



BERKHAMPSTEAD SCHOOL

Berkhampstead School is a leading independent preparatory day School with over 400 boys and girls aged between 3 months and 11 years.

The School was founded in 1945 by Edna Andrews as a 'happy and nurturing place'. Eighty years on, the School has changed beyond recognition, but 'happy' and 'nurturing' remain key to the School's appeal and success. Children are happy at Berkhampstead. It is a close-knit community small enough for the staff to know each individual child's strengths, needs and idiosyncrasies but large enough to offer a wide range of opportunity.

A well-rounded education nurtures each pupil. Independent thinking and individuality are actively encouraged, and our children are engaged, involved and listened to; young characters are given the confidence to blossom both inside and outside the classroom. Berkhampstead is a special place. It is a caring and safe community. It is a school that ensures children receive the best start possible. But Berkhampstead is so much more than that. The 'Berky family' is a bustling, busy hub of friendship, creativity and excitement that children are keen to return to day-after-day.

Berkhampstead's rich and varied curriculum blends academic rigour with plenty of musical and artistic creativity and sporting endeavours. With small classes and happy, motivated children, our results are eye-catching. Our Prep children (7 to 11 years old) use a dedicated and purpose-built science lab, music room, art room and cookery space. The use of specialist teachers in all subjects ensures that pupils are taught by professionals who enthuse and inspire within their individual areas of expertise. Pupils move from classroom to classroom during the day - an important opportunity to learn crucial organisational skills and to make the transition to secondary schools as smooth as possible.

Berkhampstead's School motto is 'Perseverantia Vincit'. We believe the principle of 'perseverance vanquishes' is pivotal. Our children are encouraged to take risks, learn from mistakes but ultimately to keep trying to improve skills and conquer difficulties. The School's house system encourages loyalty and a sense of competition. Our Berkhampstead School Platinum Award (similar to the Duke of Edinburgh Award) promotes teamwork, resilience and emotional intelligence to our Upper Prep pupils. 'Perseverantia Vincit' and the Berkhampstead 'can-do' attitude remain touchstones of day-to-day life of our School.

From Year 3 all our pupils play in competitive sports fixtures. We are delighted to use the picturesque and historic Victoria Cricket Ground (home to Cheltenham Cricket Club) as our base for boys' and girls' cricket.

Our all-weather Multi-use Games Area provides an on-site location for PE, games and sport allowing children to access tennis and netball courts along with hockey, lacrosse and basketball facilities.

Our first Berkhampstead Day Nursery in Pittville Circus, Cheltenham was opened in 2011 and has gone from strength to strength. It currently cares for over 120 children each week and over the last 9 years over 70 children have successfully transferred to the School from this Day Nursery. In 2025 our second Day Nursery in Charlton Kings, Cheltenham was opened, and this too is proving hugely successful.

Job Description

Job Title:	Head of Music
Reports to:	Head of Department (Prep, Pre-Prep, Early Years) and the Head of School
Responsible for:	Pre-Prep Music teacher and Peripatetic Staff

Position Summary

Berkhampstead School is seeking to appoint an excellent Head of Music to take responsibility for the school's musical education. The post is part-time - 3 days per week, term time.

The successful candidate will be joining an Independent Day School with a forward thinking and fully supportive team of staff in a friendly and caring environment. The music department plays a significant role in the public relations of the school with choirs, ensembles, productions and school events.

The successful candidate will:

- Work closely with the Head of School to ensure high-quality teaching and learning.
- Participate in professional development opportunities to enhance subject knowledge.
- Ensure that the Music Department is a vibrant environment.
- Oversee the school choirs and orchestras
- Develop various ensembles and musical groups
- Organise visits to musical events
- Create opportunities for pupils to try new instruments
- Administer Associated Board Examinations
- Co-ordinate with the Pre-Prep music teacher
- Be responsible for the selection and recruitment of peripatetic staff
- Coordinate peripatetic musical timetables, workloads and music reports
- Organise afterschool music clubs
- Contribute to the wider school community and student enrichment activities.
- Offer caring and pastoral support to pupils.
- To provide, through the delivery of teaching activity, for the:
 - educational and social development
 - care, welfare and behaviour managementof pupils both inside and outside of the classroom in accordance with the school's aims, objectives, policies and schemes of work – ensuring a welcoming, safe and stimulating environment for the children, and contributing to maintaining and raising standards of learning and achievement for all pupils.
- To lead the development and delivery of a given subject throughout the school [where applicable].

Does this position have (staff) supervisory responsibilities? Yes

Does this position have budgetary responsibilities? Yes

Major Accountabilities

(High level accountability statements)

1. Ensure the educational and social development of assigned pupils, creating a positive learning environment and using resources and methods to stimulate learning and personal development.

