



Haileybury

Job Description

Job Title	:	Head of Keyboard (Peripatetic)
Responsible to	:	Director of Music
Department	:	Music
Last reviewed	:	January 2021

Job Outline and Purpose:

An enthusiastic, dynamic and committed Head of Keyboard is required to teach, lead and develop the Keyboard department.

The nature of a 24hr a day, 7 days per week boarding school require staff to work flexibly and as the School is used by pupils at weekends, there may be a requirement for the job holder to work early mornings, evenings and weekends.

Duties:

The post-holder will:

- be fully committed to maintaining the department's high standards by showing a dynamic and inspirational approach to the subject and enthusing pupils with a love of music
- teach piano lessons to individuals and groups of pupils ranging from beginners to diploma level
- be the first point of contact for piano (and, as necessary, organ) teachers. This will include help in allocating pupils to staff; monitoring pupil progress; monitoring keyboard teaching through observations; professional development; allocation of pupils to ensembles; assisting with keyboard timetabling issues; assisting with appointing of staff
- develop occasional meetings between keyboard teachers for the sharing of best practice and promote the community of keyboard players at School
- perform alongside pupils where necessary, such as in A-level/IB/GCSE performances, at annual scholarship assessments and reviews, and act as an accompanist at recitals
- rehearse ensembles, developing the music school's strategy for the promotion of chamber music groups, in conversation with other heads of section; organise master-classes given by visiting professionals and departmental concerts; embed the place of regular piano forums and informal performance of opportunities at the heart of the music school's life
- work with the Director of Music in the formation of a Haileybury 'academy' – a unique programme for elite musicians
- work with the Director of Music on issues including budget, recruitment, selection, induction and performance management of piano teachers and music scholars; be a member of the adjudicating panel at Music scholarship auditions
- work with the Music Administrator in looking after the school's stock of pianos and arranging repairs when necessary
- assist in the marketing and promotion of the Music Department and wider school community, developing new initiatives, e.g. liaison with local schools; entering pupils/ensembles for external music festivals, etc.
- maintain efficient and timely communications with parents/guardians and other relevant stakeholders
- attend weekly departmental meetings

It should be noted that this job description identifies the current principal duties of the post; it does not detail every task to be undertaken. The post-holder will be required to undertake any duties as required by the Line Manager, which fall within their capabilities or the requirements of the School.

Person Specification

Experience

- excellent knowledge of repertoire (solo and ensemble) and experience of teaching piano.
- experience of individual tuition, ensemble conducting and leading;
- knowledge of exam boards and their requirements for grades and diploma qualifications; extensive concert and performance experience.
- experience of working as part of a team and managing colleagues.
- experience of working in a school or other educational establishment
- familiarity with work as a professional soloist or as part of a professional ensemble

Skills

- A performer of the highest calibre
- Experience and skill in directing ensembles
- Highly articulate, confident and dynamic personality, with the innate ability to inspire pupils
- High level of computer literacy, particularly with a School Information Management System
- Well organised with the ability to prioritise work to deadlines and under pressure
- Ability to work in a way that promotes the safety and wellbeing of children and young people
- Ability to work in a team and individually, using own initiative
- Flexible with the ability to adapt to changes to work schedules
- Confident, self-motivated and proactive
- Enthusiastic with the ability to learn
- Honest, polite, reliable, resourceful, flexible, punctual and committed

Qualifications

- Hold a degree, diploma or equivalent qualification relevant to the advertised post.

Child Protection at Haileybury

Though this role does not require the direct supervision of pupils, in addition to their job description, the job holder should be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons who they may come into contact with whilst at Haileybury.

Health & Safety at Haileybury

Under the Health and Safety at Work Act 1974 and associated legislation, colleagues at Haileybury are expected to be comply with H&S requirements at all times, including but not limited to COSHH, Risk Assessments, PPE, PSOP's and Manual Handling. Specifically, colleagues must continuously carry out all duties in a manner, which endangers neither themselves nor others. If you consider something is unsafe or likely to cause injury or ill health, you must rectify it if safe to do so, or report it to your immediate managers or the Health and Safety Manager.

Data Protection at Haileybury

The College will comply with its obligations under the prevailing data protection legislation when processing your personal data. For further detail in this regard you should refer to the College's Data Protection Policy and the Staff Privacy Notice which can be found on the website <https://www.haileybury.com/privacy-notice>

Code of Conduct Statement

Colleagues at Haileybury are expected to work together showing respect, courtesy and helpfulness, cooperatively working with a positive ethos and culture, whatever the staff member's position may be. Each individual should try to see and appreciate what others are doing and understand that the provision that we offer our pupils can flourish only with the active assistance of all concerned.