

ERSKINE STEWART'S MELVILLE SCHOOLS' GOVERNING COUNCIL

STEWART'S MELVILLE COLLEGE



APPOINTMENT OF HEAD OF MUSIC

THE SCHOOL

Stewart's Melville College is the result of a merger in 1972 between Melville College, founded in 1832, and Daniel Stewart's College, founded in 1855. Since 1989 the Royal Company of Merchants of the City of Edinburgh, which had administered Daniel Stewart's from its foundation, has delegated powers to the Erskine Stewart's Melville Schools' Governing Council.

Stewart's Melville College is a school for boys aged 12 - 18. There are approximately 740 boys, of whom about 25 are boarders. The school enjoys an excellent academic reputation and prides itself on the range of musical, dramatic and other extra-curricular opportunities offered to its boys. The playing fields and Pavilion at Inverleith underpin a fine tradition in rugby and cricket and boys also have access to the hockey pitches and other sporting facilities at The Mary Erskine School.

Since 1978 the school has been twinned with **The Mary Erskine School**. Through this arrangement, the senior schools are separate and single-sex but are each led by the Principal, while all the girls and boys below the age of 12 are educated together in the **ESMS Junior School**. Senior school boys and girls come together in orchestras, choirs, dramas and musicals, as well as in numerous Outdoor Education projects and in the Combined Cadet Force. Since August 1999, the Sixth Year has been a genuinely 'twinned' experience, with boys and girls jointly comprising a single academic, pastoral and social unit.

Stewart's Melville College was inspected by Her Majesty's Inspectorate in 2017 and was highly commended in the subsequent report. It was named The Sunday Times Scottish Independent Secondary School of the Year in 2013.

The Erskine Stewart's Melville Schools have a charitable foundation and today provide financial assistance to over 150 bursary holders, who attend Stewart's Melville College or The Mary Erskine School.

BUILDINGS

The school surrounds the majestic buildings designed by David Rhind for Daniel Stewart's College in 1855. Most of the other buildings are relatively modern and facilities have been notably enhanced during the past decade. The Sixth Form Centre and Swimming Pool were completed in 1999, the Tom Fleming Centre for the Performing Arts was created in 2007, a floodlit hockey and football all-weather facility and the Hockey Pavilion were opened in 2010, and the Dining Hall and Lecture Theatre have been renovated in recent years along with all academic departments which are now fully equipped with interactive whiteboards and wi-fi. The Music facilities have been recently extended to include a recital room and the Dean Church, adjacent to the campus, has been purchased and converted into another performance and conference space.

CURRICULUM

The Erskine Stewart's Melville Schools are committed to the all-round personal development of all children in their care. Their education is underpinned by nine values: appreciation, commitment, confidence, enthusiasm, grace, integrity, kindness, respect and responsibility.

The school follows its own curriculum prior to examination years. The Curriculum for Excellence is not followed. Boys generally sit the public examinations prescribed by the Scottish Qualifications Authority. It is normal for boys to sit a combination of eight subjects at National 5 and to proceed to Higher courses in S5. The majority will return for a final year in Sixth Form, with a high proportion taking Advanced Highers. 'A' Levels are offered in Art and in Music.

TEACHERS

There are approximately 80 teachers at the school. They rely on an excellent team of support staff, whose high standards contribute greatly to the quality of the school.

PROFESSIONAL REVIEW AND DEVELOPMENT

All teaching and support staff participate in a three-year cycle of professional review.

EXTRA CURRICULAR ACTIVITIES

Teachers are expected to play a full and active part in the extra-curricular life of the school. The ability to contribute to the Games programme (particularly hockey), the Combined Cadet Force (particularly the RAF Section), the Duke of Edinburgh Award and Debating would be most welcome.

THE DEPARTMENT

The ESMS Music Department operates as a single department across The Mary Erskine School, Stewart's Melville College and the ESMS Junior School. The Director of Music has overall responsibility for all aspects of the Music Department across all three schools and there is a Head of Music at each school, who takes responsibility for curricular music within that school and assists in the provision of extra-curricular music

across the schools. There are currently three further full-time and two part-time class teachers, as well as a Head of Strings, a Head of Wind and Brass, a Head of Piping, a Music Secretary, an Assistant Music Secretary, and over 45 visiting instrumental teachers. All music staff contribute to extra-curricular music, and most teach in two or more of the schools, creating a very tightly-knit department. Approximately 800 pupils currently receive instrumental tuition in the three schools, over 500 are regularly involved in choirs, including 150 at Stewart's Melville College, and a similar number in the many ensembles, bands and orchestras which rehearse each week. All pupils receive one hour a week of class music throughout the Junior School and in S1 and S2. Pupils can choose to follow the National 5 course in Music in S3 and S4. In S5 and S6 boys' and girls' classes are combined for Music and courses at Higher, Advanced Higher and 'A' Level are followed.

There are more than 40 concerts and shows through the year, including concerts and musicals in the Tom Fleming Centre for the Performing Arts at Stewart's Melville or the Mar Hall at The Mary Erskine School, annual Carol Services at St Mary's Cathedral, a triennial concert in the Usher Hall and other concerts in Greyfriars' Kirk. There is an international tour each year to a venue in Europe or further afield and school musicians take part in external events including the Royal Edinburgh Military Tattoo and professional productions at the Playhouse and the Festival Theatre.

