



THE PORTSMOUTH GRAMMAR SCHOOL

PGS JOB DESCRIPTION – DIRECTOR OF MUSIC

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Summary of the role

The Portsmouth Grammar School is a leading co-educational school located in the historic heart of Portsmouth. We are very much a family school known for excellent teaching, superb pastoral care and wide-ranging co-curricular opportunities and offer an education across the age range from Pre-School to Sixth Form.

We are seeking a dynamic, well-qualified and experienced teacher to lead our highly successful Music department from **April 2027** or **September 2027**.

PGS is an all-through school and the role holder will lead Whole School Music provision across all key stages and sectors of the school. The ability to teach Music at A Level and to support pupils in their higher education aspirations in Music and related subjects is essential. PGS is a proud member of the Choir School Association with close links to Portsmouth Cathedral, with the school educating choristers who sing in the Cathedral Choir.

The Portsmouth Grammar School has a national reputation for the range and quality of its music making and seeks a Director of Music who will be able to sustain and develop the school's reputation for musical excellence, build on strong relationships with visiting professional musicians, and lead a talented collegiate team in the Music department in providing opportunities for all pupils to engage in the experience of making music.

We seek a Director of Music who is passionate and knowledgeable about their subject and able to communicate this with enthusiasm. To lead this busy and exciting department it is also important to demonstrate excellent interpersonal and organisational skills. The successful candidate must be open to promoting cross-curricular links with other department areas as appropriate.

The school offers excellent training and support to teachers at all stages of their career. PGS teachers convey passion for their subject and seek to maximise progress by knowing their pupils well and adapting their teaching accordingly. We are always looking to develop new ideas and approaches to teaching and are keen to incorporate the particular interests of members of staff into the overall curriculum scheme.

Outstanding teaching and learning at PGS are achieved by inspirational and creative teachers with excellent subject knowledge and the ability to use ICT and interactive resources to enhance learning. Teachers' planning is informed by assessment for learning, ensuring all pupils make very good progress in each lesson. Our pupils are encouraged to take responsibility for their learning and understand how they can improve using constructive feedback provided by their teachers.

The successful applicant will be expected to contribute fully to the pastoral and co-curricular life of the school.

How to apply:

Candidates are asked to apply via the 'Apply' button linked to the related advert on the ['Work With Us'](#) page of our PGS website.

Any informal enquires about the role or how to apply are welcome at recruitment@pgs.org.uk

The closing date will be midday on **Tuesday 3rd November 2026** and interviews will be scheduled to take place in the week commencing 9th November with planned interview dates on **Monday 9th or Tuesday 10th November**. Shortlisted candidates are asked to allow a whole day for the interview process, which will include teaching an observed lesson.

The Music Department

The Department and Facilities

The Music Department is currently made up of the Interim Director of Music (a member of the Senior Management Team), the Assistant Director of Music (Senior School), who manages the academic side of the department, and a full-time

administrator. They are supported by additional staff in both the Senior and Junior Schools who oversee instrumental teaching and accompanying. There are also Choral Scholars and an Organ Scholar, working both in PGS and the Cathedral. There are over 20 highly qualified Visiting Music Teachers delivering lessons to a wide range of pupils. In terms of premises, the Music School consists of the Rotunda (an intimate concert hall which is the venue for weekly lunchtime recitals and houses a Steinway grand piano), two well-equipped classrooms in the Senior School and a further classroom in the Junior School, alongside 18 practice/teaching rooms.

Background and Tradition

The Portsmouth Grammar School has a national reputation for the range and quality of its music making. The school's musical traditions are distinctive and have developed significantly over recent years. We are proudly a through school and work is underway to further integrate the Senior and Junior Music Departments over the course of the current academic year.

Music at PGS - the co-curricular programme

Music is central to the life of the school. Over 300 instrumental lessons take place each week and a large range of ensemble opportunities exist throughout the school. From the Symphony Orchestra, Jazz Band, PGS Brass and Concert Band, each of which have high levels of pupil engagement and a rich concert programme, to chamber ensembles, rock groups and our busy Chamber Choir, who share close links with Portsmouth Cathedral, the co-curricular side of the department is rich and varied. As a member of the Choir School Association, there are close links with Portsmouth Cathedral with many of our pupils singing in the Cathedral Choir.

These ensembles perform throughout the year, ranging from intimate lunchtime recitals to large concerts performed at Portsmouth Cathedral or further afield. The school enjoys close working relationships with a number of professional musicians and ensembles. In 2025 we collaborated with the Black Dyke Band and the Royal Marines School of Music, alongside working closely with musicians at Portsmouth Cathedral and the wider city. Earlier in 2026 we were delighted to be a part of professional concerts in the Cathedral and Guildhall as a part of their respective arts programmes and celebrations of Portsmouth's 100-year celebrations. PGS Brass regularly tour across Europe, with recent tours to Austria and Italy. In 2026 the musicians of PGS joined with the wider community to put on a fully-staged performance of Britten's *Noye's Fludde* in the Cathedral.

