and distributing and logging the results.
- Co-ordination of the piano accompanists for the exams.
- Liaising with the allocated examiners.
- School communications to parents informing them of the exam details.
- Making sure that the exam day runs smoothly for the examiner(s), including some stewarding of exams.
- Distribution of certificates to successful students.
- Letters of congratulation from Director of Music following exam results.

Concerts and Events

- Preparation of event plan documents, concert programmes, and other concert-related admin.
- Working with other school departments (eg. marketing) on planning and delivering music events.
- Sending communications to parents with concert details.
- Liaising with external venues and organisations about events.
- Booking and liaising with external musicians and organising payment with accounts department.
- Fielding questions from parents.
- Assisting with hire of sheet music and returning it to suppliers.
- Supporting staff and students on day of concert where agreed, including overseeing front-of-house (evening work would be required).

Music Scholars

- Liaising closely with admissions staff concerning applicants and deadlines.
- Supervision of the stewarding on music scholarship audition days;
- Assisting with the administration of music scholar reviews in the summer term.

Music Lockers

- Maintain (with the help of the Graduate musician) a plan for the large number of lockers in the music department.
- Allocate appropriate space for new students.
- Ensure that lockers are emptied by the end of the summer term.

Tours and Trips

- Liaising with tour companies and with correspondents abroad;
- Booking flights.
- Obtaining passport copies from parents.
- Organising visa waiver in some cases.
- Providing trip information to parents and pupils.
- Assistance with organisation of transport/mobile phones/medical kit.
- Helping to prepare risk assessment with trip leader, including allergy list.
- Production of lead folder for trip organiser.
- For day trips:
  - Assistance with organisation of transport, booking restaurants and pre-choice menu for students.
Appointment of Head of Marketing and Communications—2016

Applications

Applicants are asked to complete the Support Staff Application Form and Supplementary Form (which are also available on our website) and send them with a supporting statement and CV addressed to the Human Resources Manager as soon as possible and by Monday 2 January 2017 at the latest. When writing your supporting statement we would be pleased to hear about any past achievements you would like to share. Applications will be considered in the order in which they are received, and the school reserves the right to make an appointment prior to the closing date. Applications should be addressed to the Human Resources Manager and sent (by letter or by e-mail) to the address below.

Mrs Dawn Holmes
Human Resources Manager
Reigate Grammar School
Reigate Road
Reigate
RH2 0QS

Tel: 01737 222231
Fax: 01737 217005
Email: hr@reigategrammar.org

Terms and Conditions

- This role is full time, term time only, 35 hours per week for 40 weeks per year.
- Hours of work are 8.30am to 4.30pm, Monday to Friday. Due to the nature of the role, there is a need for flexibility as some evening/weekend work will be required.
- Non-teaching staff at Reigate Grammar School are remunerated according to their own salary scales. The salary will be in the range of £22K to £25K fte.
- There is a one year probationary period, after which the post will be confirmed as permanent.
- Employees are entitled to join the School’s Pension Scheme.
- Lunch is provided free of charge during term time.
- All staff have access to the school swimming pool and fitness room at designated times, free of charge.
- Successful applicants will be required to make an enhanced disclosure to the Disclosure & Barring Services and to complete an Online Pre-Placement Medical Questionnaire.

Child Protection

Reigate Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school’s Child Protection policy, Safeguarding Children, Protecting Staff policy and Keeping Children Safe in Education document, which are available on our website, and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau. Full details are given on the application form.

Equal opportunities

Reigate Grammar School is an equal opportunities employer and welcomes applications from appropriately qualified persons regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment.

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How to find us

By Road: Reigate Grammar School can be found on the south side of the A25 about a quarter of a mile east of Reigate town centre, between Reigate and Redhill. The simplest route is via the M25: exit at Junction 8 and join the A217 south; after the level crossing, turn left to join the one way system; stay in the left hand lane at the first lights (signposted A25 Redhill) and go straight across at the next. Reigate Grammar School is on the A25 about 500 metres on the right.

For satellite navigation systems, the school’s postcode is RH2 0QS.

On arrival, please park at the main entrance and report to Reception.

By train: The school is approximately ten minutes’ walk from Reigate station, which is served by trains from London Victoria, London Bridge and East Croydon (Southern Railway) and from Reading and Guildford (First Great Western). There are also frequent connections to Redhill station (about one mile away) which is on the main London Victoria to Brighton line, giving fast connections to Croydon, Crawley, Horsham and other towns to the south.

On arrival, please report to Reception.