



# St Mary's School

## Gerrards Cross



## Application Pack

Job Role: **Director of Music**

Start Date: September 2026

Closing Date: Monday 23<sup>rd</sup> February 2026

Interview Date: W/C Monday 2<sup>nd</sup> March 2026



# Welcome from the Head

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St Mary's is a truly special place to work — from the moment you step through our doors, you experience the warmth of the community and the clear sense that each individual student is at the heart of all that we do. Every member of staff plays a vital role in helping our girls flourish and achieve her dreams and ambitions.

Our motto, *Embrace – Empower – Excel*, reflects not only our approach to educating girls, but also the professional culture we foster. We value individuality, encourage ambition, and create space for both students and staff to grow and excel.

Working at St Mary's means joining a team where collaboration, kindness, and high expectations go hand in hand. We offer opportunities for professional development, leadership and innovation, and we welcome applications from those who are excited to contribute to the life of a forward-thinking, dynamic school.

If you are looking to make a meaningful impact in a school that is dedicated to developing our girls and young women, then we want to hear from you.

Lars Fox,  
Head

## About St Mary's School

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St Mary's is an independent day school for girls aged 3-18 in the heart of Gerrards Cross, Buckinghamshire.

Founded in Paddington in 1872, the school moved to its present site in 1942. Class sizes average 16-18 and academic outcomes are excellent.

St Mary's School is a warm friendly community where parents, staff, students, and governors work together to ensure that every student exceeds her potential whilst having the time of her life, making memories, and building skills to equip her to be successful through her future years.

Our students leave with the resilience to take on the next challenge, the ambition to follow their dreams and the confidence in themselves to go from success to success in their future careers. Through the pastoral and classroom support she has received at St Mary's, she knows her worth, who she is as an individual, and what she wants to go on to do.

Well-being and happiness of staff and students alike is at the heart of our success – a happy school is a successful school!

Joining St Mary's staff community, you would be welcomed into a supportive, close-knit community who can regularly be found spending lunch times in the Senior or Prep staff room, enjoying social time outside of school, competing in the teacher's relay, performing in the school orchestra or at an open mic event, and can even be caught on a space hopper on the lawn on the last day of term!







# St Mary's School Values

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St Mary's is committed to providing an excellent education in a caring, happy environment, where each girl develops self-confidence and exceeds her potential.

Both staff and students are inspired to discover their own SMS Spirit through a wide range of co-curricular activities, trying new skills, meeting new people, and exploring fresh approaches to learning and teaching in our small classes. Our House System and whole-school opportunities create a strong sense of community, fostering friendships from Nursery through to Sixth Form.

Staff are supported in their roles through Department Heads, and SLT links, with wellbeing at the heart of staff satisfaction and the positive morale which we pride ourselves on. A comprehensive CPD programme allows for staff members to grow personally and professionally and broaden their skills in their specialist areas finding their very own SMS Spirit in their own individual ways.

Our whole school community operates under our Take Care acronym which ensures each individual reaches his or her potential in a supportive and challenging environment.



**T – Team Work** – we work together to ensure we achieve the best outcomes for our students, pastorally and academically, and that as a staff community we work in a supportive, collaborative caring team who have each other's backs.

**A – Ambition** – we go above and beyond in everything we do. We look for the WOW factor at every opportunity.

**K – Kindness** – through our ethos runs the theme of kindness. Everything our staff and students do should consider kindness first.

**E – Enthusiasm** – staff and students alike bring the energy and desire to succeed.

**C – Curiosity** – we always ask why.

**A – Adventure** – work should be exciting, satisfying and thrilling – we are spending time doing what we feel passionate about.

