



# St Hilda's School

HARPENDEN

*Caring, Curious & Confident*

**Head of Music**

**Applicant Information Pack**

**September 2025**

An Independent day school for girls aged 4 to 11

And a Nursery for boys and girls from 2 years



## Welcome to St Hilda's Prep and Nursery School

St Hilda's School was founded in 1891 and has been on the current site for over a hundred years. It is an integral part of the Harpenden community and is widely respected for its high standards and nurturing atmosphere. It is nestled in a beautiful locally listed residential area, 0.8 miles from Harpenden train station and a short walk into the 'village'. Harpenden is characterised by Church Green, Leyton Green and the High Street Greens, which give the town its provincial feel. Just to the south of the town centre is Harpenden Common, stretching from the shops in the town centre for more than a mile to the south, encompassing a total of 238 acres. Harpenden is well noted for its fast train service to St. Pancras International, and for the motorist, junction 9 of the M1 motorway is just 3 miles distant.

Recent developments to St Hilda's have included the integration of outdoor learning into the curriculum, an extended sports programme as well as a strong focus on wellbeing. The building has been substantially extended over the years with new teaching areas together with existing classrooms being enhanced and adapted, including a new STEM Lab, Art Room and a Performing Arts Studio. The School was most recently inspected by ISI in February 2024 and passed in all areas, with glowing comments from the inspectors. The pandemic has not diminished the School's ability to adapt and thrive in different circumstances, during which it has gone from strength to strength.

St Hilda's has approximately 140 girls aged 2½ – 11 years, with boys also in the Nursery, and each class (one class per year group) has a maximum class size of 22. From St Hilda's, girls move on to the major independent schools in the area, including Haberdashers, St Albans High School, Berkhamsted and Abbot's Hill. Some girls also board at Queenswood, Haileybury or sometimes further afield, and to some of the very successful local state sector schools. Scholarships are achieved each year across all disciplines.





## Caring, Curious and Confident

Our core value is to produce caring, curious and confident young people. St Hilda's pupils flourish because they feel secure and happy at school.

To ensure that parents are welcomed at the school and that their views are encouraged and acknowledged.

Our aims are to:

**Nurture and celebrate the individual**

**Foster an inclusive and welcoming school community where mental health and well-being are at its heart**

**Engage each child in a challenging and diverse range of learning opportunities**

**Inspire each child to realise their unique talents and reach their full potential**

## Pastoral Care

The wellbeing of pupils is our top priority. We continually strive to ensure that our children feel cared for and supported. All teaching staff are involved in pastoral care, and we encourage strong communication with parents throughout the children's journey with us.

Our mentor system is an important feature and allows close collaboration between pupils and staff. The Playground Squad enables our older girls to inspire confidence and provide support to pupils at break times.

Our School Council provides a forum for pupils to give their opinions, members being elected from Form III upwards.



## Person Specification

We are seeking to appoint a dedicated, enthusiastic, and dynamic teacher to join our highly successful and happy school, leading the Music Department. We are renowned for our caring, family atmosphere where each pupil is respected for their individuality, and all are encouraged to develop confidence at every opportunity. We have an experienced and dedicated team of staff who seek to bring the best out of everyone.

The successful candidate will be expected to show initiative in promoting existing activities as well as encouraging new ideas and will work as part of the teaching team in setting, nurturing, promoting, and maintaining a very high standard of behaviour and mutual respect throughout the school, ensuring that all staff play an active role in the pursuit of these standards.



The successful candidate must be an able pianist and have experience in conducting choirs and instrumental ensembles. The post involves managing a highly qualified team of peripatetic music teachers, as well as teaching Music across the school. This includes teaching theory, organising collaborative productions and concerts with the Head of Drama, together with leading the music at our church services.

We are looking for a good all-rounder with commitment and dedication to exciting teaching and learning in music and an exceptional understanding of how individual children can reach their maximum potential. Our small class sizes ensure that we can give our pupils the best education and be rewarded with children who are excited by learning.

# **JOB DESCRIPTION**

**Job title:** Head of Music Teacher – part-time 0.6 FTE

**Responsible to:** Headteacher

## **Professional Duties**

The following duties are the professional duties which all teaching staff may be required to perform:

- All staff are expected to be an integral part of a team that accepts the collective responsibility for the health, education and welfare of the pupils in the school
- All staff are expected to assist in the implementation of the aims of the school, which are based upon developing each pupil's natural ability to the full
- All staff are expected to provide a differentiated curriculum that ensures that all reasonable adjustments are made to enable every individual pupil to access the curriculum and to make optimum progress
- All staff are expected to play as full a part as possible in the corporate life of the school, and to take a fair share of supervisory duties and extra-curricular activities
- All staff are expected to attend the annual Sports Day in June and at least one Saturday open morning a year
- All staff are expected to contribute to the school ethos by upholding discipline and standards of general behaviour around the school
- All staff are expected to attend parents' meetings and major functions, when required by the Headmaster, to include support staff as required. Staff are expected to assist in one evening performance each year
- All staff are expected to cover for absent colleagues and, when absent themselves, set appropriate work if possible
- All staff are expected to take part in the Staff Appraisal scheme
- All staff are expected to maintain good order and discipline among the pupils and safeguard their health and safety, both when they are at school and when they are engaged in authorised school activities elsewhere
- All staff are expected to attend CPD training on a regular basis

## **Responsibilities**

### **Class Teaching**

- Class Teaching (based on National Curriculum Guidelines). Currently 2 half-hour lessons per week with Nursery, Reception and Forms I –VI.
- Using computer music software (Garage Band) to Key Stage Two pupils where possible.
- Theory Clubs: sessions as required, building towards Grade 5 Theory (before school).

