



MAGDALEN COLLEGE SCHOOL

INDEPENDENT DAY SCHOOL
BOYS 7-18 & SIXTH FORM GIRLS

Information Pack

Singing Teacher

To start September 2024

Closing Date:

Midday, Monday 13th May

Interviews Date:

Week commencing Monday
13th May and 20th May





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Introduction from the Master, Helen Pike

Magdalen College School is a remarkable place. We are now well into our sixth century, and our former pupils include scholars, war heroes, musicians, Olympians, two Nobel Prize laureates, a Hollywood film director, and a saint. Our success in public examinations, in securing places at top universities, and in an astonishing array of extra-curricular



pursuits ensures that we continue this proud tradition. We do so by nurturing the individual potential of each of our pupils, and above all we believe that learning is as fun as it is fulfilling.

William of Waynflete founded Magdalen College School in 1480: schoolmaster, bishop of Winchester and Lord Chancellor of England. Being of humble origins, Waynflete was determined that others of ability should be given the opportunity to learn, to serve and to prosper as he did. And so MCS offers a transformative education in our global university city, the community to which we contribute.

We attract and retain the best staff and MCS is a stimulating, welcoming and thriving environment in which both to learn and to work.

A lot happens at MCS. The various sections of our website (www.mcsoxford.org) including the recent [News](#) will give you an impression of our school.

Thank you for your interest.

H. C. Pike



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The School

Magdalen College School, founded in 1480 by William of Waynflete, is one of the country's leading independent day schools. It is situated in an enviable location at the heart of Oxford beside the River Cherwell. Shaped by its Christian Collegiate foundation and links with the university city of which it is part, it aims to inspire in all its pupils a desire to learn, flourish and to serve.

The school will celebrate its 550th anniversary in 2030. The current generation of MCS staff and pupils wish to ensure that we shape a School that is able to flourish for at least another half millennium, and hopefully many more beyond. There are around 980 pupils, boys 7-18 and Sixth Form Girls, and 200 staff who learn and work on the school's central Oxford site.

The Department

The Music Department is a thriving department with a wealth of talented musicians and an exciting musical programme. The Director of Music leads a team consisting of the Assistant Director of Music, the Head of Instrumental Music, Head of Production and a part time Teacher of



Music. In addition there is a full time department administrator, a part time accompanist, a Waynflete intern and a team of 42 visiting music teachers. There is a close connection between the Junior School



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and Senior School in the Music Department and there are many opportunities for pupils from both areas to collaborate for projects.

Academic music lessons are taught for two periods per week in J1-J4 (Years 3 to 6) and in the Second and Third Form (Years 7 and 8). Music becomes an optional subject from Lower Fourth (Year 9) with three periods per week. 20-30 pupils take GCSE Music each year and have four periods per week. Each year up to ten pupils take Music at A Level. In 2023, 59% of GCSE grades were Grade 9 and 82% were Grades 9-8. In the same year, 38% of A Level grades were A* and 88% were A*-A. Most pupils learn an instrument during their time at MCS (either at school or privately) and there are over 500 instrumental lessons each week and many pupils reach Grade 8 or Diploma level by the time they leave the Senior School. Every year a number of pupils go on to university to read Music and a number of pupils gain organ and choral scholarships to Oxbridge colleges each year. The School also educates Magdalen College's choristers and members of the Music Department liaise regularly with the Tutor to the Choristers and the College's *Informator Choristarum* about the musical development of the choristers and their participation in the musical life of the school.

There are over 35 ensembles, which run each week and approximately 70 concerts given each year, ranging from informal Teatime Concerts to high-profile choral and orchestral concerts in The Sheldonian Theatre and other venues in the city of Oxford. Ensembles include:

- Four orchestras (including one String Orchestra and one Junior School Orchestra)





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- Six choirs (including close harmony groups)
- Wind / Brass / Percussion / Guitar Ensembles
- Two Jazz Bands
- Numerous chamber groups

The department regularly takes pupils on tour to Europe, the most recent being to Lisbon in 2022.

In addition, there is an instrumental scheme in the first year of Junior School, which teaches pupils the basics of learning an instrument and the opportunity to discover which family of instruments would be most appropriate for the individual. The Music Department is housed in the Quinn Building, but has practice rooms across the school site, including in the Junior School where there is also a music classroom. We currently run Sibelius software, Noteflight, Soundtrap and Ableton on the network, which can be accessed from computers across the school site.



The Role

Magdalen College School is seeking to appoint an enthusiastic and experienced Singing Teacher to join its Music department from September 2024. There is presently one day of teaching per week, with the potential for this to be expanded to one and a half days, depending on waiting lists.