The school has a strong choral tradition and enjoys excellent links with Portsmouth's Anglican Cathedral of St Thomas where services and assemblies are held regularly; the majority of boy and girl choristers in the two choirs are pupils at PGS. The

choir is regularly chosen to perform for BBC Radio and in 2023 were featured in the Midnight Mass service broadcast to the nation. A choral scholarship scheme at 13+ and 16+ enhances our choral provision and many former pupils have gone on to become choral scholars at university. The Chamber Choir has recently sung evensong further afield in Oxford.

Portsmouth is a naval city, and close links with the Royal Navy and the Royal Marines have, throughout the generations, also ensured an excellence in brass and wind playing which still continues, thanks to a Brass Scheme in the Junior School which supports a 40-strong Junior School Brass Band and two similar sized bands in the Senior School. The String Scheme, which gives free lessons to all pupils aged 7 in the Junior School, helps to ensure string players are supported and encouraged in the school.

Jazz, rock and pop music flourishes at PGS. The Spring Concert is the annual showcase for these groups, many of which are run by pupils, and there are different charity concerts organised by pupils throughout the year. The pupil-led *Students' Collective* jazz band recently won the ensemble prize in the Chichester Music Festival. In 2024 our Students' Collective won the Pro Corda Chamber Music Competition in a spectacular event in Draper's Hall, London – the first Jazz entry to do so - with our Wind Quintet also reaching the finals of the competition in 2025.

There is an annual House Music competition, run entirely by pupils and involving many performers from all year groups both as soloists and ensemble members and a whole-school House Shout. The annual PGS Musician of the Year competition started in 2025 and sees professional musicians work alongside PGS musicians in their specific instruments, with a finale hosted in the Cathedral.

Music Theatre is very popular at PGS and the Music Department works closely with the Drama Department over the course of the academic year. Over 120 pupils audition every other year for the Senior School Musical, which is supported by the whole school community. Recent productions have included *Grease*, *Little Shop of Horrors*, *Chicago* and *Guys and Dolls*. Work is currently underway for a production of *Oliver* in Autumn 2026. In alternating years, the Middle School take to the stage for a musical in the Summer Term, with the recent performance of *Sister Act* showing how much musical promise our younger pupils have.

Academic Music

Excellence in performance and composition is complemented by a thriving academic programme. Music is part of the curriculum for all pupils in Year 7 and 8 where projects develop pupils' skills in performance, composition, listening and appraising through practical experience of music from a wide range of cultures, traditions and genres. Music is a popular

	option at Year 9 and a significant number of pupils go on to study music at GCSE and A Level, achieving excellent results. There are regular concert trips, both to concerts at Portsmouth Guildhall and to venues in London. Former PGS pupils have studied music at the Royal Welsh Conservatoire, Oxford, Leeds and Nottingham Universities, Royal Holloway, the Royal College of Music and the Royal Academy of Music. They have held organ and choral scholarships at Christ Church Oxford and Merton College Oxford. Academic trips happen frequently throughout the year with recent trips to London to hear Simon Rattle alongside trips to the Cobbe Collection at Hatchlands Park. Community Links, Partnership and Outreach Partnership work is an important part of the Music Department's work. The Director of Music currently supports the Cathedral Sing! project which works with over 1000 primary school pupils in Hampshire developing singing skills and opportunities for young people. Our community choir is a popular ensemble for members of the local community, who sing in termly concerts alongside PGS musicians. The Music Department frequently invite local schools to participate in concert performances and provide musicians for performances and workshops in schools. Our musicians perform often in the local area, including supporting the Remembrance Day events in the city and performing in local areas like Gunwharf Quays.
Line management responsibility for	This role has significant line management responsibility for: All Music Department staff – including music academic and support staff in the Senior and Junior School, all Visiting Music Teachers and the Music Administrator.
Main duties and responsibilities	• All staff are expected to promote and safeguard the welfare of children and young people for whom they are responsible and with whom they come into contact. • The role of the Director of Music as a Middle Leader at PGS is central to the success of the school because they ensure that their team works effectively to provide an excellent education for the pupils. They are highly valued for their professionalism, experience and determination to ensure that PGS maintains its position as one of the country's leading co-educational schools. They combine good organisational skills with the ability to lead a team and inspire pupils. To be responsible for: • The strategic direction of Whole School music at PGS, in consultation with the Head.

