



MAGDALEN COLLEGE SCHOOL

INDEPENDENT DAY SCHOOL
BOYS 7-18 & SIXTH FORM GIRLS

Information Pack

Assistant Director of Music

To start September 2024 or
January 2025

Closing Date:

Midday, Tuesday 7th May 2024

Interviews:

Monday 13th May 2024





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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 Role

The school is seeking to appoint a bright, capable Assistant Director of Music from September 2024 or January 2025. The Assistant Director of Music will support the Director of Music in delivering Music throughout the Senior School both within the classroom as well as in the extensive co-curricular music provision. They will teach class music lessons from Year 7 to Upper Sixth (including Oxbridge preparation) and oversee the development of the curriculum in the Lower and Middle School. The standard of music throughout the school is extremely high and this post is a wonderful opportunity for the successful



candidate to work with some very talented musicians. The Assistant Director will play a full role in



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the Music Department's extensive co-curricular programme and will have the opportunity to lead a range of orchestras, ensembles and choirs. They will also oversee the chamber music programme, including the yearly Grove Auditorium Concert as well as chamber concerts throughout the year. The Assistant will also be fully involved in assisting with the running and



organisation of the major concerts during the year, including the Music at Magdalen Concerts in SJE, as well as the Carol Services in Magdalen College Chapel and the Sheldonian Concerts. The Assistant will also be involved in the music scholarship auditions and will oversee the music scholars during their time at the school, creating opportunities for them and overseeing their development. The role is likely to be most suited to an experienced teacher, with conducting experience but may also be suitable for someone who has been in a related career and is an Early Career Teacher (ECT) or currently without a teaching qualification and looking to pursue the School's Waynflete Teaching Certificate, which can lead to Qualified Teacher Status (QTS).

The Candidate

The successful candidate will:

- show clear commitment to safeguarding children;
- be a well-qualified graduate of Music or a related discipline;
- support the Director of Music in managing the network of opportunities for every pupil instrumentalist in ensembles;



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- take a full role in leading and conducting orchestras, ensembles, choirs and performances across the School;
- oversee the Music Scholars and the Chamber Concert Series;
- arrange music as necessary
- organise the hiring or purchasing of music for ensembles they organise
- organise masterclasses and workshops
- oversee the recruitment and development of instrumentalists both within the school and in feeder schools
- have excellent interpersonal and administrative skills
- show clear enthusiasm for the subject;
- plan and teach class lessons in an engaging manner in a highly successful Music department across year groups from Year 7 to A Level;
- support the progress of all pupils studying Music by taking a role in departmental support and enrichment sessions;
- assist with the development of partnership projects with local schools;
- set clear expectations for pupil behaviour within an encouraging classroom environment;
- take a keen interest in the welfare of pupils and act as the pastoral tutor to a senior school house;
- be willing to contribute fully to other areas of school life, such as games, drama, CCF or other activities;
- have excellent written and spoken communication skills;
- have sound IT skills;
- have the ability to work collaboratively and effectively as part of a wider team;
- display a high level of attention to detail;
- work hard to support pupil progress;
- be willing to take part in continuing professional development;



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- respond positively to feedback.

The Assistant Director of Music will report to the Director of Music, and ultimately to the Master.

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 an Assistant Director of Music, a Head of Instrumental Music, a Head of Music Production, a Teacher of Music, a part-



time accompanist, a full-time administrator, a Waynflete Academic and around 42 visiting instrumental teachers. There is a close connection between the Junior School 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



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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)
- 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



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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.

Application Process

Candidates should submit the “MCS Application Form for Teaching and Support Staff” which can be found on the Job Vacancy link of the website (www.mcsoxford.org). To access [Click here](#). To apply for the position please send the following two documents to the Recruitment Officer, Ms Yelena Molcanova (recruitment@mcsoxford.org).