The Singing Teacher will be responsible to the Master through the Director of Music for the proper discharge of his or her duties. The main duties of the post will include, but not be restricted to, the following:



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- Teach singing lessons to students of age 7-18 and ranging from beginner to diploma level.
- Develop and implement personalised lesson plans and teaching strategies to meet the individual needs of students.
- Guide students in developing proper technique, musicianship, and interpretation skills.
- To inspire and oversee the music development of young singers.
- Select and recommend appropriate repertoire for students to enhance their musical development.
- Prepare students for performances, recitals, exams and auditions.
- Provide constructive feedback and evaluations to students on their progress, identifying areas for improvement and offering guidance for further development.
- Communicate and collaborate effectively with students, parents, and colleagues regarding students' progress, challenges, and achievements.
- Attend departmental events, and professional development activities as required.
- Stay up to date with current trends and best practices in music education, incorporating new teaching methodologies and resources into lessons.
- Maintain accurate records of students' attendance, progress, and assessment results.
- To attend concerts in which your pupils perform (when possible)





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The Candidate

We are looking for a charismatic musician who can teach singing to pupils throughout the school.

To be successful in this role the ideal candidate will have:

- *Education:* A minimum of a Bachelor's degree in Music or a related field is required. A Master's degree is preferred.
- *Instrumental Expertise:* Demonstrable expertise and mastery of singing, with a strong background in performance and pedagogy.
- *Teaching Experience:* Proven experience in teaching singing to students of different ages and skill levels, preferably within a school setting.
- *Communication Skills:* Excellent verbal and written communication skills, with the ability to convey musical concepts effectively to students, parents, and colleagues.
- *Passion for Education:* A genuine passion for teaching and a commitment to the musical development of students.
- *Patience and Empathy:* Ability to establish a supportive and nurturing learning environment, where students feel comfortable and motivated to explore and develop their musical abilities.
- *Adaptability:* Flexibility to tailor teaching approaches to suit individual students' needs and learning styles.
- *Collaborative Skills:* Willingness to collaborate with other music teachers and participate in departmental activities, such as ensemble rehearsals and performances.
- *Organisational Skills:* Ability to plan and organise lessons effectively, including selecting appropriate repertoire and resources for students.
- *Continued Professional Development:* Demonstrated commitment to ongoing professional growth and development in the field of music education.



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Application Process

Candidates should submit the following two documents to the Recruitment Officer, Miss Yelena Molcanova (recruitment@mcsoxford.org), which can be found on the Job Vacancy link of the website (www.mcsoxford.org). To access [Click here](#).

1. "MCS Application Form for Teaching and Support Staff" Form
2. CV (Curriculum Vitae)

All documentation should be sent no later than **Monday 13th May, at midday**; early applications are highly encouraged. Any applicants who submit just a CV will be automatically rejected. The school's preferred method of communication is by email and it will not be necessary to send a hard copy of the documents by post.

References may be taken up in advance. If you do not wish references to be called for at this stage, please make that clear on the reference section of the application form.

We anticipate holding interviews in the weeks commencing Monday 13th May and 20th May. Candidates short-listed for interview will be asked to teach a lesson in person with a pupil and meet with the Director of Music and Head of Instrumental Music. We will be in contact with shortlisted candidates by telephone.

Please be aware that all shortlisted candidates will be requested to complete a "Self-Disclosure" form before attending their interview.

Equal Opportunities

Magdalen College School recognises and is committed to ensuring applicants and employees from all sections of the community are treated equally regardless of race, gender, disability, age, sexual



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orientation, religion or belief, gender reassignment, marital and civil partnership status, or pregnancy and maternity. We welcome applications from all sections of the community.

Safeguarding Policy

Magdalen College School is committed to the safeguarding of pupils, and any offer of employment will be subject to an enhanced DBS disclosure, the receipt of satisfactory references, the school's pre-employment medical questionnaire, plus sight of relevant original ID documentation and degree certificate(s). This role will be in regulated activity



and will require a children's barred list check as well as an enhanced DBS check. The enhanced DBS check is due to this role being exempt from the Rehabilitation of Offenders Act 1974.

Remuneration and other benefits

Instrumental teachers are employed as permanent members of MCS staff, and therefore receive holiday pay, pension contributions and other staff benefits in addition to their hourly pay, which is £41.73 for the academic year 2024-2025.

MCS currently has its own salary scale, and salaries are more generous than those in the maintained sector; there is also a relocation allowance on a sliding scale, by agreement with the Master and Bursar, and dependent on current location. The school also operates a cycle to work scheme, and travel loans are available. MCS offers teaching staff a choice of pension arrangements; a Defined Contribution scheme with an employer contribution of 23.68% or the Teachers' Pension Scheme



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with a salary sacrifice arrangement. Staff may move between the two schemes as suits their needs. The Master will discuss the pension with any offer of appointment.

Instrumental lessons are 40 minutes long and the timetables are organised by the Music Administrator and posted on the school portal. Instrumental teachers receive lunch at the school if they are teaching in the morning and the afternoon.

There is a wide range of benefits on offer to staff, including a free lunch during term time and school holidays for all year-round staff, free private health insurance, free mortgage advice, complimentary use of school sports facilities as well as free entry into Oxford Botanical Gardens. Head to mcsoxford.org/vacancies to find out more.

Additional Information

Please note that MCS is an inner-city school, with limited parking. Candidates who have been offered a post will be invited to make representations in the term preceding their arrival to the Usher (Senior Deputy Head) for a parking space. If you have any questions or require additional information, please contact the HR office: 01865 253401.

