



Instrumental Music Teacher

Applicant Information Pack

June 2022

[www.beechwoodpark.com](http://www.beechwoodpark.com)

# Beechwood Park

Beechwood Park School is an independent day and flexi-boarding school for boys and girls aged 3 to 13.

*“Going places. With its dynamic new head and, in the words of one happy parent, ‘feel good factor’, Beechwood should definitely be on the list of parents who want the certainty of a quality end destination for their child without compromising the joy of the journey.”*

Good Schools Guide



# Welcome

Thank you for your interest in working at Beechwood

I am delighted to introduce you to our school, a thriving community at whose heart are our wonderful pupils, supported by a team of inspiring staff.

We believe that the transformative effect of a preparatory Beechwood education provides boys and girls with a safe, happy and uniquely child-centred environment in which they can enjoy building friendships (often for life) and develop innate creativity, curiosity and character.

As you will see in our Mission, on page 6 of this booklet, Beechwood nurtures, engages and inspires its pupils, developing their confidence and independence, establishing in them the skills that prepare them for a future life and love of learning.

Our highly-qualified and experienced teaching staff encourage children to engage as active learners, take increasing ownership of their studies, probe, question, develop an increasing Growth Mindset together with the self-discipline, perseverance and academic risk-taking that is our academic hallmark.

I am exceedingly proud of what Beechwood staff do each and every day, ensuring our pupils benefit from a rich, diverse and exciting education. Opportunities abound within and beyond the classroom, and we provide our pupils with the time and space to learn, flourish, create and challenge themselves. Beechwood pupils are proudly individual yet connected by an education which teaches them to love life and squeeze every opportunity out of it; they embrace challenge and adapt to and are excited by change; they develop resilience and aspire to excellence in all that they do. They are happy, confident adventurers, who enjoy exploring big ideas, who argue and create, retaining balance and truth.

Pupils enjoy particularly good relationships with their teachers and the wider staff at Beechwood; our most recent ISI Inspection, which you can read [here](#) refers to "the open and trusting relationship that staff and pupils enjoy... (which) leads directly to some excellent pupil choices" (ISI 2019)

I hope you find everything you are looking for on our [website](#) to help you decide if Beechwood could be right for you.

We look forward to welcoming you.



Ed Balfour  
Head



# The School

Beechwood Park School (hereafter Beechwood) is an independent day and boarding preparatory School for 551 boys and girls between the ages of 3 and 13 years, whose Mission is to Nurture, Engage and Inspire its pupils.

Founded in 1964, and set in a beautiful 40-acre estate and amidst unspoilt Hertfordshire countryside, Beechwood enjoys a well-established reputation for being one of the country's leading co-educational, independent preparatory schools through its provision of academic excellence and a well-rounded education.



We believe in the transformative effect of an excellent preparatory education which provides boys and girls with a safe, happy and uniquely child-centred nurturing environment in which they can enjoy building friendships (often for life) and develop innate creativity, curiosity and character.

The School has a strong family atmosphere, which is central to the enjoyment of School that we believe is the foundation of successful education. The people who work here are deeply committed to the progress and wellbeing of pupils in their care. A talented and diverse team of specialists and all-rounders, the staff bring expertise and dedication to their role and have an easy rapport with the young.



# Academic

From the Woodlands Nursery right through to the Top Form, our education laminates solid foundations of skills and knowledge on which our pupils can build future learning. Our highly-qualified and experienced teaching staff encourage children to engage as active learners, to take increasing ownership of their studies, to probe, question, develop an increasing Growth Mindset together with the self-discipline, perseverance and academic risk-taking that is our academic hallmark. Through this, our pupils learn the confidence and independence to inspire.

# Curriculum

Beechwood's curriculum facilitates interdisciplinary thinking and promotes excellence through specialisation. Inspirational teaching and high expectations go hand in hand in creating a culture of learning and ambition.



# Co - Curricular

Beechwood offers a remarkable range of co-curricular activity. Participation across this range is fundamental to a Beechwood education and means taking part in sport, music, drama, creative arts and the whole array of activities available. Our pupils throw themselves into co-curricular activity with enthusiasm and learn about themselves whilst honing skills and developing interests which will remain with them throughout adult life.

