



SURBITON

HIGH SCHOOL

Job Description

Job Title:	Head of Music (Girls' Preparatory School)
Job Purpose:	To teach and lead the Girls' Preparatory School Music Department in achieving outstanding teaching and learning, and to inspire, encourage and empower our students to achieve their very best in the subject of Music. The Head of Music will be responsible for the organisational and administrative tasks of the department.
Primary Reporting Line:	Director of Music
Secondary Reporting line:	Head of the Girls' Preparatory School
Start Date:	January 2027
Tenure:	Permanent, Full-Time or Part-time, 4 days per week
Remuneration:	Competitive – based on the Surbiton High School Pay Scale, plus TLR

At Surbiton High Girls' Preparatory School, we have an excellent record of academic achievement which is achieved through a thorough, exemplary curriculum from Reception through to Year 6. Our School is a place where children learn from exceptional, passionate teachers and Educational Support Staff in a community where learning is prized and curiosity welcomed. Working at Surbiton High School, you will be surrounded by inspiring colleagues who are leaders in their profession. Our dedicated teaching and support staff inspire and encourage each of our pupils, enabling them to fulfil their potential, whilst helping them to recognise their own qualities and strengths.

This is an exciting and influential role – music permeates throughout the Girls' Preparatory School, from Class Concerts to Coffee Morning Recitals, evening instrumental concerts to showcase choral events at external venues. This role requires successful collaboration with both the Head of Music at the Boys' Prep School, and the Director of Music. We are very proud to offer a number of co-ed events during the year such as the Winter Instrumental Concert, Carol Services and Instrumental Programmes in Years 3 and 5 which raise the aspirations, challenge and engagement of our developing musicians. Music is exceptionally well-supported by SLT and the wider Music Department Staff – there are 22 Visiting Music Teachers (VMTs) in addition to the Head of Instrumental Music and the Principal Accompanist. The role is supported administratively and in the classroom by the Prep Music Teaching and Administrative Assistant.

Key Responsibilities:

Learning and Teaching

- Lead by example by modelling outstanding learning and teaching and be fully involved in curricular and co-curricular Music.
- Possess and maintain a deep and secure knowledge of your subject and the best practice pedagogy associated with its delivery.
- Lead the Department in pursuit of continuous improvement through innovation, strategic planning, and sharing of best practice.



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- Monitor the quality of teaching and learning through regular observations of Department staff, work scrutiny and pupil feedback.
- Challenge teachers (including VMTs and Ensemble Leaders) who underperform and use coaching strategies to help them improve, working closely with the SLT line manager and Director of Music to ensure that correct support is provided.
- Coach and support members of the Department in their performance.
- Develop members of the team through clear and carefully planned distribution of suitable tasks.
- Identify strengths in the team to ensure the embracing of new teaching strategies, and pupils' learning.
- Promote the use of Digital Learning Technologies to support pupil achievement.
- Support whole-school strategies with the team, effectively coaching teachers to develop their understanding and skill base surrounding new learning strategies.
- Ensure the smooth, efficient, supportive and rigorous running of Department policies, including the application of rewards and sanctions.

Results

- Track and monitor pupil progress and achievement within the subject area across all Key Stages, using baseline data.
- Promote the use of target-setting and high-quality pupil feedback to inform teaching and learning strategies.
- Ensure that teachers support pupil progress.
- Review, analyse and evaluate results throughout the year and for examination analysis and subject review meetings, sharing the process with the Department so that all are aware of the development points.
- Ensure Department compliance with agreed School policies for assessment, recording and contacts with parents.
- Ensure that reporting on pupil progress follows the School's policy.
- Lead the Music Scholarship programme for the Girls' Prep School and hold responsibility for the outcomes.

Curriculum

- Use areas of strength and expertise amongst the team and beyond to enhance curriculum delivery.
- Keep abreast of, and communicate to the Department, changes in policies, guidelines and other national initiatives.
- Ensure compliance with requirements for exam entries and arrangements.
- Ensure that written records are kept as appropriate and in accordance with GDPR and the Data Protection Act 2018.
- Take a lead role in the organisation of and final product for the Year 4 and Year 6 Productions.
- Support with Drama Teaching as required.