2. Develop and implement suitable individual education programmes, ensuring progress is monitored, assessed and reported, keeping such records as are required.
3. Plan and prepare courses, lessons and subject materials – maintaining, updating and implementing schemes of work in accordance with the school's teaching programmes/curriculum.
4. Support the Heads of Department and the Head of Teaching and Learning in the development and planning of teaching programmes, schemes of work and teaching strategies.
5. Maintain pupil records and liaise with parents promptly and effectively regarding progress and needs.
6. Ensure the effective use of classroom support/teaching assistants.
7. Support other members of staff in implementing schemes of work as required. Supervise, and so far as is practicable, teach pupils whose teacher is not available to teach them as required by the Head teacher.
8. Be alert to issues of safeguarding children and child protection; promote the welfare and safety of pupils and report any child safety/protection concerns to the Head of Department and Head of Pastoral Care immediately, adhering to safeguarding policies, procedures and practices.
9. Supervise pupils at breaks, play and lunchtime promoting good manners and behaviour, and personal hygiene.
10. Maintain good order, behaviour management among pupils and safeguard their health and safety inside the classroom and when engaged in school activities elsewhere in accordance with the school's procedures .
11. Liaise with the SENCo over the assessment and provision of support for children with learning difficulties. Work with other professionals such as speech therapists and occupational therapists as necessary.
12. Arrange pupil trips and visits to support the curriculum, accompanying and supervising children on such activities and outings.
13. Assist with and participate in the provision of extra-curricular activities as required and appropriate.
14. Maintain own knowledge of subject developments and teaching methods in order to maintain a high level of professional competence. Participate in professional development and training as reasonably required.
15. Be proactive in matters relating to health and safety with respect to pupils, staff, parents and visitors.
16. As a member of the staff team, contribute to and nurture a positive and professional working environment, role modeling adherence and commitment to the aims and ethos of the school and it's codes of conduct.
17. Undertake other professional duties that may be reasonably required e.g. staff meeting attendance, open days.
18. Undertake other reasonable duties or requests from time to time as requested by the Head.

Role Attributes

(Skills/Competencies/Behaviours – descriptor and explanation)

- **Interpersonal Skills:** Gets on with different types of people and interacts well with people at all levels. Is insightful about others ; seeking to understand other people's views, and adapts own approach accordingly.
- **Communication Skills:** Listens effectively. Communicates clearly and consistently both verbally and in writing, adapting content to the task and audience.
- **Collaboration & Teamwork:** Works co-operatively to shared objectives - involving others when generating ideas, solving problems or making decisions. Is open to sharing best practice, information, ideas and solutions.
- **Quality Commitment:** Wants to do the best they can; setting high work standards for self and others. Seeks to understand the needs and priorities of others. Responds flexibly to changing requirements.
- **Planning & Organisation:** Manages time effectively. Develops effective procedures. Focuses on the right things, balancing conflicting priorities and meeting deadlines.

- **Resilience:** Keeps calm and in control in difficult and/or stressful situations. Is resourceful, flexible and optimistic when tackling challenging obstacles. Remains motivated and productive during periods of change or when under pressure.
- **Confidentiality & Integrity:** Respects and shows consideration for others. Builds a climate of trust and openness. Deals with information confidentially and with discretion.
- **Technical expertise & knowledge:** Applies a high level of technical expertise and experience to enhance job performance. Maintains and updates own technical knowledge. Is a respected and credible practitioner in own field.

Position Prerequisites

(e.g. Qualifications, experience)

Essential

- High music grade in at least one instrument
- Experience of teaching music in a school
- Excellent spelling and grammar
- Ability to plan schemes of work
- IT literate
- Team player
- Strong pastoral skills

The successful candidates will benefit from:

- Joining an Independent Day School with a forward thinking and fully supportive team of staff in a friendly and caring environment
- Small class sizes
- Good resources
- One paid “well-being day” per academic year, which can be booked off during term-time.
- After school activities such as Yoga.
- Lunches
- Staff fee remission

Terms and Conditions

Hours: 3 days per week (24 hours), term-time plus 4 Inset days.

Salary: The actual salary range will be competitive and according to qualifications, experience and pension options. Salaries are paid monthly.

Start date: 1st September 2026

Terms and conditions will be discussed at interview, in conjunction with salary payable. All staff are expected to be in sympathy with and supportive of the ethos of the School. They are expected to be committed to the safeguarding and promotion of the welfare of children and young people.

How to Apply - the process

Please complete the Application Form in full (CVs cannot be accepted), which is available from the school website, with a covering letter and send by:

Email: hr@berkhampsteadschool.co.uk

Royal Mail: Mrs Michelle Bareham, Head of School, Berkhamstead School, Pittville Circus Road, Cheltenham, Glos. GL52 2QA

The closing date for receipt of applications is **13th March 2026**
Interviews will be held the week commencing **16th March 2026**

References will be required and any relevant issues arising from such will be taken up at interview or a suitable point during the process.

Please note that whilst an interview is to be used as the primary feature of the selection process, if invited for interview you will be advised as to whether any additional selection methods will be required to supplement the interview. These may include skills tests. Whatever methods are chosen, the panel will use these to assess the merits of each candidate against the job and person specification.

Candidates who have a disability or any other special requirements should let the School know if there are any reasonable adjustments they would like the School to make as part of this recruitment process.

Berkhampstead School is an equal opportunities employer and we welcome applications from people with protected characteristics such as age, gender reassignment, being married or in a civil partnership, being pregnant or on maternity leave, disability, race including colour, nationality or ethnicity, religion or belief, sex or sexual orientation.

The school is committed to safeguarding and promoting the welfare of children and young people, and therefore expects all staff and volunteers to share this same commitment. The successful candidate will be subject to an enhanced Disclosure and Barring Service check and this position is exempt from the Rehabilitation of Offenders Act (ROA) 1974.

As part of our due diligence for safer recruitment, the school may carry out online searches for shortlisted candidates to help identify any incidents or issues which may need to be explored at interview. The searches would be made on open-source information and may include, but will not be limited to, the main social networking sites, including Instagram and Facebook.