

# St Helen's School

## ASSISTANT DIRECTOR OF MUSIC

STARTING SEPTEMBER 2026

Thank you for showing an interest in this post. We hope that the following information about St Helen's School and description of the responsibilities of the post will help you to decide that this is an application which you wish to pursue. If you have the right mix of skills, experience and enthusiasm we would very much welcome your application.



## WELCOME TO ST HELEN'S



At St Helen's many of the girls who leave us at the end of Year 13 have been with us since Nursery or Reception. We are ambitious for every single girl: that she achieves her potential; that she leaves us to embark upon an exciting and fulfilling future, able to deal with whatever life throws at her with resilience and courage; that she possesses inner confidence, strong personal integrity, and a sense of fun; that she is ready to go out into the world and make a difference. St Helen's has a long tradition of academic excellence which encourages girls to pursue intellectual curiosity beyond the curriculum. We are proud of our 2025 results where 82.2% of A

Level students obtained A\*-B grades and 80.8% of GCSE awards were graded 9-7. Sixth Formers go on to established, high-ranking universities including Oxford and Cambridge, with more than a third studying STEM subjects. However, we give our girls much more than just academic success; our Co-Curricular programme is rich and varied, and our pastoral care ensures that every girl is known, valued, and cared for.

Within easy reach of central London, our school is set in 21 acres of grounds and, just as we are proud of our students' academic achievements and their personal development, we are also proud of our facilities and buildings. We have invested significantly in developing our facilities over the last ten years.

St Helen's has a warm and lively atmosphere that makes it a rewarding and exciting place to work. Our staff and our pupils look out for each other and encourage each other to be the best possible version of themselves. As such, you will play a vital role in supporting the school in the next stage of its journey. We look forward to receiving your application.

Bridget Ward **Head**



# St Helen's School

## THE SCHOOL

St Helen's is an academically selective independent girls' day school of more than 1200 students aged 3-18, set in beautiful green space in Northwood, Middlesex.

It draws pupils from a wide area of north-west London, Buckinghamshire, and Hertfordshire with easy access by Underground from central London.

We want our students to be brave and true, ever intellectually curious. They will believe they can do anything. They will want to explore how they can best interact with the world around them and make a difference for the better in their own way. They will be ready for whatever the future brings.

Our aims are:

- To provide each and every girl with the opportunity and means to achieve academic excellence.
- To provide our students with the personal skills, emotional resilience, and the confidence to achieve their full potential through a varied, rich and challenging Co-Curricular programme.
- To know, value and respect all girls as individuals so as to best support them on their journey through the school.
- To ensure that the girls are ready to play a full and active part in their communities and in an interconnected digital world.

Our students achieve high academic standards, and we encourage them to develop lifelong skills in a diverse range of areas, both within and outside the curriculum, and to pursue their individual ambitions. The school is proud of its tradition of providing a balanced and forward-looking education through which its pupils can become confident, independent learners and leaders in their fields, their professions, and their communities. Attention to the individual child is at the heart of everything we do and shapes the pastoral care, teaching and learning and the co-curricular opportunities on offer at St Helen's.

## THE POST

St Helen's is looking to appoint a Assistant Director of Music to start September 2026, to join our thriving Music Department.

## THE PURPOSE OF THE ROLE

The Assistant Director of Music plays a key role in delivering an ambitious, inclusive, and forward-thinking music programme. The post-holder will combine excellent classroom teaching with leadership of co-curricular music, contributing to a culture of creativity, confidence, and high achievement.

### Salary

Competitive salary

## MAIN RESPONSIBILITIES

### Teaching and Learning

- Plan and deliver engaging, high-quality music lessons across the age and ability range.
- Create a dynamic and inclusive classroom environment that supports all learners.
- Set challenging work and provide timely, constructive feedback.
- Use assessment effectively to monitor progress and inform teaching.
- Prepare pupils for internal and public examinations, where appropriate.

### Curriculum Development and Academic Leadership

- Contribute to the development and regular review of the Music curriculum across all key stages.
- Ensure that detailed schemes of work and rigorous assessment for learning secure consistency, rigour, and progression for all pupils.
- Enable all pupils to enjoy Music and achieve at the highest possible level.
- Support the integration of music technology, composition, performance, and listening within the curriculum.
- Work collaboratively with the Director of Music on curriculum strategy and innovation.



