

Independent Day School for girls 4 - 16 years
Day Nursery & Pre-School for girls & boys from 6 months

Abbot's Hill 



**Graduate Music and Drama Assistant
Required for September 2023**

Our Heritage

We trace our roots back to 1912 when Abbot's Hill was founded on the present site by Alice, Katrine and Mary Baird, advocates of education for girls. The Baird sisters ran a school in the Malverns and in May 1912 they opened Abbot's Hill as an independent boarding school for 'young women of character'.

The School's Main Building was originally built in 1836 by the paper manufacturer, John Dickinson, as a home for him and his family and he named it Abbot's Hill. The Dickinson family founded one of the world's largest stationery firms of the 19th and 20th centuries.

On John Dickinson's death in 1869, Abbot's Hill passed to his only surviving son John and then in 1908 to Sir Arthur Evans. Arthur Evans, the Archaeologist and discoverer of Knossos, was John Dickinson's great-grandson and had spent part of his childhood at Abbot's Hill. He did not however return to live there but arranged for it to be sold to the Baird sisters.

Over the years, the school has developed and grown in a variety of ways, but the key milestones in its history were in 1969, when St Nicholas House School moved to the Abbot's Hill site to form the Junior Department and in 2003, when boarding ceased. However, Abbot's Hill retains its boarding feel, which is to be seen in the emphasis given to co-curricular pursuits, the intrinsic importance of pastoral care and the school's strong sense of community.

The School

Founded over 100 years ago to educate young women of character, Abbot's Hill School places great value on the development of the individual. At the heart of our school is an evolving and flexible curriculum, alive to the need to prepare today's pupils for the world of tomorrow.

We are ambitious for all our pupils and they excel here. We value their voices and embrace our diverse community. As we empower them, so they empower each other and, in so doing, develop a deep sense of responsibility for their community at school, locally and in the wider world.

Children and young people will thrive best where they have a strong connection to their school and more particularly the adults who teach them. We are so proud of the quality of relationships here. The experienced professionals at Abbot's Hill take seriously their responsibility to positively shape the lives of the young people in their care. Our aim is that each individual will discover their own brilliance.

So it is that pupils at Abbot's Hill embark on a series of journeys during their time with us. The first journey, the academic journey through our well-planned and sequenced curriculum, will enrich, excite and stimulate their minds. Knowledgeable, discerning and well-informed, our pupils will be inquisitive, enquiring learners who love to learn both now and throughout their lives.

The second journey through school is the development of the values and attributes that will stand them in good stead as adults both personally and professionally. A clear set of values therefore shapes our interactions as a community and underpins our code of conduct. This unequivocal moral guidance prepares pupils to positively challenge bias and navigate with confidence the world we live in.

The third journey, the journey where we work most closely with parents, is the development of character. The attributes of collaboration, critical thinking, creativity, and communication are consciously developed and embedded through rich and varied curricular and co-curricular opportunities and so the pupils become self-aware and self-confident.

In the modern world today where the pace of change is rapid an Abbot's Hill education has tremendous relevance. Kindness, humanity and resilience will be the defining characteristics of this generation and these qualities resonate through our school.

Mrs Kathryn Gorman BA, MEd (Cantab)

Head



Looking to the Future

Our Mission

To foster a community in which all individuals are happy and inspired to live purposeful and fulfilling lives, while remaining true to our founding values of strength and character.

Our Vision

A first choice school with outstanding environments in which to work, learn and play. We embrace diversity and provide an education fit for the modern world by challenging everyone in our community to be confident in who they are, develop strength of character and to become active, compassionate citizens who make significant and lasting contributions to others throughout their lives.



GRADUATE MUSIC and DRAMA ASSISTANT

We are looking to recruit a talented and inspirational graduate musician to support our Music and Drama Departments. The Graduate Assistant will assist with the daily practical arrangements within the Music Department, including logistical and administrative support for rehearsals, concerts and recitals on and off-site, auditions, Music Prizes and ABRSM exams. Some duties fall within the Drama department, but this is expected to occupy less of the allocated hours. The Graduate Assistant will also be encouraged to play a part in the broader co-curricular life of the School, especially regarding ensembles within the Music Department and Drama productions.

This post would suit an enthusiastic Music graduate with good keyboard skills (at least Grade 8/Diploma level). This post offers an opportunity for a graduate to gain experience of the education sector and should provide a good springboard to a career in the teaching profession in either the independent or maintained sectors. The School will facilitate preparation for formal teacher training, where appropriate and desired, through class teaching and other opportunities, supported by relevant training opportunities.

