

DIRECTOR OF MUSIC
Candidate Information Pack



Closing date for applications:
Monday 21 October 2019 (5pm)

The Yehudi Menuhin School

The Yehudi Menuhin School is a co-educational, boarding, non-denominational specialist school for around 80 musically gifted pupils (strings, piano and guitar) aged from 8 to 19 years. It strives for musical excellence but maintains an informal atmosphere, a strong emphasis on personal responsibility, tolerance and a concern for the individual, all of which developed from the principles enunciated by Lord Menuhin when the School was established.

Founded in London a year earlier, the School moved in 1964 to its current premises in Stoke d'Abernon, near Cobham in Surrey, fewer than five miles from the A3 and five miles from junction 10 of the M25. London's major airports are easily accessible and Waterloo is 40 minutes by train from Cobham station, which is five minutes by car from the School.

Originally a private house, set in 18 acres of land, the site has been extensively developed over the past 50 years or so. In the late 1990s, a new boys' boarding house and a classroom building which includes science laboratories, drama and music technology studios and a library were added.

January 2006 saw the opening of The Menuhin Hall, a 300-seat concert hall in the grounds of the School, a lasting memorial to the School's founder. The Menuhin Hall provides rehearsal, recording and performance space for pupils at the School and for the many projects that the School undertakes for the wider community.

Within the last decade, developments include the renovation, extension and covering of the outdoor pool to provide an attractive indoor swimming facility which can be used all year round, the building of a new Head's House, the upgrading of the Servedy and Dining Room, the conversion of the loft space



of Music House to provide more boarding accommodation, and the purchase of Millfield Lodge (a property adjacent to the school grounds). Most recently, a major building housing new Music Studios, an extension to the boarding accommodation in Harris House and the re-surfacing of the tennis court have been completed. Significant investment in the School's IT systems has also been made.

The current Masterplan has identified a new Academic Block and conversion of Millfield Lodge into a high-quality residential and multi-purpose space as the priorities for future development.

There are now over 50 staff who provide the musical, academic and pastoral direction for around 80 boys and girls. The international reputation of the School attracts pupils from all over the world who find a happy atmosphere in a large musical family. The 24 countries represented at the moment include: the UK, Ireland, France, Germany, Spain, Serbia, Tunisia, Turkey, Morocco, China, Taiwan, South Korea, Singapore, Japan, Russia and Mexico.

All but a handful of the School's pupils are boarders. The youngest pupils board on a weekly basis and go home at around 4.00pm on a Friday afternoon. Older students are full boarders, but those who have family or guardians locally are able to go home each weekend, if they wish, as soon as school finishes at lunchtime on Saturday. Harris House, purpose-built and opened by Lord Menuhin in 1997, is divided into areas, known as 'pods', with four rooms to each pod sharing bathroom and toilet facilities, and houses all the older boys. Music House is home to the girls in the School and the very youngest boys.

In 1973, the School was accorded special status as a Centre of Excellence for the Performing Arts, and since then has been supported by the Department for Education's Music and Dance Scheme. The current Head is a member of The Society of Heads and the School is inspected by the Independent Schools Inspectorate (ISI). A copy of their latest report is available on the School's website.

During the past few years, pupils from the School have been the winners, or amongst the finalists, in nearly all major competitions open to pupils of school age. These include the Menuhin International Violin, BBC Young Musician, Andrea Postacchini Violin, Louis Spohr Violin, Berliner International Music Competition, International Society of Bassists, Beethoven Junior Intercollegiate Piano Competitions, the Anton Rubenstein Competition and the Peter Morrison Concerto Competition. Pupils have also won major awards, including the prestigious Associated Board of the Royal Schools of Music Scholarship.



Aims & Values

During 30 years of travelling the world, Lord Menuhin saw the difficulties which children often face when studying music while having to attend normal schooling. He recognised the need to provide musically gifted children with excellent instrumental teachers, adequate time for practice within the school day, frequent opportunities for performance, ensemble work with other gifted children a broad range of other music study and activity, together with a stimulating and creative academic programme. His vision in founding the School in 1963 was that these needs were to be met within a family community in which every individual could fully develop his or her musical, intellectual, artistic and social skills.



The following is a broad statement of principles which reflects the Founder's vision, interpreted in the light of contemporary conditions. These principles guide the governing Council in its approach to determining policy for the School.

The School is significantly funded from public resources and is committed to creating public benefit through its outreach and public concerts programme.

