

# Director of Music

## Information Pack



Loretto

# Director of Music

We are looking for an inspirational, strategic and highly effective Director of Music to lead academic music, cultivate a thriving performance programme across the whole school, and ensure that music continues to play a central and joyful role in school life.

You will be an enthusiastic and talented classroom practitioner, able to teach up to A Level, with a strong commitment to cocurricular music and the ability to inspire pupils with significant musical talent as well as those whose interests lie elsewhere.

The postholder will have primary responsibility for the delivery of academic music and will report to the Deputy Head (Academic). They will contribute fully to the cocurricular programme and be responsible for the performance programme in close collaboration with the Head of Drama, Dramatist in Residence, and the Junior School, ensuring a coherent, whole school musical pathway. They will be line managed by the Senior Deputy Head.

## The Role

This is a full-time permanent post working term-time. Loretto has its own salary scale and salary will be determined by experience and aptitude for the role. There is also a fee remission (noncontractual) for staff with children at the School.

The role involves regular evening and weekend commitments during term time for rehearsals, services, concerts, productions, competitions and trips.

All members of staff have broader roles in the pastoral care of children and the extracurricular life of the school. You will be a tutor to around ten tutees and will also undertake an evening duty in a boarding house once a week.



# Key responsibilities

## 1) Leadership & Strategy

- Set the tone, ethos and direction of the Music Department and musical life across the School.
- Articulate a clear vision for music with measurable goals for academic standards, participation, inclusion and performance quality.
- Lead calendar planning for music events.

## 2) Teaching, Learning & Curriculum

- Deliver consistently high-quality classroom teaching up to A Level, ensuring excellent progress for all pupils.
- Oversee the development and delivery of schemes of work and curriculum plans in collaboration with departmental colleagues.
- Lead assessment, recording and reporting, using data to track progress and inform teaching; ensure appropriate stretch, support and differentiation.
- Oversee the Music Scholars' programme.



### 3) Examinations & Accreditation

- Take responsibility for all matters relating to the teaching and examining of Music within the Department.
- Oversee entries, administration and analysis for GCSE / A Level exams, and coordinate entries for ABRSM and Trinity College London practical and theory exams.
- Support pupils with auditions and guide pupils towards high level musical opportunities, including scholarships, specialist awards, conservatoire applications and university study

### 4) Performance, Ensembles & Events

- Devise and lead the annual programme of concerts, Chapel services, recitals, productions, competitions, tours and trips (formal and informal).
- Share responsibility for directing ensembles and choral groups
- Collaborate closely with the Drama Department on productions and musical theatre.
- Promote broad participation alongside clear pathways for high attaining musicians.

### 5) Whole School Collaboration

- Work purposefully with the Junior School to ensure continuity and progression from Pre-School to Sixth Form, including shared performances, transition and enrichment.
- Build partnerships across departments to enhance the wider curriculum and co-curricular offer.



## 6) Staffing, Professional Development & Line Management

- Lead and support departmental colleagues, including peripatetic instrumental/vocal teachers and Pipe Major in line with School policies.
- Oversee the recruitment, induction, timetabling and payroll of visiting music teachers; always ensuring professional standards and safeguarding compliance.
- Foster a collegiate and developmental culture; coach, mentor and contribute to the School's Professional Review process.

## 7) Safeguarding, Health & Safety and Compliance

- Promote and protect children's welfare in every aspect of school life; model best practice and ensure full compliance with safeguarding policy (including PVG membership and annual training).
- Ensure compliance with Health & Safety policies, including risk assessments for rehearsals, events, trips and tours; supervise the safe use, storage and maintenance of equipment.
- Uphold GDPR and data protection requirements relating to pupil information, images and recordings.

## 8) Resources, Facilities & Budget

- Manage the departmental budget, procurement and inventory; ensure efficient, equitable use of facilities and resources.
- Maintain a stimulating, safe learning environment; oversee the tuning, maintenance and replacement of instruments and equipment.
- Identify future resourcing needs and contribute to the School's annual budget planning.



