

THE DEPARTMENT

The Music Department currently comprises of four full-time academic teachers, two part-time academic teachers, the graduate music assistant, music co-ordinator, conductor-in-residence and around thirty visiting instrumental teachers covering all orchestral instruments, including the harp, as well as piano, guitar, singing and percussion.

All pupils take Music as a compulsory subject from Reception until Year 8. As well as the traditional GCSE route, we also offer an accelerated GCSE, starting in Year 9, with the opportunity to take the Silver Arts Award in Year 11. Our results are high, with 100% of GCSE grades at 7-9 and 100% A/A* at A level. Many of the students who take A level continue on to read Music at university, including Cambridge and Oxford. Over half of the school take individual music lessons on site and the schools hosts ABRSM and Trinity Examinations every term.

STAHS has a lively co-curricular music scene which caters for all musical genres, as well as aiming for the highest standards in musical performance. Choirs are open to all girls from Year 1 up to Year 13 and are organised by age group. There are also three auditioned choirs: STAHS Singers for Years 5 - 6, Junior Chamber Choir for Years 6 - 9 and Senior Chamber Choir for Years 10 - 13.

We have six large ensembles that take place on Thursday afternoons at the Senior School: Townsend Band (Grades I-III), Ringwood Band (Grades IV-V), Concert Band (Grade VI +), Intermediate Orchestra (Grades III-V), Symphony Orchestra (Grade VI +) and Chamber Orchestra (Grade VII+). Other groups that rehearse during the week in the Senior School include the Early Music Ensemble, Swing Band, Salsa Band, Flute Choir, Lower Strings Ensemble, Guitar Ensemble, two Brass Ensembles, Saxophone Ensemble, and Pop Bands. At the Prep School our weekly ensembles include: Junior Orchestra, Woodwind Ensemble, Jazz Ensemble, Guitar Ensemble, Lower Strings Ensemble, New String Band, Recorder Club and Brass Ensemble.

Chamber Music is strong at both the Prep and Senior Schools and there are currently around twenty-five string, vocal, wind, brass and piano trios/quartets/quintets & octets. All music scholars are expected to play in a chamber group as part of our scholars' programme. We also have a large number of pupils who are members of ensembles at national level including: the National Children's Orchestra, National Youth Choirs of Great Britain, National Children's Choirs of Great Britain and National Youth Concert Band. A number of our pupils attend Junior Music Colleges and sing as choristers in St Albans Abbey Girls' Choir.

The department aims to offer a high number of ambitious performance opportunities across the Prep and Senior Schools including our ensemble concerts, musicals and plays, as well as regular solo recitals and concerts. The department runs a regular masterclasses series, competes in national competitions and regularly tours abroad. Our Senior Chamber Choir won the Barnados National Choral Competition in 2022 and 2024 and we were awarded the Pro Corda National Chamber Music Festival for Schools CEO Award for Excellence in 2023.

THE ROLE

The Music Department Coordinator is responsible for the smooth running of the Music Department on a daily basis. They are the first point of contact for pupils, parents, visiting music teachers and staff.

The Music Department Coordinator is based at the Senior School but also oversees the running of individual music lessons at the Prep School. This is a vital and important role within the department and is assisted by the Graduate Music Assistant.

The Music Coordinator is directly line managed by the Director of Music.

The Music Department Coordinator is employed Monday to Friday term-time only, with an additional 15 days per annum to be worked during the school holidays, as agreed with the Director of Music. Hours of work are 8.00am to 4.30pm Monday-Thursday, and 8.00am to 4.00pm on Friday. Preferred start date for this vacancy is 22 September 2025. Arrangements for a handover with the current postholder will be discussed at interview.

The nature of a busy Music Department means that the post holder will be required from time to time to attend events/engagements outside of normal working hours, sometimes in the evening, and very occasionally on a weekend. Overtime is paid for any additional hours.

This position involves contact with children and will amount to regulated activity as defined by Keeping Children Safe In Education (KCSIE) for safeguarding children and safer recruitment.



