



GORDONSTOUN

INTERNATIONAL SUMMER SCHOOL

Head of Department (Music)

Reports to: Deputy Head of GISS

Role Context: GISS was founded in 1976 and is widely recognised as offering one of the world's most prestigious summer programmes. 300 boys and girls, aged 8-16 and from over 40 countries attend GISS each year.

Job Purpose: To design and deliver a music making course that meets a wide spectrum of student ability and requirements. Some students may love music and look for additional coaching on specific aspects, while for others it will be an introduction to music. The programme ends with a small music show where each group performs in front of staff, other students and parents. To manage the Music team, overseeing the development of session plans, and managing staff rotas.

Role Details:

- To devise a programme for groups of approx. 24 at a time. You will have 12 senior groups over the course of the GISS programme, each with 4 sessions of an hour and a half, and 4 junior groups with 3 x 90 minute sessions.
- To lead on the organisation of the end of programme music shows.
- To advise the GISS team of resources required, well in advance, so that all is in place for the start of GISS.
- To manage the 'setting-up' of the music programme as the course commences and the returning of any musical instruments and equipment to the school in a satisfactory condition.
- To meticulously oversee Health and Safety in the Music Department, familiarising yourself before GISS with Gordonstoun's safety procedures and expectations and briefing both your staff and each student and student leader clearly on expectations in the department.
- To ensure you and your staff are briefed on, have access to, and adhere to GISS policy documents.
- To set expectations of behaviour from students, resolve any behavioural issues, or escalate, as appropriate, to the Deputy Head of GISS.
- To manage your staff team, ensuring they have a fair allocation of duties and time off over the four weeks of summer school.
- To report any accidents and incidents promptly, using the systems in place for this.
- In conjunction with the GISS pastoral staff to pass on promptly any aspects of concern regarding the students' and student leaders' personal welfare, including child protection.

All department staff may also be required to help with other recreational activities or duties when not on timetable for Music. This may include escorting buses to and from airports, driving a minibus (if licensed), accompanying a trip or supervising a disco, for instance.

Responsibilities of all members of staff:

- Comply with Gordonstoun’s policies and procedures on Safeguarding, Child Protection and Health and Safety.
- Contribute in a positive way to the ethos of the school in line with Gordonstoun’s values.
- Carry out any other task as required from time to time in order to support the Summer School.

PERSON SPECIFICATION:

Attributes	Essential	Desirable
Education and qualifications	<ul style="list-style-type: none"> • Significant and relevant breadth of music experience 	<ul style="list-style-type: none"> • A teaching qualification (eg PGDE, PGCE) • Recognised First Aid qualification • A full, clean driving licence
Skills and Experience	<ul style="list-style-type: none"> • Experience teaching or leading music in an educational/boarding/summer school environment. • High level of computer literacy • Experience of working as part of a team • Strong and tested organisational and communication skills 	<ul style="list-style-type: none"> • Experience of leading a team • Experience of delivering music performances/shows
Personal qualities	<ul style="list-style-type: none"> • Ability to communicate effectively with a range of audiences • Someone who creates a positive and cooperative working environment • Flexible with a can-do attitude to manage a high volume of work • Enthusiastic, diplomatic and calm under pressure • Tolerance, understanding and kindness 	

	<ul style="list-style-type: none">• Knowledge of issues affecting student outcomes	
Safeguarding	<p>A full PVG (protecting vulnerable groups) check will be completed on the successful candidate</p> <p>For those working outside the UK, a police check will be required from that country.</p>	