## 9) Scholarships, Admissions & Outreach

- Work with Admissions and relevant colleagues to identify potential music scholars (internal and external), assessing, auditioning and communicating with them and their families.
- Develop meaningful links with local and regional organisations (ensembles, choirs, churches, conservatoires, festivals and community partners) to enhance outreach and audience development.

## 10) Marketing & External Relations

- Promote the profile and reputation of Music at Loretto through contributions to publications, the website, social media and open events.
- Act as an ambassador for the School's musical life, including strengthening alumni engagement where appropriate.

## 11) General Teacher Responsibilities

- Plan, prepare and teach lessons to assigned classes in accordance with pupils' needs and School policies.
- Assess, record and report on pupil progress; set and mark work; provide timely feedback in line with School guidelines.
- Undertake administrative duties as outlined in the Staff Handbook.
- Engage actively in professional learning and contribute to curriculum development.
- Undertake other reasonable duties as required by the Head.



# Experience, skills and qualifications

## Qualifications & Registration

- Recognised teaching qualification and be registered with the GTCS or in the process of achieving this.
- Degree in Music.
- Evidence of ongoing professional development.

## Experience

- Successful teaching of Music up to A Level.
- Proven leadership of ensembles and choral groups; experience of organising concerts, Chapel services and musical productions.
- Track record in preparing candidates for ABRSM/Trinity (practical and theory) and public examinations.
- Experience of line management and/or coordinating teams, including peripatetic staff.
- Experience in planning trips/tours and running large events, including risk assessments and logistics.

## Skills & Knowledge

- Personal experience of professional standard music making.
- Strong keyboard proficiency for accompaniment; organ playing an advantage in a chapel context.
- Confident conductor/director with excellent rehearsal technique.
- Secure knowledge of curriculum and assessment (GCSE/A Level).
- Competent with music technology.
- High level organisation, communication and stakeholder engagement skills.

## Personal Attributes

- Inspirational, collaborative and inclusive leader who models high standards.
- Warm, collegiate and solutions focused; able to motivate pupils and colleagues.
- Committed to widening participation and celebrating excellence.
- Reflective practitioner with ambition for continuous improvement.

## Safeguarding & Compliance

- Commitment to safeguarding and promoting the welfare of children
- Adherence to Health & Safety, GDPR and Equal Opportunities policies.

# Application process

If you think this is the right opportunity for you, please apply through the School Talent website. You will be asked to submit a CV and supporting statement as part of the application process.

If you have any questions about the application process please contact  
[jobs@loretto.com](mailto:jobs@loretto.com)

You must have the right to work in the UK to apply for this post.

Interviews are expected to will take place week commencing 9 March 2026

Closing Date: Tuesday 24 February 2026 at 11:59PM (BST)



# Our School

Loretto is a leading independent co-educational day and boarding school, welcoming 450 pupils aged 3-18.

The leafy 85-acre campus boasts excellent on-site academic, performing arts, sport, golf and outdoor facilities, including the first golf academy established within an independent school. Located just a stone's throw from Edinburgh, Loretto is easily accessible by road, rail and air.

Taking a holistic approach to education, every child is developed in mind, body and spirit. This ground-breaking educational philosophy was introduced by the School's most famous Head, Hely Hutchinson Almond. Loretto do not seek just academic excellence, but appreciate and nurture other talents within life such as sporting, musical, creative and spiritual talents. This ethos is as historic and vital a part of Loretto as its iconic red blazer.

What truly sets Loretto apart is its close-knit community. Loretto is where relationships between staff, pupils and parents flourish. The School's small size means that pupils are genuinely known and nurtured, ensuring they find the inspiration and encouragement they need to discover their unique talents and lead exceptional lives, both at school and beyond.





Loretto