The Graduate Assistant reports directly to the Director of Music.

Responsible to:

Director of Music for day-to-day line management.

Responsible for:

Helping to deliver an excellent performing arts programme in the school.

Main responsibilities:

MUSIC

Instrumental and Vocal Ensemble Support

Depending on the experience, aspirations, and interests of the candidate:

1. Assisting in the weekly rehearsals of the school's choirs, ensembles, bands, and orchestras.
2. Leading two, or even three ensembles across the Senior and Prep School in regular, weekly ensemble rehearsals and in their preparation for, and execution of, performances both in the school and externally.
3. Providing musical accompaniment support in agreed events as part of school's assembly and concert programme. This may include evening and weekend events in the Music and/or Drama Department and other school activities in curriculum time. This will require some flexibility, and will be covered accordingly by Time Off In Lieu.

Departmental Support

4. Providing logistical support to the Director of Music by co-ordination of weekly peripatetic music lessons and practice schedules, internal communications, instrument inventory and other duties to be agreed.
5. Supporting the Director of Music in the planning, administration and communications associated with an exciting programme of musical rehearsals, performances, workshops, masterclass, trips, tours, and events.
6. Assisting (with the Theatre Manager) with the provision, maintenance, and storage of instruments and musical equipment to enable effective teaching and performing.

ABRSM and other Music Exams Administration

7. Supporting the Director of Music with aspects of administration associated with ABRSM and other music exams.
8. Accompany pupils for performances and instrumental examinations (ABRSM, Trinity Grades 1-8/Diploma level), including preparation for aural tests/exercises

Teaching Support in Academic Lessons.

11. Assisting with a limited amount of class teaching at KS3 and KS4 providing occasional extra support to individual pupils with aspects of their respective music courses.
12. Providing occasional extra support to theory and/or composition clinics as required.
13. Offer support with coordinating the Scholar mentoring programme
14. Provide cover for Music Department teaching staff in case of absence – supervising and/or delivering teaching material as instructed.

The above list is not exhaustive but summarises the key roles to be performed. A willingness to respond supportively to the changing circumstances of the needs of the School is part of working in a school environment.

DRAMA

Departmental Support

1. Providing logistical support to the Directors of Drama by co-ordination of weekly LAMDA music lessons and practice schedules and internal communications.
2. Supporting the Directors of Drama in the planning, administration and communications associated with an exciting programme of drama rehearsals, performances, workshops, masterclass, trips, tours, and events.

LAMDA Exams Administration

3. Supporting the Directors of Drama with aspects of administration associated with LAMDA and other performance exams.

The post involves working 0.4 - 0.6 across 3/4 days per week. Core working times will be agreed post interview. In addition, the post holder will be required to work reasonable additional hours as necessary, and as the demands of the job require, including some evenings and weekends to account for any music trips and/or music ensembles outside of the normal working day by agreement with the Director of Music.

Successful candidates are likely to be able to possess the following skills:

- Excellent interpersonal and communication skills
- Proven ability to effectively manage deadlines
- Proficient user of MS Office, especially Excel, Outlook and Teams
- Experience of working or willingness to work in a customer focused way

You will also have some experience of working with young people in the performing arts or have been actively involved in the performing arts whilst at school, college or university. The successful candidate will maintain the high standards as well as the positive, enthusiastic and professional approach of these departments always with pupils, staff and parents in all personal, online and other communications, always seeking guidance for clarity when required.

Church links

Abbot's Hill School has a strong relationship with our local church, St Mary's in King's Langley. The Vicar, Father James McDonald, is our visiting school Chaplain. For the right candidate, there is the opportunity to contribute to the life of St Mary's Church.

Specifically, this remunerated role would entail:

- Playing the organ and accompanying all regular and seasonal services
- Establishing and leading a Junior Choir, including outreach with King's Langley schools

Additional organ duties would arise from time to time (for example, weddings) outside of the normal working day by agreement with the Vicar.

The successful candidate would be willing to work within the Liturgical tradition of All Saints whilst being keen to introduce new ideas.

Hours of work

Roughly 7 hours per week (1 hour choir practice + set up time and prep; 1 hr 15min hour Sunday service, + set up, prep, pre-service music and voluntary; 1-hour junior choir + set up and prep)

Remuneration

In line with RSCM guidelines, to be negotiated with the successful candidate

The Benefits

Abbot's Hill is a caring employer and is fully committed to the development of its staff. The school prides itself on the welcoming and inclusive staff community. The gross annual salary will be competitive and will be commensurate with the experience of the successful candidate.

