



# FOREST SCHOOL



# MUSIC AT FOREST

# The Co-Curriculum and its role in Forest's 360° Ethos

The Co-Curriculum is a crucial part of the life and learning at Forest. While expecting our pupils to demonstrate a strong work ethic in their timetabled lessons, we also recognise how important it is for both practitioners and pupils to develop learning outside of the classroom.

We ask our pupils to try new things, explore new places, learn new skills and experience a real challenge. Visiting a new country, joining a new club or team, or being part of an ensemble or society, is a great way to get the most out of life at Forest.

The Co-Curriculum supports every pupil, Year 7 to Year 13, providing them a springboard to discover new skills and develop existing ones.

Clubs and Societies run regularly before school, at lunchtime, and after-school, and cover a wide range of interests, from sport, music, and drama to mythology, street food, coding, and astronomy.

Pupils can aim for nationals in Hockey, realise their ideas in the 3D Printing Club, and challenge themselves and their peers in the Debating Club. We invite pupils to start their own clubs; recent start-ups have found themselves well-subscribed, taking teams to national competitions. The Warhammer Club was a recent addition to this list, starting with a win at the Basildon Games Workshop heats.







The recognised success of our longer-running programmes encourage these newer clubs and societies to grow, develop and succeed, with our CCF approaching its hundred and fortieth birthday. Forest continues its history of inspiring excellence within the curriculum in its widest sense with its work with subject experts and external partners: including elite sports coaches, music concerts performed at sold out venues, and regular input from experts in their fields.

As part of our broad curriculum offer, we believe that the opportunity to learn and develop beyond our school gates is crucial to their individualised personal progress. We have a vast programme of educational visits that take pupils from the classroom to destinations both domestic and abroad, working in partnership with the Co-Curricular programme and subject curriculums.

## Music at Forest

**The Music Department at Forest helps pupils have fun as they learn and achieve their musical ambitions, whatever form or genre of music they are passionate about. We are very proud of what our pupils achieve. They foster serious academic study as well as excellence in all aspects of performed music.**

Our aim is to ensure that young people have the chance to discover their talent and make the most of all their musical opportunities. Pupils have the chance to join one of the School's many ensembles or choirs, which include the Big Band, Soul Band, Chamber Orchestra and Chapel Choir.

Our aim is that through an extensive programme which is inclusive and diverse, a love of music will be instilled in all pupils and will provide space and opportunity for true musical exploration.



# Music Scholarships at Forest

One of the largest and liveliest Music Departments in London. Our pupils regularly go on to study music at top universities and conservatoires, often winning scholarships.

We ask that all new Music scholars joining the School at 11+ continue with Music as an academic subject until at least GCSE. All recipients of a Music Award are expected to contribute fully to the musical life of the School.

There are two types of awards: Exhibitions and Scholarship. An Exhibition is a monetary award that pays for the cost of instrumental or vocal tuition. It is equal to the cost of thirty lessons each of forty-minutes duration at the school rate i.e. one year of tuition. Exhibitions can be used for tuition with Forest music teachers and with external music teachers.

However, if an external teacher costs more, the School will not pay any more than the Exhibition value. Pupils may hold more than one Exhibition. When an Exhibition is awarded it is given for the entire school career of the pupil.

Scholarship is remission from fees. We award up to a maximum of 20% remission. Some candidates will be offered both Scholarship and Exhibition(s), some just Scholarship, and some only Exhibitions.







There is not a fixed number of places for Music Scholarships. The Director of Music makes recommendations after the audition process.

If no candidates meet the standard no offers will be made; if there are many strong candidates, then a panel of senior staff will decide how to divide up the offers.



# The Music Department

## Background Information

The Music Department is highly successful and continues to develop its provision both within the classroom, through the extensive co-curricular programme, and beyond the school's perimeters via outreach and partnership opportunities.

Forest has a strong record of pupils studying music at GCSE and A level, with a consistent record of pupils going on to study music at university and conservatoire. Recent destinations include Cambridge, York, and Manchester universities (including to the joint course between Manchester and the RNCM), the Royal Northern College of Music, The Royal Conservatoire of Scotland, The Royal College of Music, and Trinity Laban Conservatoire.

There is ambition to continue to expand and develop the scope and strength of the co-curricular musical life of the school, to continually build toward a balanced but abundant offering that reflects the diverse, modern, globally-minded School community, and nourishes the artistic potential and experience of the pupils.

This new role of Head of Co-Curricular Music will be pivotal to that mission.





# Job Summary

## Head of Co-Curricular Music

Working closely with the Director of Music, the Head of Co-Curricular Music will have purview for all aspects of music provision falling outside the classroom. The Head of Co-Curricular Music will be a champion for musical activity outside the classroom, driving forward pupil involvement in all musical activities at Forest.

They will teach instrumental or vocal lessons and will be at the heart of the appointment, appraisal and development of Visiting Music Teachers, devising and coordinating professional development opportunities for the visiting staff.

They will work closely with the Music Administrator to ensure the smooth scheduling of instrumental/vocal lessons, and the allocation of pupils to teachers. They will coordinate the programming of concerts and associated calendar entries for co-curricular musical events.

The successful candidate will be an excellent musician and instrumental or vocal teacher who demonstrates a wide-ranging passion for music of all genres and who can instil a love of music-making in our pupils. Their vision will chime with that of the School, striving to promote both involvement and excellence in the widest possible range of musical opportunities for pupils.

Their ideas will feed into the strategic plan for the department, harnessing the significant strength which already exists in choral, classical, jazz, pop, rock, and musical theatre, but bringing innovation and creativity to drive the development of musical provision.