	• Leading and managing a large Whole School department including all full-time and part-time staff. • Academic Teaching commitments as agreed with the Deputy Head (Teaching and Learning) and Assistant Director of Music (Senior School) who oversees academic matters of the department. • Planning and programming school concerts (including the Autumn Concert, Festival of Nine Lessons and Carols, Spring Concert, Gala Concert, Summer Soiree and other Chamber Concerts, including the PGS Young Musician of the Year.) This aspect is likely to develop as the Junior and Senior Schools become increasingly integrated. • Planning music for school Cathedral Services and overseeing the department's organisation of all other musical events such as Music Scholars' Concerts, lunchtime Recitals and year group events. • Rehearsal and direction of major school ensembles, including the Chamber Choir, Symphony Orchestra, and Community Choir, although flexibility can be provided depending on the interests and skills of the successful candidate. An ability to accompany musicians would be beneficial. • Organisation of music tours. • Maintaining and developing the school's links with visiting musicians for workshops, masterclasses and joint concerts. • Liaison with the Drama Department as Musical Director for Musical Productions within the Drama programme. • Co-ordinate the House Music Competition, in collaboration with the Heads of Houses and House Music Captains. • Oversight of the outreach and partnership work of the department and with our feeder primary and preparatory schools, and with the Portsmouth Music Hub. • Liaison with St Thomas's Cathedral on matters relating to school services, joint services with the Cathedral Choirs, commitments of the boy and girl Choristers and serving as a member of the Cathedral Liaison committee. • The Music Diary, to include attendance at Calendar meetings.
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	• The recruitment, auditioning and selection of music award holders. • Overseeing the Music Scholars' musical development through the Scholars' Development Programme. • Preparing, planning and managing the music department budget. • Working with the Directors of Sport and Drama and Assistant Head Co-Curriculum to ensure music is effectively prioritised and balanced with other school activities. • Attendance at representative meetings (e.g. Trinity Group and HMC Cluster Group)
Line management duties and responsibilities	Leadership and Management • Provide professional leadership and management to secure high-quality teaching, effective use of resources and improved learning and achievement for all pupils in an attractive physical environment. • Plan with the members of their department for the development of the department and to write an annual strategic development plan in consultation with the team and within the framework of the School's aims, strategic intentions and annual operational plan. • Maintain appropriate links with, and report to, governors when requested. • Take part in the appointment of staff to the department and other areas of the school if appropriate. • Promote CPD and training opportunities for the department and give or arrange for other support that may be necessary to ensure core teaching standards are met and the career aspirations of departmental colleagues are supported. • Ensure effective induction of new departmental colleagues and initial teacher training and mentoring of ECTs as required. • Appraise department members in a constructive manner on an annual (for professional development purposes) and triennial (for performance management) basis and complete the relevant documentation in partnership with the appraisee. • Be prepared to be appraised biennially by their SMT line manager in accordance with school policy. • Keep abreast of national and international trends and developments in education that are relevant to their subject and pedagogical initiatives, sharing these with departmental and other colleagues and using these to inform wider school policy as appropriate.

- Produce a departmental handbook, or the separate key documents therein, according to school guidelines, review this annually and amend when required; make a copy available to department members and to SMT, governors and inspectors as required.

Curriculum

- Work collaboratively with the whole department under the Assistant Director of Music (Senior School), who holds responsibility for the academic teaching of the Senior School, to maintain and develop schemes of work within the framework and requirements of examination boards that reflect best teaching practice.
- Ensure that lesson planning and delivery of all lessons take account of the needs of all pupils, including effective strategies for inclusion for those with AEN and MAGT pupils.
- Ensure good practice from within and outside the department is shared so that lessons are engaging, varied and stimulating.
- Ensure that assessment of pupils' work is regularly carried out – including (but not limited to) cross-cohort assessments in line with school policy – and give guidance to pupils on their level of performance and how to improve using coaching-style approaches.
- Ensure that pupils are prepared for internal and external examinations, that all internal exam papers are prepared to deadlines and are appropriately differentiated and that analyses of all results are submitted within the published timescales.
- Ensure that curricular and assessment records are kept, work scrutiny undertaken, and reports written and sampled on an annual basis.

Communication and Meetings

- Run appropriate and regular meetings for the department, ensuring the provision of agendas and minutes.
- Support effective communication by encouraging all members of the department to contribute to discussions and meetings and by forwarding minutes of meetings and any other documentation to the relevant members of the department and to SMT.
- Consult and listen to department members over matters that impact on them and those they teach and represent their views with SMT.
- Attend middle leadership and other meetings as appropriate.
- Create and sustain opportunities to develop the profile of the department outside the school to encourage people to think highly of PGS, to learn about our work and be encouraged to visit the school.