RESPONSIBILITIES

The key responsibilities for this post are detailed below:

General Duties

- Provide administrative support to the Director of Music.
- Oversee the running of individual music lessons at the Senior and Prep School sites.
- Oversee the room booking system for the Music Department building (Ringwood).
- Oversee room booking for rehearsals and concerts in other areas of the school.
- Organise ABRSM and Trinity Music examinations each term including timetabling, liaising with examiners, organising stewarding and sending billing lists to the bursary.
- Ensure Music Department online systems are updated e.g. SOCS, Instrument Inventory, Lesson Terminations Database, Exam Results Database.
- Oversee pupil attendance at music lessons and rehearsals through SOCS and iSAMS, liaising with the attendance officer when required.
- Prepare and distribute event invitations.
- Order and disseminate sheet music, stationery, consumables, etc and catalogue rechargeable items.
- Liaise with the caretaking team for the upkeep of the Music Department building.
- Attend weekly departmental meetings.

Duties relating to Visiting Music Teachers (VMTs)

- Manage the music lessons area of SOCS and ensure VMTs are using it effectively.
- Liaise with HR Department on DBS checking, interviews and inductions for VMTs.
- Liaise with the Director of Music over pupil allocations to VMTs and ensuring databases are kept updated.
- Inform VMTs, parents and pupils of instrumental lesson allocations.
- Process queries regarding individual music lessons including requests to start/stop lessons.
- Process invoices for VMTs.
- Communicate with wider school staff to deal with problems/ clashes in relation to music lessons as they occur.
- Provide VMTs with weekly and termly details of activities that may affect the timetabling of lessons.
- Collate room rental charges for the finance department.
- Organise the VMT Parents' Consultation Evenings.

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RESPONSIBILITIES (continued)

Duties relating to Music Award Holders

- Organise Music Awards auditions process and timetables.
- Liaise with the finance department regarding billing for award holders and bursary holders.

Duties relating to Concerts/Events

- Manage liaison with external venues for school related concerts.
- Liaise with marketing regarding the production of posters, programmes, events brochures and promotional material for the department's events.
- Liaise with catering, caretaking, lighting and IT for concerts/ events.
- Attend large-scale concerts and events in a Front of House capacity.
- Organise music deps for concerts, where needed, and process their invoices.
- Manage ticketing for internal and external events.
- Liaise with the Director of Music regarding the organisation of the Joint School's Choral Society.

In addition to the above, the post holder will carry out any other professional duties as reasonably required by the Head or Director of Music.

The High School 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.

PERSON SPECIFICATION

STAHS is a vibrant school supported by a diverse and enthusiastic community of staff, pupils, parents and alumni. It is important that our staff reflect the diversity of our community, and we therefore welcome and encourage applications from people of all genders and sexual orientation, those from Black, Asian and other minority ethnic backgrounds, and those with disabilities.

The successful candidate will be required to fulfil all of the duties, as outlined in the job description. In addition to this, the candidate should possess the following competencies which are essential to this position:

QUALIFICATIONS & EXPERIENCE

Essential:

- Bachelor's Degree.

Desirable:

- Previous experience in a school Music department.
- Experience in concert/events planning.

SKILLS & KNOWLEDGE

Essential:

- Proficiency in Microsoft Office (Word, Excel, Publisher).
- Excellent organisational and problem-solving skills.
- Excellent interpersonal skills with the ability to relate to the whole school community.
- Excellent verbal and written communication skills.
- Good time management skills with the ability to work under pressure and prioritise as necessary.

Desirable:

- A high level of musical understanding.
- Proficiency in CANVA/producing marketing materials.

PERSONAL QUALITIES

- High level of emotional intelligence.
- An enthusiastic approach.
- The ability to maintain confidentiality.
- The ability to work as part of a team, a willingness to be flexible and adaptable.

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PERSON SPECIFICATION (continued)

PHILOSOPHY AND ETHOS

- A commitment to safeguarding and promoting the welfare of children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children.
- A commitment to the ethos and strategic direction of the school.
- Strong support for the School's mission and values.
- Ability to be a good role model.

HEALTH AND SAFETY

- Support Health and Safety training initiatives and to actively participate in them