# Key Duties and Responsibilities

- Lead the development of Co-Curricular music including a well-rounded calendar of performance opportunities to ensure an outstanding provision for all pupils in a broad range of musical genres.
- Ensure that the musical Co-Curricular programme reflects the school community and promotes the school's values.
- To work closely with the Director of Music and Deputy Head Co-Curricular to coordinate concerts, competitions and super-curricular opportunities in line with the wider Co-Curriculum, ensuring that programmes and events allow pupils to develop The Forest Learner characteristics.
- Develop a programme of super-curricular music including educational visits, digital resources, lectures/masterclasses, extended learning and performance opportunities in conjunction with the Director of Music.
- In conjunction with the Director of Music, be responsible for the timetable and rooming requirements of the Co-Curricular music provision including that of the Visiting Music Teachers (VMTs).
- To work closely with the Music School Administrator to effectively administrate the music Co-Curriculum including the VMT programme.
- Teach instrumental or vocal lessons.
- Meet with the Deputy Head Co-Curricular at the start of the academic year to review the Co-Curricular performance of the department over the previous academic year and to present specific targets for the current academic year.



- To meet weekly with the Director of Music to ensure coherence with overall department strategy as set by the Director of Music.
- Ensure that each member of the department, including VMTs, is able to contribute fully and develop their skills and experience, through the musical Co-Curricular programme.
- In liaison with the Director of Music, support the Performance aspects of the GCSE and A level music cohorts, including leading specific performance and recording sessions including recitals.
- Conduct ensemble(s) as allocated by the Director of Music.
- Lead on a programme of INSET for VMTs to promote excellent practice by deepening their knowledge of developments in music teaching.
- Develop and establish the necessary evaluation and monitoring procedures to ensure improvement including regular lesson observations, peer observations and professional development reviews in conjunction with the Director of Music for all VMTs.
- Monitor and advise on subject report writing by VMTs.
- To line manage the Heads of Section (instrumental/vocal) and to ensure collaboration and coordination of different instrumental and genre provisions.
- Celebrate good performance of colleagues with praise and challenge under-performance with appropriate feedback utilising school systems where appropriate.
- Work with the Music School Administrator to oversee entry procedures for ABRSM and Trinity examinations, and to work with VMTs to ensure best possible outcomes for our pupils.
- Be responsible for the communication and celebration of music examinations and achievements.



- Coordinate the Endangered Instruments Scheme for Year 7 pupils and further develop, promote and tailor opportunities for pupils to take up instruments.
- Support the recruitment process for new pupils to Forest. This includes the promotion and delivery of the Music Scholars' Programme in conjunction with the Director of Music and Deputy Head Co-Curricular.
- Work with Music Heads of Section to develop and expand the provision of Year 5/Junior/Prep Music Days across multiple genres and instrumental families to include orchestral, choral and rock/pop opportunities for prospective pupils.
- Build and sustain relationships with other schools via Outreach in the maintained sector and liaison with departments in other independent schools.
- Liaise with other departments and support whole-school events where appropriate, including supporting the Drama department to develop the culture of Musical theatre.
- In conjunction with the Director of Music build useful partnerships with external organisations that can enhance the musical Co-Curricular offering.
- Keep abreast of local and national developments in music and take appropriate action to update/adjust the programme as necessary.
- Act as a role model for other members of staff in the pursuit of musical excellence.
- Promote and represent music at Forest School both internally and externally.
- Recommend pupils for prizes and encourage use of appropriate rewards.
- Respond to queries and complaints from parents.
- Attend meetings, parents' evenings, information evenings and interview days as required.



## Other Professional Duties

- Support and foster the aims of the School.
- Make themselves familiar with the contents of the Staff Handbook, the School's aims and policies and endeavour to follow these closely.
- Carry out such duties, including cover for absent colleagues and examination invigilation, as are allocated to them by their Head of Department or Senior Teachers, punctually and efficiently.
- Attend staff meetings, parents' evenings, Commemoration Day, Inset sessions and similar important functions both in and out of normal School hours, and participate in the main Saturday Open Day for prospective parents and pupils.
- Notify their Head of Department as early as possible if they are going to be absent from School and set rigorous, appropriate work.
- Attend relevant in-service training each year, after obtaining the consent of their Head of Department and the Head of School.
- Take part in the School's performance management scheme and appraisal.

## Safeguarding

### The postholder will be required to;

- Submit an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young person's they are responsible for, or come into contact with.



# Forest School's Policies and Procedures

The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Staff Code of Conduct, Safeguarding and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations.

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested the line manager or Head of Department/Section.



# Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATION:		
• Educated to degree level in music or performance arts		✓
• Historical area and/or background involvement and interest relevant to the role		✓
EXPERIENCE:		
• Experience of managing people and resources in a changing and dynamic environment	✓	
• Experience of leading effective communications in this area		✓
• Leading activities or projects within an extensive music or co-curricular programme		✓
KNOWLEDGE & SKILLS:		
• Excellent communicator (both orally and in writing) with exceptional interpersonal skills	✓	
• Excellent organisational and administrative skills with the ability to work to tight deadlines and manage competing priorities	✓	



APTITUDES:		
• Possess a positive attitude and approach to change and development	✓	
• Ability to motivate, lead and be willing to challenge and ask questions	✓	
• Work collaboratively and effectively with others	✓	
• Ability to work independently and collegiately with the wider Co-Curricular Team	✓	
• Ability to build and maintain positive, respectful relationships with pupils, parents and colleagues	✓	
• Ability to deal with difficult situations calmly with a proportionate response	✓	
• Give generously of time to support school events and activities	✓	
• Commitment to continued professional development and the development of others	✓	
• Able to think creatively, anticipate and solve problems, plan and organise themselves and others	✓	
• Have a strong sense of self-awareness and be willing to learn	✓	
• Have a balanced sense of perspective	✓	