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Co-Curricular

- Work collectively as a team to identify suitable co-curricular activities that enrich the curriculum and broaden the pupil learning experience.
- Plan, with the Head of Boys' Prep Music, a co-curricular timetable which is effective and achievable, reflecting and best using the resources available to the department, including staff, teaching space and equipment.
- Monitor the Girls' Prep School's activities affecting Individual Music Lessons by managing the calendar which details times at which individual music lessons may not take place and ensuring that policies agreed with SLT are followed.
- Manage the following aspects of the Girls' Prep Instrumental Programme (providing free instrumental lessons to pupils in Years 3 and 5):
 - all communication with parents
 - hire of school and external instruments
 - maintenance of school instruments
 - Liaising with VMTs who lead the teaching
- Monitor and develop/support the contribution made by members of your team and relevant VMTs (Visiting Music Teachers) to co-curricular activities.
- Arrange and participate as appropriate in the promotion of co-curricular activities to enhance the learning and development of the subject(s).
- Ensure accurate and up-to-date information is maintained in relevant co-curricular documentation.

Pastoral

- Support the School's pastoral aims through upholding our standards of pastoral care.
- Conduct yourself in an appropriate professional manner at all times, supporting and fostering the aims and safeguarding policies of the School.

Values

- Be consistent and fair and foster an atmosphere of mutual trust and respect within both the classroom and the Department.
- Create alignment with the School's values and ethos to ensure Departmental ownership of whole school strategic development.
- Promote the School's ethos of May Love Always Lead Us and the Best in Everyone.
- Uphold the good reputation of the School and of United Learning with pupils, parents and other stakeholders.
- Ensure the principles and practices of the School's Equal Opportunities Policy are promoted through the curriculum.

Staff and Resources

- Establish and maintain an effective working partnership with the Head of Boys' Prep Music, Prep Music Teaching and Administrative Assistant, Director of Music and Head of Instrumental Music.
- Demonstrate and role model constructive leadership behaviours including:
 - Providing encouragement, support and assistance to colleagues at all levels.



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- Managing the performance of all staff in line with current legislation and United Learning policy and procedure.
 - Being aware of and able to positively influence staff morale.
- Support staff to be outstanding practitioners through coaching and mentoring.
- Advise SLT on staffing requirements, the deployment of Department staff and the timetabling of lessons.
- Advocate on behalf of VMTs regarding access to teaching spaces and recruitment of pupils
- Supervise, coach and support the Prep Music Teaching and Administrative Assistant
- Participate in the appointment of Department staff where required.
- Planning and organisation of performances, which includes directing and supervising pupils and advising other staff members.
- Oversight of the administration of Individual Music Lessons and Prep Instrumental Programme Lessons and communicating with parents concerning the Prep music department's activities.
- Monitor, review and promote subject staff development and the induction of new colleagues, coordinating mentoring, training and support for all colleagues as appropriate.
- Engage in on-going personal and professional development in order to provide high quality and innovative educational leadership.
- Advise on financial and resource needs of the subject and manage relevant budgets.
- Ensure that both subject-specific and general requirements of Health and Safety policies are met, to ensure efficient, safe, secure and attractive use of Departmental accommodation, equipment and materials.

Subject Specific

- Lead, with energy and expertise, the curriculum choirs.
- Lead the arrangements and preparations for the annual Carol Service event, annual Spring Choral Concert and annual Prize Giving event.
- There may be particular responsibilities linked to the subject that may be added when necessary.
- Support the Director of Music in the execution of the Spring Choral & Orchestral Concert (which unites both Prep schools and the Senior School).

General

- Uphold the School's code of conduct and implement all Surbiton High School and United Learning policies.
- Work co-operatively with SLT and all colleagues.
- Promote the School and its training courses and activities, including participation in external and internal marketing activities.
- Carry out any such duties as may be reasonably requested.



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Person Specification

The successful candidate will be likely to fit the following profile:

Qualifications and Experience

- Good Honours degree
- A postgraduate teaching qualification including QTS is desirable, but not essential
- Evidence of further relevant professional development would be an advantage
- A proven track record of delivering on academic performance

Skills and Knowledge

- Strong subject knowledge and an outstanding teacher
- Ability to lead choirs and ensembles
- The ability to deliver inspiring music lessons across all three stages
- Very good keyboard and sight-reading skills for the purpose of accompanying performances would be an advantage
- Ability to recognise the qualities of an excellent musical performance and an excellent musical composition and to help pupils to achieve these
- The ability to inspire, motivate and support pupils and colleagues in a successful and dynamic school
- Excellent organisational, administrative and ICT skills
- Ability to communicate concisely and sensitively, both orally and in writing, to a variety of audiences
- The ability to lead a team in a successful and dynamic School
- Up-to-date knowledge of successful and innovative teaching and the latest curriculum developments and initiatives
- Have a vision for developing the Department and be able to translate that vision into reality
- The ability to work collaboratively with colleagues

