



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 **September 2026 or January 2027**.

PGS is an all-through school from Pre-School to Sixth Form 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.

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 Head of Department 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. It is an expectation that all teachers will have a tutor group or act as a co-tutor or cover tutor within the pastoral system.

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 **Thursday 7th May 2026** and interviews will be scheduled to take place in the week commencing 18th May with planned interview dates on **Monday 18th** or **Tuesday 19th May 2026**. 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 Director of Music, the Head of Academic Music, Head of Junior School Music, a classroom Music Teacher, the Head of Keyboard, Head of Strings, Head of Brass, the School Organist, and an administrator. There are over 20 highly qualified Visiting Music Teachers. 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 and 14 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 – as indeed also are those of the site that it occupies. Here once was a palace of Richard the Lionheart – patron of the mythical minstrel Blondel – and also the Portsmouth Theatre, where Paganini and Liszt performed. Haydn, a keen devotee of Nelson and the Royal Navy, lodged in the High Street, whilst giving a benefit concert for the Cathedral Organist.

Music at PGS

Music is central to the life of the school. Over 400 instrumental lessons take place each week and a large range of ensemble opportunities exist throughout the school. These include two orchestras, two string orchestras, a concert band, three brass bands, a thriving selection of jazz ensembles, big band, rock groups, numerous chamber ensembles and several choirs. 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. Recent collaborations have included the London Mozart Players, the Maggini Quartet, Jason Rebello, Kate Williams, the Tallis Scholars, Cardinal's Musick, the Black Dyke Band and the Royal Marines School of Music. PGS Brass regularly tour across Europe and in 2027 our Chamber Choir will embark on a tour to Spain.

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.

Composition is popular amongst pupils. Each year aspiring A level composers are given the chance to work with professional musicians to develop and workshop their ideas in collaboration with our associate composers, who have included Alexander Campkin and John Woolrich. Former PGS pupils have studied music at the Royal Welsh Conservatoire, Oxford, Bristol and Nottingham Universities, University of Surrey (Tonmeister Course), Royal Holloway, King's College, 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.

Music Theatre

Music Theatre is very popular at PGS. Over 120 pupils audition every year for the 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.

Choral Music

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 school is a member of the Choir Schools' Association and the relationship between the Cathedral and School Music Departments is of huge importance.

There is also a thriving GAP year scheme financed jointly with St Thomas's Cathedral, bringing choral and organ scholars for a year's work experience at the school and the cathedral. The school has several choirs, ranging from close harmony ensembles to Changing Voices through to the school's flagship ensemble, the Chamber Choir, and the Community Choir, formed of parents, staff and former pupils. Each year, the Chamber Choir performs a major choral work at the school's Gala Concert, accompanied by an orchestra of the school's most advanced musicians, and they sing evensong annually at Christ Church Cathedral, Oxford, with which the school enjoys historic links. They also sing at school services, perform regularly in the local community and have joined the Cathedral Choirs in BBC Radio and Television broadcasts as part of the international D-Day commemorations. Our choirs have also worked and performed with the Tallis Scholars and the *Cardinal's Musick*.

Instrumental Music

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. These bands tour every two

	<p>years, most recently visiting, Prague, Switzerland and Croatia. The brass bands work with the Black Dyke Band on a two year cycle with a programme of workshops and joint concert performances.</p> <p>PGS Brass recorded a CD in July 2018. There are regular international tours by instrumental and vocal groups. The 40 strong Concert Band performed alongside the Royal Marines School of Music in the Guildhall accompanying 200 primary and secondary school singers as part of our extensive partnership programme.</p> <p>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.</p> <p>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 several charity concerts throughout the year. The pupil-led <i>Students' Collective</i> jazz band recently won the ensemble prize in the Chichester Music Festival. In 2024 our Jazz Collective won the Pro Corda Chamber Music Competition – the first Jazz entry to do so.</p> <p>There is an annual House Music competition, run entirely by pupils and involving hundreds of performers from all year groups both as soloists and ensemble members and a whole-school House Shout.</p> <p>Community Links, Partnership and Outreach</p> <p>Partnership work is an important part of the Music Department's work. The School has had strong links with a number of renowned orchestras and ensembles, including the Bournemouth Symphony Orchestra and the London Mozart Players as well as with the University of Portsmouth. 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. The Music Department frequently invite local schools to participate in concert performances and provide musicians for performances and workshops in schools.</p>
<p>Line management responsibility for</p>	<p>This role has line management responsibility for:</p> <p>All Music Department staff – including music academic and support staff in the Senior and Junior School, all Visiting Music Teachers and the Music Administrator.</p>