**R – Resilience** – we carry on in the face of challenge, and come out stronger and wiser.

**E – Excellence** – aim for the highest quality in all that we do.



# Why Work at St Mary's?

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- Competitive Salary
- Generous pension scheme
- Fee Remission at St Mary's
- Subsidised staff socials
- Annual pay review



- Hot daily meal
- Use of fitness suite
- On-site parking if available
- Free annual flu vaccine
- Electric Car purchase Scheme
- Cycle to work Scheme



- Full staff induction in Term 1
- Staff buddy system
- Full training and development program
- Equal opportunities for all
- Well-being committee to share ideas



All staff share responsibility for promoting and safeguarding the welfare of our pupils and must adhere to, and comply with, the school's safeguarding and Child Protection Policy at all times.





## The Role – Director of Music

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This is an exciting opportunity for an enthusiastic and ambitious professional to lead the Music Department and play a central role in the cultural life of the school. The successful candidate will articulate a clear vision for Music Education and drive its future development, ensuring the curriculum is broad, balanced, relevant and tailored to meet the needs of all students. They will keep up to date with national developments in Music education and embed best practice across the department.

The postholder will lead, manage and develop the Music curriculum in Senior House, oversee ensembles including Senior Orchestra, Senior Choir, Chamber Choir, Junior Chamber Choir, Music Theory Clubs, Rock Bands and co-ordinate the work of peripatetic music teachers throughout the school. They will also support and develop staff teaching music, fostering a collaborative and innovative departmental culture.

Beyond the classroom, the successful candidate will extend musical opportunities for students both within and beyond the school, forging links with other schools and organisations to enrich the programme. They will play a key role in organising and delivering major school events, including concerts, assemblies, the annual Carol Service, Speech Day and Open Events. Staff participation in the extra-curricular life of the school is essential, helping to build strong relationships with students and parents and ensuring a vibrant musical experience for every girl.





# Main Duties

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<b>Key Responsibilities and duties</b>	To be responsible for the curriculum delivery of Music in Key Stages 3, 4 and 5 to include review and revision of schemes of work, staying abreast of curriculum developments.
	To ensure that all such schemes of work are relevant and inspirational to the students.
	To oversee the Music teaching in the Prep Department, ensuring that the girls have ample opportunities for success, enjoyment and performance.
	To provide music for Senior House assemblies.
	To rehearse for termly concerts and complete the necessary paperwork for these events to run smoothly.
	Arrange visits from inspiring organisations and trips to exciting concerts to enrich and broaden the musical experiences available to our students.
	To audition prospective Music Scholars for Year 7 and Year 12, support and encourage them and provide a programme of events, including the annual Scholars Recital and other performing opportunities within the community.
	To work with the Drama Department during the school production.
	To oversee the organisation of the House Music Competition.
	To lead the various choral and instrumental ensembles in the Senior House.
	Organising the work/deployment of the peripatetic music teachers as appropriate. To liaise with the peripatetic staff concerning lessons, timetabling, reporting, teaching rate and passing on information regarding new pupils.
	To run termly ABRSM examination days.
	To encourage entries into local and national competitions relevant to the Music Department.
	To support the work of the Expressive Arts Faculty in whole school events and to provide musical items for events such as Speech Day and the annual Carol Service.
	To identify and develop opportunities for community links so that St Mary's is known as a centre of excellence for Music.
	To establish links with other local schools and to seek out opportunities for joint initiatives.
	To liaise with the other Directors of Music in the Small Schools Forum.



# Main Duties

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<b>Leadership</b>	To set and to maintain the quality and standards of work within the department, and to establish its aims and objectives.
	To draw up and implement an annual development plan which supports and complements the whole school improvement plan.
	To teach to the highest standard, aiming to be the foremost exponent of the teaching of the subject within the department.
	To keep abreast of new techniques and concepts in the subject.
	To ensure that the correct procedures are adopted and maintained by all who work in the department, noting the requirements of the school's Health & Safety, Learning & Teaching, and Marking policies.