The wishes of the Founder are respected both in terms of access to the School and provision of a broad liberal education for students. Whilst music is central to the curriculum, because almost all students aim to pursue a career in the international music profession, high achievement in academic disciplines is also encouraged and resourced.

The Founder and successive governing Councils adopted the view that the School should be small in scale whilst large in impact. Although numbers have been increased over the years as resources allowed, the maintenance of a community committed to excellence, collaborative behaviour and celebration of achievement requires the overall scale of the School to be kept modest. Its strength is in its size, and in the balance of instruments studied at all age-groups to ensure the best possible opportunities for all the students for orchestral and chamber music work as well as solo playing opportunities.



Performance of music in public or semi-public concert conditions is key to attainment and is expected of every student throughout their career at the School. A balance is struck between developing the student's solo potential and the skills required for music-making with others, whether in chamber or orchestral ensembles.

Discipline is achieved in three important ways: a framework of prudent rules for the greater good, an ethos in the School which inculcates from the very beginning of the student's time here respect for civilized behaviour, and exemplary pastoral support.

Reputation is critical both to the continuing attractiveness of the School to potential students on a global basis and its important relationship with the Department for Education. Staff, students and the governing Council are all involved in protecting, developing and promoting the reputation of the School at all times. This necessarily implies the commitment of the leadership of the School to communicate effectively with all stakeholder communities.

Overall, whilst the School is certainly a very special place, with a fine tradition and ethos that goes back to its foundation by Yehudi Menuhin, it is also in the real, contemporary world. Both the governing Council and the School's leadership will continue to take such decisions as are needed to maintain its exceptional nature, whatever the vicissitudes of the economy and political system.

Governance

The School is a registered charity, with a Council of up to 18 Governors (currently 16) under the Chairmanship of David Buckley, a director of the London Philharmonic Orchestra and Chair/Trustee of various other educational institutions ranging from the Global Leadership Board of Manchester University to a group of Kindergarten Schools in Beijing.

All governors serve voluntarily, and the Council meets termly. Members of the Council hold high-profile roles in their own professions, have a wide range of skills and offer significant support to the School's leadership team. The Council is assisted by three Committees of governors dealing with Education, Finance and General Purposes and Appeal; and four sub-committees with responsibility for Development, Audit, Remuneration and Risk Management. The School is a charitable company limited

by guarantee, Yehudi Menuhin School Ltd. Its governing instrument is its Memorandum and Articles of Association.

Governance continues to evolve and seeks to ensure that there is an effective and cordial relationship between the School's leadership team and the governing Council, especially its Chairman, Deputy Chairman and Chairs of Committees. The Council supports and operates to best practice standards financial oversight and prudent allocation of resources.

The School's accounts are audited each year, and returns are made to Companies House and the Charity Commission. At the time of writing, the School's Trustees' Report and Financial Statements for the year ending 31st August 2018 have been filed with Companies House and the Charity Commission and can be viewed on the website.

Admissions: Music & Dance Scheme

Entry to the School is open to any candidate between the age of 8 and 16 years. Although most pupils join the School in September, it is possible to enter in January or April if there is a vacancy. Selection of pupils to the School is by a series of auditions, which seek to assess musical ability and identify outstanding potential. An invitation to a full audition at the School will follow a preliminary assessment by the Director of Music.

For the preliminary assessment, applicants are usually asked to submit a DVD or CD recording of contrasting pieces of their own choice played on their first instrument. However, for those candidates who live reasonably close to the School, the Director of Music is happy to listen to a prospective candidate in person at the School.

At the full audition, which is always conducted at the School, applicants are asked to play two contrasting pieces of their own choice from different stylistic periods and undertake sight-reading and aural/oral tests.



For the final stage of the selection process, candidates are invited to stay at the School for several days to take part in the life of the School and have instrumental and academic lessons before a final decision is made.

No formal academic assessment takes place, although applicants are inevitably assessed informally during the academic lessons which they attend. However, the decision whether or not to offer a place is based purely on the School's assessment of musical potential and the candidate's desire and suitability to undertake a specialised courses.

The vast majority of UK pupils qualify for financial support from the Music and Dance Scheme and parents pay a contribution to the cost of their child's education according to their ability to pay. The Department for Education currently provides means-tested financial support for 61 pupils who meet the qualifying criteria – either two years' residence in the UK or three years' residency in an EU country for pupils aged sixteen or over. The School aims to support international pupils who do not yet meet the residency criteria (two years' residency in the UK or two years' boarding at the School) with its own means-tested bursaries, with parents meeting the balance from their own funds or with the assistance of sponsors or benefactors in their own countries or in the UK.