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## Co-Curricular Music

- Lead and support a vibrant co-curricular programme, including ensembles, choirs, and smaller groups.
- Encourage wide participation while maintaining high standards of performance.
- Support concerts, productions, tours, and informal performance opportunities, and share in leading on these events with the Director of Music.
- Take responsibility for specific co-curricular initiatives, ensuring alignment with departmental and whole-school priorities.
- Initiate and oversee new ensembles, groups, or events in line with the department's strategic vision.
- Monitor participation, attendance, and progression within co-curricular music,
- Develop and promote initiatives to increase participation and broaden engagement in music.
- Support the planning and delivery of a diverse and ambitious calendar of performance opportunities, including concerts, recitals, and informal events (e.g. assemblies, lunchtime and evening concerts).
- Play a key role in high-profile events such as school musicals, concerts, and major productions, including conducting and rehearsing where appropriate.
- Work collaboratively with colleagues to prepare music for productions, assemblies, and other school events, sourcing appropriate repertoire.
- Provide or arrange accompaniment for performances and events.
- Promote and monitor the uptake of individual music lessons
- Track and support a balanced range of instrumental study across the school, encouraging take-up of underrepresented instruments where appropriate.
- Develop pathways for progression, including competitions, graded examinations, and external performance opportunities.

## Student Development and Pastoral Care

- Promote the wellbeing, confidence, and personal development of all pupils.
- Provide guidance on academic, musical, and social matters.

- Contribute to the pastoral life of the school (e.g. tutor role, coaching role as required).
- Maintain positive and professional relationships with pupils, parents, and colleagues.
- Support the Music Scholarship Programme through mentoring, monitoring progress, and providing stretch and challenge opportunities.
- Ensure scholars are fully engaged and contribute meaningfully to the wider life of the Music Department.

## Collaboration and Communication

- Work closely with the Director of Music and wider department to deliver a cohesive programme.
- Communicate effectively with parents, colleagues, and external partners.
- Contribute to performances, events, and the wider cultural life of the school.
- Represent the department in meetings and school events as required.
- Support the development of strong relationships with feeder schools and external organisations.
- Establish and maintain partnerships with external bodies (e.g. youth orchestras, professional ensembles, universities).
- Organise educational trips to concerts and coordinate workshops, visiting musicians, and ensembles to enrich the curriculum.
- Promote the role of music in enhancing the school's reputation and community engagement through performances and outreach initiatives.
- Maintain and develop links with the local community through concerts, events, and charitable activities.

## Leadership and Department Support

- Support the Director of Music in the strategic development and day-to-day running of the Music Department.
- Act as a key point of contact for parental queries and concerns relating to Visiting Music Teachers (VMTs), making recommendations to the Director of Music as appropriate.
- Assist in the recruitment and management of VMTs in liaison with HR and the Director of Music.
- Contribute to maintaining a well-organised, efficient, and professional departmental environment.



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- Deputise for the Director of Music in their absence.
- Take a reasonable share of the leadership, management, and organisation of the Music Department, as directed by the Director of Music.
- Contribute to departmental planning, organisation, and daily operations.
- Support and collaborate with teaching staff, visiting music teachers, and accompanists.

## Assessment, Reporting, and Administration

- Maintain accurate records of pupil progress and attainment and implement processes which ensure consistency in this area across the department.
- Produce high-quality written reports and references and share best practice with the department.
- Support the administration of public examinations and assessments.
- Contribute to the organisation of departmental resources, equipment, and budgets, as directed by the Director of Music.

## Professional Development

- Engage actively in appraisal and professional review processes.
- Pursue ongoing professional development, particularly in music pedagogy and technology.
- Contribute to a culture of reflective practice and continuous improvement.

## Behaviour, Safeguarding, and School Ethos

- Uphold high standards of behaviour, discipline, and mutual respect.
- Ensure the health and safety of pupils in all settings, including trips and performances.
- Actively promote the values and ethos of the school, particularly in supporting and empowering young women.

## Wider School Contribution

- Participate fully in school life, including trips, events, and enrichment activities.
- Attend assemblies, meetings, and key school functions.

- Undertake duties such as registration and supervision as required (eg at break and lunchtimes).