Benefits:

- Comprehensive professional development opportunities
- An employee discount platform and EAP
- Pension Scheme
- A private health cash plan scheme, after a qualifying period
- Tuition fee remission*
- Breakfast, lunch and beverages provided during term time
- Free staff social events
- Free parking

Application and Recruitment Process

Abbot's Hill is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Abbot's Hill recruits staff that understand and share our commitment to safeguarding and the provision of a happy, nurturing and supportive environment for all members of our community. We act to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equalities Act 2010.

All questions regarding the Abbot's Hill School Application Form and recruitment process must be directed to the school's Human Resources Department at recruitment@abbotshill.herts.sch.uk.

Application Form

Applications will only be accepted from candidates completing the Abbot's Hill School Application Form in full. CVs will not be accepted in substitution for completed Application Forms.

Application Forms can be completed electronically or in hard copy. Completed application forms should be returned to the HR Department by email: recruitment@abbotshill.herts.sch.uk.

As jobs within the school involve substantial opportunity for access to children, it is important that you provide true and accurate information on the Application Form. Upfront disclosure of a criminal record may not debar you from appointment as we will consider the nature of the offence, how long ago and at what age it was committed, as well as any other relevant factors.

Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head or the Bursar. If you would like to discuss this beforehand, please telephone in confidence to the Head or the Bursar for advice. Please disclose any unspent convictions, cautions, reprimands or warnings.

Note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account.

Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service (DBS) for the post. Additionally, successful applicants should be aware that they are required to notify the school immediately if there are any reasons why they should not be working with children. This includes any staff who are disqualified from childcare or registration.

The Childcare (Disqualification) Regulations 2009 apply to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of 8 and to those who are directly concerned in the management of that childcare.

Abbot's Hill School takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect their suitability to work with children must notify the school immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings they may receive. They must also notify the school immediately if they are living in a household where anyone lives or works who has been disqualified from working with children or from registration for the provision of childcare.

Staff and/or successful candidates who are disqualified from childcare or registration may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the Head or the Bursar for more details.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

Abbot's Hill has a legal duty under section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent duty risk assessment.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.

If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues.

Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children. Where you have no previous employment history, we may request character references which may include references from your school or university.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if you have been appointed, and a possible referral to the police and/or DBS.

Closing date Wednesday 7 June 2023 at 5pm

Interviews will be held shortly thereafter

Applicants will be short-listed according to the relevance and applicability of their professional attributes and personal qualities to the role. Short-listed applicants will then be invited to attend a formal interview at which their relevant skills and experience will be discussed in more detail.

All formal interviews will have a panel of at least two people chaired by a member of Senior Staff. The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made by the Head or Bursar as to whether or not an interviewer should therefore withdraw from the panel.

Should the Head or Bursar have a conflict of interest, the

non-conflicted party shall decide whether the conflicted party should withdraw from the panel.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc.)

Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by you from the awarding body.

All candidates invited to interview must also bring with them:

- A passport, current driving licence including a photograph or a full birth certificate;
- A utility bill or financial statement issued within the last three months showing the candidate's current name and address;
- Where appropriate any documentation evidencing a change of name;
- Overseas candidates must provide evidence of their right to work and reside in the UK in line with current government guidelines.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient. Candidates with a disability who are invited to interview should inform the school of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

1. Receipt of at least two satisfactory references;
2. Verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK;
3. A satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS.

4. For a candidate to be employed as a teacher, a check that the candidate is not subject to a prohibition order issued by the Secretary of State;

5. Teaching candidates who have lived or worked outside the UK will be required to provide proof of their past conduct as a teacher;

6. Verification of professional qualifications;

7. Verification of successful completion of a statutory induction period (for teaching posts - applies to those who obtained QTS after 7 May 1999) where relevant;

8. Where the successful candidate has worked or been resident overseas within the last ten years, such checks and confirmations as the school may consider appropriate so that any relevant events that occurred outside the UK can be considered;

9. Satisfactory medical fitness;

10. Receipt of a signed Staff Suitability Declaration form showing that you are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009;

11. If you are undertaking a leadership role, evidence that you have not been prohibited from participating in the management of independent schools.

It is the school's practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the school in strictest confidence. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed workload, co-curricular activities, layout of the school.

Abbot's Hill School is aware of its duties under the Equality Act 2010.

No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.

References

We will seek the references referred to above for shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.

If you do not wish us to take up references in advance of the interview, please notify us at the time of submitting your application.

All referees will be asked if the candidate is suitable to work with children.