# Character Education

Beechwood seeks to develop attributes that will enable pupils to thrive personally and educationally and to offer an education for life. This means a great deal more than securing strong grades and making compelling applications to senior schools; it also entails the ability to embrace change, openness to a globalised world and the readiness to adapt and innovate.



# Teamwork

As they make their way through the School, our pupils learn about themselves and about others and take increasing responsibility for their own lives, their choices and their wellbeing. Simultaneously, we help them to become more aware of the views, needs and rights of people of all ages.



# Leadership

We believe in educating the leaders of tomorrow, leaders capable of critical thinking, collaboration, competitiveness but also compassion. We teach them to be courageous, decisive and dedicated young people who

bring their emotional intelligence to bear in their entrepreneurship and creativity and in the future flourishing of humanity.

# Life Skills

Our senior pupils are living examples of our co-educational Mission; they are proudly individual yet connected by an education which teaches them to love life and squeeze every opportunity out of it; they embrace challenge and adapt to and are excited by change; they develop resilience and aspire to excellence in all that they do.

They are happy, confident adventurers, who enjoy exploring big ideas, who argue and create, retaining balance and truth.



# Diversity

Beechwood nurtures a diverse community and rich curriculum. We encourage pupils to understand the world around them and their place within it.

In the same way, Beechwood itself continually looks forwards and outwards, embracing new opportunities whilst remaining true to its Mission and Values.

## Educational Quality

Our most recent Independent Schools Inspection Report (ISI) March 2019 identified the School to be excellent in all areas with no recommendations for improvement, and it is an incisive and honest external appraisal of our wonderful community.

## Estate

Our sports hall, swimming pool complex, music technology suite, recording studio, IT infrastructure and surrounding park and woodland provide further spaces for 21st century children to explore and grow.



## Pupil Profile

The School assesses all pupils upon entry. Some pupils are in the average academic ability range but most are above average and most will achieve success in academically selective 11+ and 13+ examinations to Senior Schools. Some receive specific assistance from the Learning Support Department, including those who are Gifted and Talented. The School is proudly co-educational.

## Boarding at Beechwood

Beechwood offers flexi-boarding from Monday to Thursday nights. Boarders commit to boarding two, three or four nights per week. The boarding house has sixty spaces and is currently over-subscribed. All pupils live within a 20-mile radius of the School.

The boarding house has two separate areas of accommodation, one for boys and one for girls, a Boarders' Common Room, bathrooms and a well-equipped games room. The Catering team work closely with the boarding team to provide excellent catering and frequent themed evenings.



A fundamental facet of the Beechwood's educational and pastoral provision, and led by the Head of Boarding, the residential boarding team provides pupils in Years 5 to 8 with an opportunity to develop confidence and independence and a wide range of academic, co-curricular and pastoral opportunities. Boarders quickly make close friends and feel an integral part of the boarding community, making full use of the School campus and its facilities. It also provides a seamless transition for pupils who aim to continue their education at senior boarding schools.

In all recent inspections, boarding has been judged to be outstanding, with 100% of questionnaire responses rating boarding positively.



# Our Mission

Beechwood's Mission is to be a leading UK prep school.

To fulfil this ambition, with the support of parents, the School:

- Nurtures the happiness, health, safety and emotional well-being of every child, developing in them confidence and independence;
- Engages the intellectual, physical and spiritual potential of every child across a broad range of academic, extra-curricular and pastoral activities and experiences;
- Inspires children, inculcating transferable, lifelong skills and values by which to achieve personally and contribute influentially to society;
- Enables inspirational and reflective teachers to provide every child with outstanding teaching, delivering the highest levels of educational pace, variety and challenge.

Beechwood Park School inspires excellence in all its pupils. It achieves this through an outstanding, uniquely child-centred, co-educational and preparatory ethos. All of our pupils are supported and happy in their School lives. As they progress through the School, the children steadily build confidence and independence, learning quickly to bring their own creative talents to bear.

Ours is a holistic education, which educates the whole child across a wide range of academic, co-curricular, pastoral and spiritual experiences. The School's unrivalled facilities and beautiful buildings and grounds provide further transformative opportunities for children to prepare for a future life of learning. The ISI's last inspection report on the School is [here](#).