Attitudes and Personal Qualities

- Committed to Surbiton High School's ethos and strategic vision
- Personal and professional integrity and the ability to exercise discretion and confidentiality
- Personal warmth to build rapport and gain the confidence of pupils, staff and parents
- High expectations for pupil attainment, personal development and conduct
- High standards of personal presence and presentation
- A team player with leadership qualities and a reflective and flexible approach
- Attention to detail and the ability to self-direct
- Positive, enthusiastic and energetic approach to life
- Ability to think creatively and imaginatively
- Ambitious and aspirational for oneself and for the school
- Committed to professional development and show a willingness to undertake appropriate training for this role



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To Apply

Please apply online via the link on the TES or our School [website](#)

Closing date for Applications:

Midnight, Sunday 20 September 2026

Interviews to be held week commencing:

21 September 2026

Please note that the School reserves the right to appoint at any stage during the recruitment process.

For any queries relating to the role or your application, please email recruitment@surbitonhigh.com



The Benefits of Working for Surbiton High School

- Competitive Salary
- Extensive CPD Opportunities
- Flexible Working
- Complimentary School Lunches
- Fee reduction for children attending the School
- Teachers' Pension or APTIS Scheme
- Sabbaticals for long service
- Generous Rewards Programme
- Excellent transport links
- Working as part of a motivated and committed team



About Surbiton High School

We aim to inspire, encourage and empower our staff and pupils to be the very best they can be.

Surbiton High School is a friendly and vibrant community where people matter, results count and where a passion for excellence drives everything we do. We are a School with a real heart and soul, where we look beyond the A* to offer a breadth of opportunity which allows every pupil to flourish and every staff member to develop and succeed.

Our inspirational Teachers are committed to delivering a rich curriculum and programme of co-curricular activities which challenge our pupils to explore ideas for themselves. We feed our pupils' minds, but we also care passionately about their character development and happiness. Our approach to education means that Surbiton High School pupils achieve the very best exam results and are also compassionate, authentic young people with strong values, keen to make a positive difference in the world. Our Educational Support Staff are the backbone of the School and are dedicated to supporting our aim of creating an intellectually rigorous and challenging academic environment which runs smoothly and efficiently.

Surbiton High School has approximately 1,600 pupils aged between 4 and 18. Our Prep Schools are divided into the Girls' Preparatory School and Boys' Preparatory School, and the Senior School is for girls only from age 11 upwards.

We are looking for applicants who are passionate about inspiring those around them, bringing out 'The Best in Everyone' and working with us to remain a leading school of choice. The recent ISI 2026 inspection noted our deep commitment to pupils' well-being, our broad and balanced curriculum, the breadth of opportunities on offer, and the success gained by pupils both academically and in other spheres).

Read more on our website: www.surbitonhigh.com



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Additional Information

Equal Opportunities

Surbiton High School is a member of the United Church Schools Trust, Charity Number 1016538 and is an equal opportunity employer. We expect all employees to act in a manner which is consistent with the Trust's principal objective: to provide education based on Christian principles. While we recognise that employees may come from other faith groups (as indeed do many of our pupils), we expect everyone in our community to conduct themselves appropriately in the light of this objective. As a School we, in turn, respect the different faiths of our colleagues and pupils, and welcome them and their contribution.

In Surbiton High School, male colleagues and those from ethnic minorities are under-represented among our staff; we would therefore wish to encourage them to apply. However, the aim of the selection process is to appoint the best possible candidate, and gender and ethnicity are not criteria for selection.

Eligibility for Employment

Surbiton High School is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the School to share this commitment. Successful applicants will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment is thus conditional on clearance from the above, on the receipt of two satisfactory references, a satisfactory medical questionnaire, proof of qualifications, overseas checks where applicable, and on proof of right to reside and work in the UK.

Choice of Referees

We wish to have someone who can write knowledgeably about your abilities to perform professionally in a position similar to this one. We also need to have the most recent possible references. Your referees should therefore normally include your current – or most recent – employer. If you are unable to supply referees who fit into the above categories, please explain this in your application. We shall carry out such further reference checks as are necessary to ensure the safety and welfare of children. Please provide professional, rather than home addresses for your referees, and supply email addresses in all cases.



United Learning

United Learning is a unique group of independent and state schools working together to achieve the best in everyone. Our vision is to provide excellent education so that all young people are able to make a success of their lives and, if we are to realise this vision, we need to make sure we attract, develop and reward the key ingredient – you.