## Flexibility

- Undertake any other reasonable duties as requested by the Director of Music or Headmistress, in line with the School's Development Plan, Department Development Plan, and evolving needs of the School.

## THE PERSON

It is essential for the successful candidate to have the following qualifications, experience, and personal attributes:

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### Qualifications

- Degree in Music or closely related subject
- High-level practical musicianship (instrument and/or vocal)

### Experience

- Teaching or supporting music education across a wide age range
- Directing ensembles (choirs, orchestras, chamber groups)
- Preparing students for performances and/or examinations

### Skills and Abilities

- Excellent musicianship and strong instrumental/vocal proficiency
- Confident conducting and rehearsal direction
- Ability to inspire pupils ages 4-18
- Strong classroom practice and behaviour management skills
- Ability to contribute to curriculum delivery across all key stages
- Excellent organisation and time management
- Strong communication and interpersonal skills
- Ability to contribute to departmental development

### Personal Qualities

- Passion for music and high standards



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- Enthusiasm for working in an all-girls environment
- Energy, creativity, and initiative
- Collaborative and supportive approach
- Professionalism and reliability
- Commitment to inclusion and participation
- Willingness to contribute to co-curricular life
- Flexibility for evenings/weekend working

## Leadership and Contribution

- Ability to support the Director of Music in leadership and daily operations
- Willingness to take responsibility for ensembles/projects
- Ability to build external partnerships

## Safeguarding

- Commitment to safeguarding and promoting welfare of children
- Willingness to undergo enhanced DBS checks and training

## Other Requirements

- Flexibility for term-time and additional rehearsals/events
- Willingness to assist with administration (timetabling, music library, instruments)

It is desirable for the successful candidate to have the following qualifications, experience, and personal attributes:

## Qualifications

- Postgraduate qualification in Music or Music Education
- Teaching qualification (e.g. PGCE) or equivalent experience
- Advanced performance qualifications (Diploma level or above)
- Training in conducting, choral direction, or music technology

## Experience

- Accompanying rehearsals and/or performances
- Experience in an independent or selective school
- Teaching from KS3 to A-level

- Organising concerts, productions, and events
- Experience with music technology (DAWs, notation software, recording)

## Skills and Abilities

- Strong piano skills
- Ability to arrange or compose music
- Confident leading large-scale productions
- Strong use of music technology in teaching
- Experience mentoring staff

## Personal Qualities

- Broad musical interests

## Leadership and Contribution

- Experience contributing to departmental strategy



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## BENEFITS

- Competitive pay and pension scheme
- Competitive pay structure with opportunities for progression up the scale
- 50% fee remission for staff children subject to spaces and entry examinations (pro rata for part time staff)
- A strong culture of professional development
- Access to the School's swimming pool and fitness suite
- High Street Discounts
- Electrical Vehicle Charge Scheme
- Free onsite parking
- Subsidised Staff Coach Travel
- Eye care
- Holiday Club Staff Discounts
- Cycle to work scheme
- Free lunch and refreshments (term-time)
- Free on-site parking and excellent public transport links
- Employment Assistance Programme with 24/7 GP access
- Generous occupational sick pay
- A beautiful working environment – the school is set in a conservation site in excess of 21 acres

## APPLICATION PROCESS

Closing date: **9am Friday 17<sup>th</sup> April 2026**

Please apply as soon as possible as shortlisting/interviews will progress up until the closing date. Should a suitable candidate be appointed, we reserve the right to close the advert early.

Due to the volume of applicants, we receive, if you do not hear from us within 4 weeks of the closing date, please assume we will not be progressing your application further on this occasion

## The SELECTION PROCESS

Shortlisted candidates will be invited to the school where they will be interviewed by members of the Senior Leadership team, be observed teaching a lesson, have a tour of the school and meet other members of the English Department and wider Faculty.

St Helen's school is committed to safeguarding and promoting the welfare of children and young people, as detailed in Part 3 (Safer Recruitment) of the KCSIE 2025 guidance document. Applicants will be asked for proof of right to work in the UK and undergo child protection screening, including checks with past employers and the disclosure and barring service.

If you have any queries about this position, please contact the school at [recruitment@sthelens.london](mailto:recruitment@sthelens.london)