The SMC Music Department is located in Reid House which was extended in 2016 to bring Junior and Senior music teaching together in the same building and also provides a further recital hall. There are four classrooms and a keyboard lab, equipped with 20 keyboards linked to computers running Sibelius software. There is a percussion room, and 7 instrumental teaching rooms, one with a practice organ. One room is equipped as a recording studio with two work stations running Protools software. The Tom Fleming Centre has an organ and a new Steinway Model C piano and the Wallace Dunlop Hall is used for orchestral and choir rehearsals and also has a grand piano.

ESMS recently purchased Dean Church and this provides another venue which is suitable for rehearsals, concerts and recitals as well as other school functions.

THE POST

The Head of Music takes responsibility for curricular music at Stewart's Melville College, has a leading role in extra-curricular music and supports instrumental teaching, as directed by the Director of Music.

BASIC FUNCTION

The Head of Music is accountable to the Principal, through the Director of Studies and the Director of Music, for the management of curricular music at Stewart's Melville College. He/she is required to lead, co-ordinate and allocate the work of curricular teachers and to foster departmental morale. He/she is responsible for the effective management of the teaching and support staff of the Department. He/she participates in the school Professional Review scheme as line manager of departmental members. He/she is also expected to keep abreast of the latest developments in Music teaching and with curricular issues and debate.

ACCOUNTABILITY

The Head of Music is accountable to the Principal through the Head of the Stewart's Melville College Senior School for establishing and administering the departmental budget. He/she is also accountable to the Principal through the Head of the Stewart's Melville College Senior School for overseeing good maintenance of departmental equipment and for departmental adherence to health and safety procedures.

AUTHORITY

The Head of Music has delegated authority for the day-to-day running of the Stewart's Melville College Music Department.

RELATIONSHIPS

The Head of Music works closely with the Director of Music on all matters relating to curricular and extra-

curricular music. He/she works closely with the Head of the Stewart's Melville College Senior School to agree the departmental budget. He/she works closely with the school's Examination Officer on necessary paperwork in relation to public examinations and on presentation of candidates. He/she works with the Staff Development Co-ordinator on matters relating to Professional Review. He/she also co-operates and liaises with teachers at the Mary Erskine School, the ESMS Junior School and other educational establishments as appropriate.

KEY TASKS

1. Teaching

The Head of Music teaches as required within the Music Department and undertakes all the duties outlined in the job description of an unpromoted teacher.

2. Departmental administration

The Head of Music discharges responsibility for the formulation, monitoring and revision of courses appropriate to pupils at all stages of the school and of all abilities. He/she is responsible for overseeing the appropriate implementation of whole-school policies within the Music Department and for defining curricular Music Department policies and strategies, including the setting, monitoring and reviewing of targets. He/she also arranges departmental INSET appropriate to these targets, in conjunction with the Staff Development Co-ordinator. He/she encourages, guides and assesses probationary teachers and students.

The Head of Music organises the setting, production and marking of internal examinations. He/she attends to necessary paperwork in relation to public examinations and presentation of Music candidates. He/she liaises, in conjunction with the school's Examination Officer, with external assessors and moderators.

The Head of Music co-operates and liaises on curricular matters with teachers at The Mary Erskine School, the ESMS Junior School and other educational establishments, as appropriate.

3. Meetings

The Head of Music attends Heads of Department meetings and plays a full part in the discussion of all matters relating to the academic welfare of the school. He/she also attends weekly ESMS Music Department meetings, chaired by the Director of Music, and plays a full part in the discussion of all matters relating to extra-curricular music within the three schools.

4. Extra-curricular Music

The Head of Music leads extra-curricular ensembles, choirs and musicals as directed by the Director of Music. He/she assists the Director of Music in the planning and management of concerts and other music events. He/she assists the Director of Music in the management of instrumental tuition at SMC. He/she assists the Director of Music in promoting and recording Music Department events, in News Update, the Collegian magazine, and on the school website.

The generic job description for Heads of Department at Stewart's Melville College is appended.

REMUNERATION AND OTHER CONSIDERATIONS

Remuneration will be on the school's own scale which is above that paid in the State Sector and is dependent on qualifications and experience. All teachers are entitled in term time to school lunch, free of charge, in return for supervisory duties.

Please note that the school operates a No Smoking Policy and smoking is not permitted on the school campus at any time.

FEE CONCESSION

Teachers with children at ESMS are entitled to discounts of 60% of fees for classes P4 to P7 and 75% for both senior schools.

APPOINTMENT PROCEDURES

Applications should be in the form of a letter, addressed to the Principal, and should be supported by a full *Curriculum Vitae* along with the names, addresses and contact details of two referees. They should be sent by email to recruitment@esms.org.uk or by post to the HR Administrator, Erskine Stewart's Melville Schools, Ravelston, Edinburgh EH4 3NT, from whom further particulars may be obtained. This information can also be found on our website.

The closing date is 12 noon on Friday 1 February 2019.