## **Peripatetic staff**

- Management and administration of visiting instrumental teachers. We currently have 10 peripatetic teachers, timetabled from Monday to Friday in our three music teaching rooms (4 piano, 3 singing, 1 violin and viola, 1 cello and double bass, 1 clarinet and sax, 1 drums and 1 flute).
- Collecting in timetables each week, ensuring fixed lessons adhered to and no clashes with school events and activities, and distributing to form teachers.
- Administration of parental requests for instrumental lessons etc and maintenance of waiting lists and database.
- Regular observation and appraisal of peripatetic music staff, in order to ensure the highest standards.

## **Ensembles**

- Senior Choir (Forms V & VI); directing or accompanying.
- Showtime Singers (open to all, Forms III - IV), one rehearsal per week.
- Junior Choir (open to all, Forms I and II), one rehearsal per week.
- Orchestra: one rehearsal per week (after school).
- Recorder ensembles.

## **Assembly**

- Planning of termly assembly music programme (in conjunction with SMT and form teachers). Organisation of weekly 'Music Assembly' slot, featuring individual soloists, ensembles etc.
- Accompaniment at some assemblies and hymn practices.

## **Performances**

- House Music Competition. Organise competition in the Spring Term, to include House Songs and individual performances.
- Regular liaison with the Head of Drama with regard to planning, preparation and delivery of performing arts events.
- To liaise with EYFS and Junior School staff in preparing songs for the Junior Production in February and productions and to assist with sharing assemblies.



## **General Duties**

- Administration of extra-curricular musical events: visiting musicians, workshops (on and off premises) etc.
- Ensuring that school instruments are well maintained and appropriately stored.
- Ensuring that the 2<sup>nd</sup> floor music area is well maintained.
- Responsibility for upkeep of music notice boards and display areas.
- To prepare an annual music report in the summer term for each pupil from Form II – Form VI.
- To check school email on a daily basis.
- To attend weekly staff meetings.
- To further develop instrumental activity within the school.
- Music Scholarships – assist parents with applications for Music Scholarships.
- Organise entry for Associated Board Examinations.
- To update the music areas of the school website on a regular basis.

**The position of Head of Music is timetabled for three days per week, timetabling is flexible. A degree of flexibility is desirable in order to attend rehearsals, performances, and services on days other than those agreed on appointment, but the majority are scheduled within normal working days.**

## **Termly Events**

### Autumn Term

- Harvest Festival
- Carol Service
- Christmas Production/Concert (in conjunction with the Drama Department – to include all Forms III – VI)
- Participate in any events outside the school environment

### Spring Term

- Junior School Production (in conjunction with the Drama Department – to include all Forms I – II)
- Class Concerts (each class from Form II performs a concert for parents – solos and class items)
- Music for Form VI Production (in liaison with Drama Department)
- Participate in any events outside the school environment
- House Music Competition

### Summer Term

- Summer Concert (to involve all Forms III – VI)
- Leavers Service (Choir and Class performances)
- Participate in any events outside the school environment

## Essential Criteria

- MUST be a qualified & experienced Teacher
- A natural affinity with children and a compassionate disposition
- Music degree or similar desirable but not essential
- Subject lead or proven higher level organisation skills
- Able to act on own initiative
- Experience of directing concerts, church services and whole school musical events
- Experience of working with peripatetic staff

*It should be noted that a job description is not an exhaustive list of tasks, and employees may be asked to carry out other duties commensurate with the responsibility and seniority of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary. Please note that whilst the job description covers the anticipated role, it is expected that it will be tailored to suit the strengths of the successful applicant.*





## Remuneration and Benefits

St Hilda's has its own salary scale and mostly follows the Herts Teaching Scale, our academic year lasts for 34 weeks per academic year only. The post will be remunerated in the main or upper pay range and will be commensurate with experience.

- The school offers a fee remission of 30% for children of members of full-time staff educated at St Hilda's
- Scottish Widow pension scheme
- 34-week academic term
- Complimentary working lunch /tea/ coffee / biscuits
- Cycle to Work and Tech Schemes
- Plenty of on street parking
- Access to use of confidential counselling help line
- Laptop with Microsoft 365 for school use
- Support with continuing professional development

## Work with us

St Hilda's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks.

For an application form and further information, please contact the Head's PA via [hr@sthildasharpenden.co.uk](mailto:hr@sthildasharpenden.co.uk)

You should email your covering letter and completed job application form should be sent to the Head's PA Liz Madden at [EMadden@sthildasharpenden.co.uk](mailto:EMadden@sthildasharpenden.co.uk) or call 01582 712307 to discuss further.

## Application Process

Closing date: 10am on **Monday 29<sup>th</sup> September 2025**.

Interviews: **w/c 6<sup>th</sup> October 2025**

Successful applicants will be called for interview in the same week. Early applications are encouraged as we reserve the right to call suitable candidates to interview prior to the closing date.

Thank you for taking the time to read this application pack and for considering St Hilda's Head of Music Teacher as your next role.



"We love the supportive ethos of the school.  
The pupils are always overjoyed when one of their  
classmates achieves something extra special.  
We are so pleased we chose St Hilda's".



# St Hilda's School

HARPENDEN

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