	- Promote liaison with other departments to create and maintain positive and creative cross-curricular links for the benefit of pupils and staff. Finance - Manage the department's annual budget, monitor expenditure and keep an inventory of equipment, textbooks and all other resources. - Oversee the provision and maintenance of effective resources for learning, including textbooks, pupils' materials, equipment and rooms. Co-curricular - Be responsible for promoting and developing appropriate co-curricular activities within the department. These may include clubs and societies or participation in national competitions and trips. Alongside the rehearsal and direction of ensembles, being able to accompany pupils on the piano would be advantageous. Events - Attend PGS Professional Development Days, 11+ and 13+ Assessment days, Sixth Form open events and Open Afternoons throughout the year, and other appropriate events. - To lead all aspects of the music co-curricular programme. - Be responsible and/or delegate responsibility for attractive departmental displays of pupil work in classrooms and communal areas throughout the year and to arrange activities for visitors during Open Mornings or Open Afternoons as requested.
Safeguarding responsibilities	- This role involves regulated activity with children. - Ensure that Music department staff attend all Professional Development Days and attend other essential staff training sessions throughout the year, as required by the Head or Bursar. - Ensure that all newly appointed departmental staff attend suitable staff induction, in liaison with the Deputy Head (Teaching and Learning). - All teaching staff contribute to the pastoral life of the school, though this is likely to be in a reduced manner for this appointment given the extensive contribution to the co-curricular life of the school.

Benefits	The Portsmouth Grammar School prides itself on being a caring employer and all staff are encouraged to discuss any aspects of their terms and conditions of employment initially with their line manager and, as necessary, with the Bursar who signs all contracts of employment on behalf of the Governing Body. The school is a strong supporter of Continuing Professional Development (CPD) and its INSET programme of Professional Development Days provides staff with many personal development opportunities. Key financial benefits of employment at PGS include: • A generous salary structure supplemented by payment of an additional PGS Allowance • There are opportunities to take on additional paid responsibilities to assist in the management and operation of the school • A generous fee concession for the children of teaching staff, subject to criteria and approval; applied pro rata for part-time staff • Auto-enrolment into the school's defined contribution pension scheme with Aviva • Non-contributory death-in-service policy calculated at 4 times annual salary Other key benefits include: • Provision of a two-course lunch during school terms, with a meal provided before all parents' evenings • Cycle to Work scheme • Free use of the school's sports facilities which include a well-equipped Fitness Centre • Employee Assistance Programme • Staff parking is available on site on a first come, first served basis The school is always looking for innovative ways to improve the working conditions and remuneration of its employees and welcomes suggestions from all staff.
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Person specification			
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment			
	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i> • Strong academic qualifications in Music	<i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i> • QTS	Production of the Applicant's certificates Discussion at interview Independent verification of qualifications if necessary

Experience	<i>The categories of work or organisations, types of achievements and activities required by the Applicant that would be likely to predict success in the role</i> • Experience of teaching Music throughout key stages 3 to 5	<i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i> • Experience of Junior School music at key stages 1 to 2 • Experience of a leadership role within a senior school or sixth form.	Contents of the application form Interview Lesson observation Professional references
Skills	<i>The skills required by the Applicant to perform effectively in the role</i> • Ability to lead a department • Ability to contribute to the pastoral and co-curricular life of the school • An experienced conductor and accompanist of young musicians in either vocal or instrumental groups • Ability to accompany musicians on the piano as required	<i>The skills that would enable the Applicant to perform effectively in the role</i> • Suitable proficiency on the piano/keyboard for classroom teaching, running rehearsals and accompanying in concerts.	Contents of the application form Interview Lesson observation Professional references

Knowledge	<i>The knowledge required by the Applicant to perform effectively in the role</i> • Knowledge of GCSE and A level specifications in Music • Knowledge of university and career options for students of Music and related subjects • Knowledge of safeguarding in schools as set out in KCSIE	<i>The knowledge that would enable the Applicant to perform effectively in the role</i>	Contents of the application form Interview Lesson observation Professional references
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Personal competencies , qualities, attitude and behaviours	<i>The personal qualities, attitude and behaviours that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i> • motivation to work with children and young people • ability to form and maintain appropriate relationships and personal boundaries with children and young people • ability to lead and line manage a team of staff • willingness to lead the sharing of ideas and best practice within the department • ability to lead the co-curricular activities of the Music department and to contribute to the wider co-curricular programme of the school • ability to contribute to the pastoral life of the school • willingness to support the school's external partnerships • willingness to support the aims and ethos of the school	<i>The personal qualities that would assist the Applicant to perform effectively in the role</i>	Contents of the application form Interview Lesson observation Professional references
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