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

All documentation should be sent no later than Tuesday 7th May, at midday. 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 on Monday 13th May, which will include a taught lesson and conducting an ensemble. We will be in contact with shortlisted candidates by telephone. Please be



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aware that all shortlisted candidates will be requested to complete a “Self-Disclosure” form before attending their interview. We reserve the right to interview and appoint before the above dates.

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 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

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



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with an employer contribution of 23.68% or the Teachers' Pension Scheme 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.

The school has a fully equipped gym which is available for staff use, and staff may also enjoy access to the University of Oxford's Rosenblatt Swimming Pool. Tennis courts are available, and there is a comprehensive programme of staff sports clubs, including football, climbing, yoga, Pilates, and badminton. Staff also have the opportunity to join choirs and music groups, and to get involved in drama productions. There is a wide range of benefits on offer to staff, including a free lunch during term time, free private health insurance and complimentary use of school sports facilities.

Staff are encouraged to make use of the Senior Common Room within and after the school day, as an area for relaxation and shared discussion outside departments. There is also a quiet room located close to the SCR where staff can work and study. Tea and Coffee are served in the SCR at morning break, Lunch is provided in the Dining Hall, and cakes and cut fruit are available in the SCR at the end of the school day. Staff socials, guest nights and Master's Drinks are regular features of each term.

School fee remission is available for permanent staff sons and Sixth Form daughters who pass the entrance tests for the school, and is currently 50% pro rata subject to a minimum FTE of 50%. In addition, 20% fee remission pro rata is available for MCS staff who have daughters attending Headington Rye, subject to a minimum of 50% FTE.

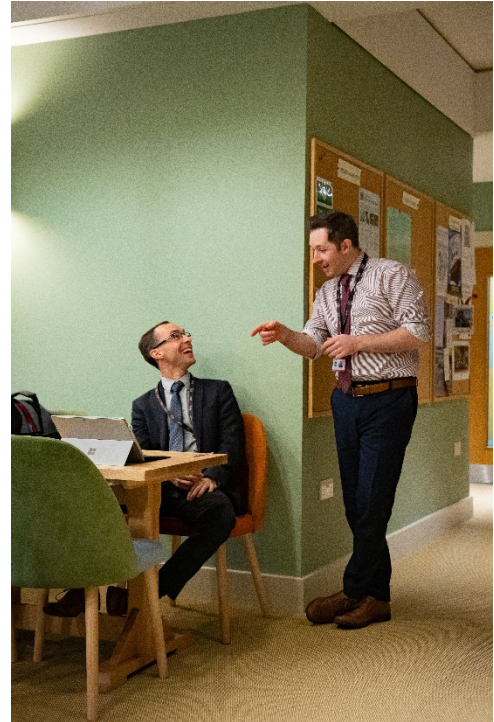
Head to mcsoxford.org/vacancies to find out more.



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Professional Development

The school places a significant emphasis on the professional development of all staff. A half termly CPD & Teaching Newsletter is distributed by email, which aims to highlight educational research and practical ideas, to share ideas from courses and conferences attended, to offer guidance on opportunities for CPD, and to highlight the work of colleagues in the area of teaching and learning. All colleagues are encouraged to attend at least one external CPD course each year, and also to visit another school, place of work or university, where appropriate. The Teaching & Learning Group meets before school twice per half term. Its purpose is to consider developments in educational research, to facilitate



discussion of teaching and learning, to offer a forum for the sharing of good teaching practice, and to support colleagues in experimenting with new teaching techniques. There is also a programme of Learning Lunches each term for colleagues to share good practice. Colleagues who have been teaching for more than seven years (including a minimum of three years' service at MCS) may make an application for study leave for the second half of the Trinity term.

Waynflete Teaching Certificate

The School aims to offer teaching staff joining the school without a teaching qualification (UQTs) the opportunity to develop their teaching craft and reflect on their professional practice through a structured programme of training and support. For such colleagues, the school offers the Waynflete Teaching Certificate, which may ultimately lead to Qualified Teacher Status through the Assessment Only route offered by the University of Reading.



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Additional Information

Please note that MCS is an urban 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.