<b>Administration</b>	To provide for each year group, appropriate programmes of study based on the published specifications and to ensure that they are followed appropriately.
	To ensure that appropriate resources are in place in the department.
	To review programmes of study and schemes of work.
	To lead and organise extra-curricular visits as required.
	To arrange staffing and rooming of the department's timetable in consultation with the Deputy Head (Academic).
	To oversee the setting of internal examinations and topic tests meeting deadlines set by the Deputy Head (Academic).
	To oversee the writing of reports and assessments, checking reports are appropriately written and ensuring that the quality is maintained and deadlines met.
	To liaise with the Examination Officer in the entering of candidates for external examinations.
	To take responsibility for the annual department budget, ensuring that expenditure stays within the limits of the budget.
	To ensure that the departmental Handbook is thorough and up to date.
	To attend regular Faculty meetings in order to discuss pupils' progress, any common problems and other departmental issues and to share good practice, taking minutes on a rota basis with other members of the Faculty.
	To control textbooks and equipment in the possession of the department and, within the limits of the budget, to ensure that they are replaced when necessary.



# Candidate Specification

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<b>Qualifications</b>	Good honours graduate.
	Qualified Teacher status.
	Evidence of relevant continuing Professional Development and its successful application.
	Commitment to lifelong learning for self and others.

<b>Experience</b>	Proven track record of successful leadership, ideally 2-3 years.
	Successful leadership of people, e.g. as Head of Year or Head of Department.
	Experience in teaching in all Key Stages (3-5) and across all ability ranges.
	Successful experience of raising standards for all with measurable outcomes.
	In-depth knowledge and experience of Child Protection and Safeguarding procedures.
	Confidence with IT and database technology.

<b>Knowledge and Skills</b>	Ability to lead change.
	Ability to communicate effectively orally and in writing to different audiences.
	Ability to think creatively, anticipate challenges, and develop effective solutions.
	Commitment to promoting and working with different learning styles and multiple intelligences.
	Committed to the development and maintenance of good relationships with staff, parents, pupils, governors and the community.
	Ability to drive for improvements and challenging underperformance.
	Ability to establish and sustain appropriate structures and systems and monitor them.





# Candidate Specification

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<b>Attributes</b>	Skilled and effective diplomatic communicator.
	Honest, reliable, energetic and possessing integrity.
	Effective problem solving, negotiation and mediation skills.
	Decisive and collaborative.
	Proven commitment to be fully involved in the life of the school, and to work unsocial hours when required, but understanding the importance of work / life balance.
	Able to delegate effectively, work to people's strengths and help them achieve their best.
	Excellent oral and written communication skills.
	Proactive and creative with a very keen eye to detail.
	Excellent organisational skills.







# Safeguarding

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*St Mary's School is committed to safeguarding and promoting the welfare of children and young people in its recruitment and selection of job applicants. The school expects all staff and volunteers to share this commitment and be willing to undergo checks with the Disclosure and Barring Service.*



## How to Apply

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Please complete an application form which can be obtained from the HR Administrator at [hradmin@stmarysgx.co.uk](mailto:hradmin@stmarysgx.co.uk) or from our website [www.stmarysschool.co.uk](http://www.stmarysschool.co.uk)

Early applications are advised as the school reserves the right to appoint at any stage during the application process. Completed application forms and cover letters must be addressed to the Head and emailed to [applications@stmarysgx.co.uk](mailto:applications@stmarysgx.co.uk)

Interviews will last approximately half a day and will involve teaching a lesson, meeting with HR, a tour of the school and attend a panel interview. You will also be asked to provide documentation confirming your identity and qualifications and a search of an online social media presence may also be conducted as part of due diligence checks.

All applications will be acknowledged and interview dates are provided below. References will be requested for all those invited to interview.

**Closing date for applications:** Monday 23<sup>rd</sup> February 2026

**Interview date:** W/C 2nd March 2026

**Hours:** Full-time but will consider 0.8 over 5 days for the right candidate.

**Salary:** Competitive