## Staff Recruitment

It is the School's stated aim to appoint and retain well-qualified, experienced and talented staff who will inspire excellence and discover talents in every child. The Head appoints all staff.

All candidates for employment at Beechwood complete a BPS Staff Application Form and follow the School's safer recruitment processes including an enhanced DBS clearance.

All employees work in a culture of openness, trust, and transparency to promote:

- Their statutory responsibilities to protect children from abuse and harm in accordance with its child protection and health and safety policies;
- The reporting of low-level concerns in support of the School's Mission to Nurture, Engage and Inspire and its core Values.



# The Role

**Job Title:** Instrumental Music Teacher - Harp

**Reporting to:** Director of Music

## Overall Purpose of the Job:

- To teach and inspire pupils in their individual music lessons, through exciting and adventurous teaching, so that they achieve fully their potential.
- To inspire excellent academic, extra-curricular, pastoral and spiritual development in every child through a range of experiences.
- To ensure that all pupils feel happy and supported in their School lives.
- To develop confidence and independence in every child.
- To act at all times within the BPS Professional Standards for Teachers.

Beechwood Park staff are accountable for achieving the highest possible standards in work and conduct. They act with honesty and integrity, have strong subject knowledge, keep their knowledge and skills as teachers up to date and are self-critical, forging positive professional relationships and working with parents in the best interests of all pupils.

## Role Responsibilities

### Principal Responsibilities

- Assess, record and report pupil progress in their lessons, taking appropriate action to remedy pupil under-performance;
- Liaise regularly with pupils, parents other staff, the Director of Music;
- Liaise closely with the Music Administrator on a weekly basis with regard to timetabling and suitable teaching days and times;
- Assess, record and measure the quality of pupil learning in all lessons through formal and informal methods and in accordance with the BPS Curriculum Policy and take appropriate action to remedy pupil under-performance;
- Enter pupils for performances and external exams as appropriate;
- Ensure that the music experience for each pupil is excellent and appropriate, through individual lessons and appropriate choirs and/or ensembles;
- Order appropriate music and learning material for each pupil through the Department ordering scheme and ensure invoice slips are completed for the accounts department;
- Attend and assist with concerts, when appropriate, before and after the school day, as required by the Director of Music;
- Work as a core member of the Department team.

### Teaching and Learning

- Plan and deliver stimulating lessons and home learning which are well-paced, varied, broad, balanced and resource-led to enable pupils of all abilities to achieve their very best;
- Differentiate teaching for pupils of all abilities, embracing the School's Assessment for Learning and differentiation strategies;
- Liaise with the Head of Learning Support to support pupils with learning support needs including Gifted & Talented pupils;
- Promote the use of IT and build interactive and differentiated visual resources in the Department;
- Actively identify opportunities for felicitous and collaborative links with other Department teachers and class teachers;
- Participate actively in regular training, annual whole School staff and whole Music Department meetings, and staff training days;
- Contribute ideas to the Director of Music in the annual review of all aspects of the Department teaching, developing new teaching methods for teaching and learning;
- Liaise with the Director of Music and Assistant Directors to ensure a coherent development of learning through the Department and across the School;



- Take on specific roles within the Department as directed by the Director of Music;
- Actively encourage parents to communicate through the pupil practice book, signing this weekly and invite parents to attend individual lessons throughout the year, and discuss pupil progress passing on the key points of all such meetings to the Director of Music;
- Support the Director of Music in the placing of pupils in appropriate choirs and/or ensembles, as and when appropriate.

### Pastoral

- Teach pupils how to keep themselves safe in accordance with the School's e-Safety Policy, and Child Protection Policy, liaising with colleagues regarding the welfare and education of the children;
- Attend assemblies and other School functions where appropriate, playing an active part in the wider aspects of School life;
- Share in the pastoral responsibility for all pupils;
- Promote excellent standards of pupil discipline, tidiness and punctuality at all times and in accordance with the School Pupil Discipline Policy.