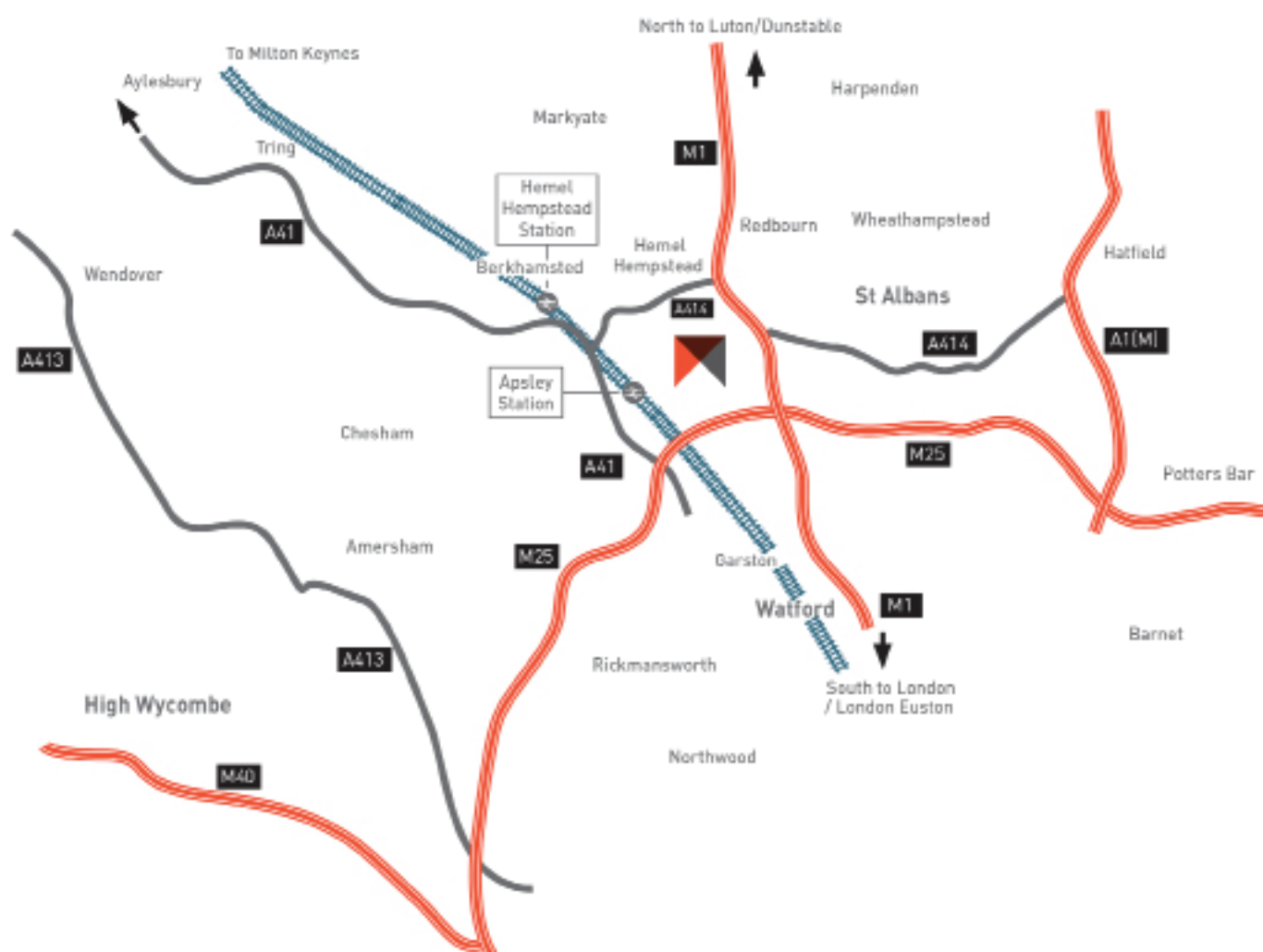
The school will compare any information provided by the referee with that provided by the candidate on the application form. Any inconsistencies will be discussed with the candidate.

The school will refer to the Department for Education document, 'Keeping Children Safe in Education' and any amended version in carrying out the necessary required DBS checks. The school complies with the provisions of the DBS Code of Practice, a copy of which may be obtained on request.

Criminal Records Policy

The school will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data Protection Policy.





*Abbot's Hill School is committed to safeguarding and promoting the welfare of children and young people.
The post is subject to pre-employment checks including an enhanced DBS and satisfactory references.
Registered Charity 311053.*

*The school's Privacy Notice can be viewed online at:
<http://bit.ly/AHSPrivacyNotice>
or via our website.*

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