

A group of young children in blue school uniforms are playing with colorful ribbons (blue and green) in a hall. They are holding the ribbons with both hands and pulling them outwards, creating a fan-like shape. The children are smiling and appear to be having fun. The background shows wooden walls and windows.

DUCKS  
KINDERGARTEN & INFANTS' SCHOOL

# Head of DUCKS Music

Information for Applicants

# Welcome

## Dear Potential Applicant

Thank you for applying to work at Dulwich College. I hope that you will find the prospectuses and web pages useful and feel that they provide a better understanding of our aims, values and ethos. I also hope this booklet makes you feel you might thrive here, would like to join us and make a great professional contribution.

At heart, the College's focus ensures the wellbeing, experience and achievements of our pupils. We want them to be happy, to flourish and to get the very best from their time here. These aims also allow us to have a positive relationship with our families, and uphold our reputation and strategic ambitions.

We have a large, diverse, dedicated and talented team of colleagues. It is a huge collective effort to achieve our annual and long-term goals, and we could not do this without everyone working together in a diligent and good humoured manner.

As well as rewarding and fun, being part of the College is demanding at times and we have high expectations of all our colleagues. There are, however, many advantages and opportunities, which are better explained in this booklet. Put simply, we wish to get the best from everyone and we will seek to invest in you and develop you during your time with us.

We recognise that many of our colleagues are professionally ambitious. We will certainly help you in your aims, through mentoring, professional development courses and career opportunities.

We are fortunate to have a large College community, with several career pathways and experiences available. We hope that you will enjoy working here, really understand the value and the commitment shown by everyone and wish to play your part in the exciting life of Dulwich.



Robert Milne, Master



Jo Parker, Head of DUCKS



## The College

Dulwich College is an academically selective independent school for boys in south east London, known for its inspired teaching, genuine scholarship and broad co-curricular life.

Our dedicated and increasingly diverse staff of approximately 250 teachers and 350 operational colleagues, support a pupil body of approximately 1,850 across the Senior and Junior Schools and DUCKS, our co-educational nursery and infant school.

Set within 70 acres of beautiful grounds, yet only 12 minutes by train from central London, the College offers an exceptional working environment — spacious, well-resourced and rich in heritage. The campus blends iconic listed buildings with award-winning new architecture, creating a dynamic and inspiring setting that values curiosity, creativity and collaboration among both pupils and staff.



# Vision Values & EDI

## Our Vision

To be an outstanding school that inspires every pupil to work, study and serve with purpose, developing the potential to make a positive difference in the world.

## Our Values

Purpose, kindness and joy – underpin a culture of curiosity, creativity, compassion and integrity. We promote collaboration, resilience and appreciation of the benefits of living and learning within a diverse, inclusive community.

## Equity, Diversity and Inclusion

We celebrate the diversity of our pupils, staff, alumni and parents, recognising that varied backgrounds and experiences create a vibrant and forward-looking community. Dulwich College stands firmly against discrimination in all forms and is committed to advancing inclusion, social responsibility and the core British values of democracy, liberty, respect, tolerance and the rule of law.

# DUCKS Kindergarten & Infants' School

DUCKS is a coeducational Kindergarten & Infants' School offering an exceptional setting for children aged 6 months to 7 years of age. Surrounded by green open spaces, our dedicated and highly skilled team create a caring and nurturing environment where children grow in confidence as they start that all important learning journey.

The DUCKS campus is a short walk from the main College, offering an atmosphere of security and space for the youngest pupils. Both the Kindergarten and Infants' School are self-contained buildings and adjoining them are playgrounds, sports pitches and extensive playing fields. There is also a pond and an orchard, used for forest school.

Learning through play, learning through the environment and learning through meaningful and engaging experiences are key elements that build the foundations for a love of learning.

Our academic record is excellent and when our Year 2 children move on to their next schools, we are there to support and guide families through this process. We follow the progress of our DUCKS children carefully to create fruitful and effective transitions to future schools both in and out of London.

DUCKS benefits from all the College facilities including the swimming pool, Edward Alleyn Theatre and the Laboratory.