### Other Responsibilities

- Understand and follow all School and specific departmental policy and procedure;
- Specifically, promote and safeguard the welfare of all members of the School community by endorsing, understanding and exercising your roles and responsibilities in accordance with the BPS Health and Fire Safety and Child Protection policies and procedures as published on the staff intranet;
- Promote the work of the department to the broader community including contributions to [www.beechwoodpark.com](http://www.beechwoodpark.com), social media and open days, where appropriate, in partnership with the Marketing Department and the Director of Music;
- Promote your own teaching and instrument to the rest of the school and community through assembly performances and concerts;
- Review, record and plan your professional development in accordance with the BPS Professional Development Review;
- In accordance with the BPS CPD Policy, attend appropriate professional development training and meetings such as those for IAPS District 1N;

- Enjoy being a part of a thriving, successful and progressive preparatory school;
- Undertake other such specific duties appropriate to your post which the Headmaster may reasonably assign from time to time.



# Candidate Specification (Knowledge, Skills and Attributes)

## Essential requirements for the role:

- Ability to work in a way which safeguards the safety and well-being of children;
- Excellent interpersonal skills with pupils, colleagues, parents and governors;
- Qualified Teacher Status;
- Imagination, commitment and ambition to inspire pupils to enjoy every aspect of School life;
- Geography subject specialism with secure knowledge of the relevant subject and curriculum areas;
- High standard of personal presentation;
- Flexible and proactive attitude to work;
- Enthusiasm for data analysis and ability to use data to improve department and whole school practice;
- IT and audio/visually literate;
- Excellent communication skills.

## Desirable requirements:

- Ability and desire to make an impact, supporting the SLT in other areas;
- Ability and enthusiasm to offer a second specialist subject, which could be coaching sport;
- Ability to offer after-school activities, sharing other interests to further extend the School's co-curricular offering.

## Salary and Benefits

The salary for this position will be based on a candidate's experience and qualifications.

## Pension

The School will comply with its legal obligations in relation to the provision of access to a pension scheme and will automatically enrol the position holder in a pension scheme as and when required by law.

## Holiday

The statutory minimum holiday entitlement under the Working Time Regulations 1998 to be taking during School holidays. In addition, the position is not normally required to work during the normal School holidays other than three days prior to the return, the full week at the end of each term and the last week of the Summer holidays.

Public holidays occurring when the School is in session will be working days.

## Safeguarding and Child Protection

Beechwood Park School is committed to safeguarding and promoting the health, safety and well-being of all children.

We require all applicants for employment to complete a BPS Staff Application Form and to produce original documentation of certificates and degree qualifications.

The School will undertake an enhanced DBS clearance check of the successful candidate.

All employees work in a culture of openness, trust and transparency to promote:

- Their statutory responsibilities to protect children from abuse and harm in accordance with the BPS Child Protection and Health and Safety Policies;
- The reporting of low-level concerns in support of the School's Mission to Nurture, Engage and Inspire and its core Values.

The School reserves the right to review and change this job description as the needs of the School change.

Agreed by Head

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Date \_\_\_\_\_

Agreed by Job Holder

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Date \_\_\_\_\_

# The Application

Please download, complete and return the School's Application Form with a handwritten covering letter of application, to:

**Mr E W Balfour**  
**Head**  
**Beechwood Park School**  
**Beechwood Park**  
**Markyate**  
**Hertfordshire**  
**AL3 8AW**

Please feel free to contact the Head for an informal discussion at:

[headmaster@beechwoodpark.com](mailto:headmaster@beechwoodpark.com)



# Location and Access

Beechwood Park is set in beautiful rural parkland outside the village of Markyate. Although rural, the School is only 5 minutes from Junction 9 of the M1 and 15 to 20 minutes from Harpenden, St Albans, Berkhamsted, Hemel Hempstead, and Luton - all with super-fast train links to central London.

The School runs an extensive bus service for pupils, before and after School, to Harpenden, St Albans and many surrounding villages. These areas offer some beautiful villages and places to live, within easy reach of London.

## Direct Train Service:

St Albans to London St Pancras: 18 minutes  
Harpenden to London St Pancras: 25 minutes  
Luton Airport Parkway to London: 24 minutes

## By Road

M1 Junction 9: 5 minutes  
Harpenden: 15 minutes  
St Albans: 20 minutes  
Berkhamsted: 20 minutes

## Nearest airport

London Luton: 15 minutes





Beechwood Park School

Pickford Road  
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