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 Head of Department 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 as Head of Department including all full-time and part-time staff.
- Academic Teaching commitments as agreed with the Deputy Head (Teaching and Learning)
- Planning and programming whole school concerts (including the Autumn Concert, Spring Concert, Christmas Concert, Chamber Music Concert, Gala Concert, Summer Concert).
- 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 conducting of major school ensembles, including the Chamber Choir, Senior Orchestra, and Community Choir, although flexibility can be provided depending on the interests and skills of the successful candidate.
- Organisation of music tours.
- Maintaining and developing the school's links with visiting musicians for workshops, masterclasses and joint concerts.

	<ul style="list-style-type: none"> • 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. • 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)
<p>Line management duties and responsibilities</p>	<p>Leadership and Management</p> <ul style="list-style-type: none"> • 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.
- Monitor systematically the quality of teaching and learning in the department and give feedback that enables further improvement.
- 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 to maintain and develop schemes of work within the framework and requirements of examination boards that reflect best teaching practice.
- Arrange, in consultation with members of the department, the deployment of colleagues to the timetable to meet pupils' learning needs and the professional development needs of staff.
- 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.
- Review and share baseline and value-added data with department colleagues for all pupils and add subject data to maintain an up-to-date department record of pupil attainment and progress.
- 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 (including but not limited to ARM).
- 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.

Health and Safety

- Ensure that effective safeguarding and child protection, and a zero tolerance of peer-on-peer abuse and bullying is at the forefront of departmental practice.
- Ensure that safety procedures are reviewed regularly, including risk assessments for trips and of the department environment.
- Ensure that staff working conditions are appropriate and meet Health and Safety guidelines.

	<p>Co-curricular</p> <ul style="list-style-type: none"> • 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. <p>Events</p> <ul style="list-style-type: none"> • Attend PGS Professional Development Days, 11+ and 13+ Assessment days, Sixth Form open events and Open Afternoons throughout the year, and other appropriate events. • Attend GCSE and A Level results days or arrange, in consultation with the Deputy Head (Teaching and Learning), for a department member to attend. • 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.
<p>Safeguarding responsibilities</p>	<ul style="list-style-type: none"> • 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.
<p>Benefits</p>	<p>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.</p> <p>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.</p> <p>Key financial benefits of employment at PGS include:</p> <ul style="list-style-type: none"> • 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
- A staff parking space can be applied for, with allocation dependent upon availability

The school is always looking for innovative ways to improve the working conditions and remuneration of its employees and welcomes suggestions from all staff.

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	<p><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></p> <ul style="list-style-type: none"> • Strong academic qualifications in Music 	<p><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></p> <ul style="list-style-type: none"> • QTS 	<p>Production of the Applicant's certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications if necessary</p>
Experience	<p><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></p> <ul style="list-style-type: none"> • Experience of teaching Music throughout key stages 3 to 5 	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i></p> <ul style="list-style-type: none"> • Experience of Junior School music at key stages 1 to 2 • Experience of a leadership role within a senior school or sixth form. 	<p>Contents of the application form</p> <p>Interview</p> <p>Lesson observation</p> <p>Professional references</p>

Skills	<p><i>The skills required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Ability to lead an academic department • Ability to contribute to the pastoral and co-curricular life of the school • An experienced conductor of young musicians in either vocal or instrumental groups 	<p><i>The skills that would enable the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Suitable proficiency on the piano/keyboard for classroom teaching and running rehearsals. 	<p>Contents of the application form</p> <p>Interview</p> <p>Lesson observation</p> <p>Professional references</p>
Knowledge	<p><i>The knowledge required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • 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 	<p><i>The knowledge that would enable the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Lesson observation</p> <p>Professional references</p>

<p>Personal competencies, qualities, attitude and behaviours</p>	<p><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></p> <ul style="list-style-type: none"> • 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 an academic department 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 	<p><i>The personal qualities that would assist the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Lesson observation</p> <p>Professional references</p>
---	--	--	---

	<ul style="list-style-type: none">• willingness to support the aims and ethos of the school		
--	---	--	--