Further information about the College can be found on our website  
[www.dulwich.org.uk](http://www.dulwich.org.uk)





## Job description

### Job title

Head of DUCKS Music

### Reporting to

Head of DUCKS and the Director of Music

### Period of employment

Permanent

### Hours of work

Full time

### Salary

The College has its own teacher salary scales, which are above those of the maintained sector and compare favourably with those at other independent schools of similar standing

### Essential qualifications

Educated to Degree Level

### Desirable qualifications

QTS and experience with Early Years

Competent keyboard skills is an advantage

### Closing date

Wednesday 4<sup>th</sup> March 2026

### Interview date

1<sup>st</sup> Stage Interview : Friday 6<sup>th</sup> March 2026

2<sup>ND</sup> Stage Interview: Monday 9<sup>th</sup> March 2026

# Role Details



### Tasks and duties

All staff have a responsibility to safeguard and promote the welfare of children. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work with the safeguarding policies of the organisation.

The Head of DUCKS Music is responsible to the Head of DUCKS and the College's Director of Music for the delivery of the Music programme for DUCKS. This post links through to the Junior School with a small timetable of class teaching. The Head of DUCKS Music is part of the College Music team and will work closely with the Heads of Junior and Lower School Music to ensure continuity. The areas of responsibility are:

#### **Classroom Teaching at DUCKS & Junior School**

- A split approximately 4.5 days at DUCKS and .5 day in the JS according to the timetable
- To teach 15 periods of classroom Music to Pre-Reception, Reception, Yrs 1 and 2
- To teach 2 periods of classroom Music in Junior School. In addition, to support the JS Singing programme

#### **Practical Music at DUCKS**

- To lead, develop and manage DUCKS Visiting Music Teachers (The String teachers are also part of the String programme directed by the Head of Strings)
- To manage and organise the 1:1 instrumental teaching programme at DUCKS
- To develop the singing programme for DUCKS
- To develop and direct a series of annual concerts/events: choral, instrumental, Festivals and plays
- To develop and direct the DUCKS Orchestra for its performances



### **Practical Music in Junior School**

- To teach in the singing scheme for Junior School classes
- To assist where possible with productions

### **Administrative**

- To maintain details of all pupils' practical music in DUCKS and liaise with parents
- To maintain all resources for Music
- To lead/assist as appropriate with the appointment of DUCKS VMTs
- To oversee timetabling of individual Instrumental lessons
- To organise maintenance, hire or purchase of instruments
- To attend a weekly meeting/DUCKS briefing
- To attend a meeting once every two weeks with the Director of Music
- To attend Music Department weekly meetings when possible

### **Additional Co-Curricular**

- To ensure the right provision Co Curricular Music for DUCKS after school hours
- To take part in College concerts and events whenever possible

### **Additional duties**

- Supervision duties at DUCKS
- Additional duties on specific Saturdays eg College Founder's Day

# College Community and Benefits



## Make your money go further

- Flexible pension/pay – Join TPS or choose the Group Pension for 10% employer contributions and a higher take-home pay. (Same total package).
- Lunches – Free lunch in the dining hall or to take-away.
- Fee remission – Discounts on fees at Dulwich College, Alleyn's Dulwich, JAGS Dulwich and DUCKS (admissions rules apply).
- High-street savings – Access to discounts on restaurants, food deliveries and shopping.

## Help with your commute

- Bike to Work – Tax-efficient bike purchase.
- Onsite parking - Free parking on Campus, EV parking.

## Support for your wellbeing

- SimplyHealth plan - Cash back on routine medical expenses
- 24/7 GP access – Online consultations, advice and referrals.
- EAP – 24/7 emotional, financial and relationship support.
- Sports club – Free family membership.
- Eye tests & flu jabs – Free tests and seasonal vaccinations.

## Protection when you need it

- Life insurance – Included with all pension schemes.
- Accident insurance – Cover for permanent disability or dental injury.

## Support for life outside work

- Family leave – Enhanced leave for new arrivals
- New baby perk – Cash contribution from SimplyHealth.
- IVF leave – Up to 5 days for essential appointments.

## Boost your social life

- Events & clubs – From Burns Night to book clubs and quizzes.
- Dulwich Picture Gallery – Free entry with staff pass.
- Dulwich Golf Club – Discounted 'Member's guest' rate.
- Private functions – Reduced rates for venue hire (subject to availability).



# Important Information

## Safeguarding

All staff are responsible for safeguarding and promoting the welfare of children, completing the required training, and adhering to College safeguarding policies.

## Health and Safety

Staff must also take reasonable care of their own health and safety and that of others, follow safety procedures, use equipment responsibly, and co-operate with managers on all health and safety matters.

## Safer Recruitment

You will find our application form detailed — this ensures we meet the rigorous standards required when employing people to work with or around children and young people.

## Vetting

All appointments are subject to pre-appointment vetting, as required by law, which will include satisfactory criminal record checks.



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