Music

At least half of each day is devoted to musical studies. Pupils receive two one-hour lessons each week from a principal teacher on their first study instrument and either one or two additional one-hour lessons from an assistant teacher. In addition, they receive one half-hour lesson on their second study instrument. Each pupil has a practice target to meet within each timetabled day and supervised practice for the younger pupils is incorporated into the daily programme to ensure that proper habits of work are formed.

All pupils receive classes in composition each week and take part in composition workshops. There are regular opportunities for compositions to be performed. Classical improvisation classes, choral singing, aural training and general music studies are essential ingredients of the music curriculum. To awaken awareness for good posture and the correct use of muscles, a specialist teacher provides training in the Alexander Technique.

Pupils have regular opportunities for solo performance, and pupils also work together in chamber music, with the string orchestra and as accompanists. Concerts are given every week within the School and at a wide variety of venues throughout the United Kingdom. Concert tours abroad in recent years have included the Menuhin Festival at Gstaad in Switzerland, China, France, Turkey, Holland, Germany, Spain and Poland. The promoters pay for all expenses for these tours.



From the beginning, Yehudi Menuhin always wanted the School's instrumental teachers to be performing musicians in order to involve the pupils with the creative touch of performance. Many distinguished musicians have taught at the School and given masterclasses, including: Nadia Boulanger, Zakhar Bron, Nikolai Demidenko, Paul Ellison, Edith Fischer, Mauricio Fuks, Bernard Greenhouse, Gary Hoffman, John Lill, Jeremy Menuhin, Murray Perahia, Vlado Perlemuter, Itzhak Perlman, Mstislav Rostropovitch, Andras Schiff and Dora Schwarzberg. The present music staff and visiting musicians continue this tradition of excellence.

After graduating from the School, pupils continue their musical training with some of the best teachers in the world, mostly at Conservatoires in the UK or overseas.

Academic

The School is divided into four flexible groups based not purely on age but also on ability. This group system enables the School to form viable class sizes and provides a stimulating academic environment. The curriculum is designed to be balanced and to do full justice to both the musical and the general education of each pupil. All classes are small with excellent opportunities for individual attention. Key Stage Two, Key Stage Three, GCSE, AS and A Level courses are taught in core subjects within the National Curriculum by a well-qualified and dedicated team of staff.

The School considers the understanding of art, literature and science to be vital to the development of creative, intelligent and sensitive musicians. However, since pupils spend only half the day on their academic studies, the range is by necessity focused. Pupils will take courses in seven GCSE subjects and two or three A levels, and this is sufficient to ensure that pupils can attend university, should they wish to. The School currently provides tuition in English, English Literature, French, German, Spanish, Russian, Mandarin, Japanese, Turkish, Mathematics, Core and Additional Science (with Biology and Chemistry at A level), Music and History. Pupils from overseas with limited English receive an intensive course in the English language from specialist teachers.

All pupils are set private study assignments to reinforce learning and to provide opportunity for the development of ideas and thoughts. Private study sessions are supervised by staff for the younger part of the School.



In 2019, 62% of the grades achieved at A level were A* or A with a record 43% at A*; at GCSE, 54% were at grade A* or A. In Key Stage Two SATs, the average scores out of 120 were 108 for Reading, 118 for English and 111 for Maths. These outstanding results demonstrate our commitment to challenging in equal measure both the musical and intellectual talents of the gifted musicians we are privileged to teach. Also, we are always proud when pupils recognise that they might like to study other subjects, such as English, at university rather than concentrate on music to the exclusion of all else.

Alumni

Fifty-five years since its foundation, the School now has an extensive list of illustrious former pupils who are involved in the music profession. These include: the violinists Tasmin Little, Nigel Kennedy, Nicola Benedetti and Alina Ibragimova; cellists Colin Carr and Paul Watkins; pianists Melvyn Tan, Kathryn Stott and Paul Coker; and the Endellion, Vellinger and Belcea Quartets.

The Menuhin Hall

The Menuhin Hall is a world-class auditorium seating an audience of up to 300 and with a platform that can accommodate an orchestra of up to 45 musicians. It was built on the school estate as a memorial to Yehudi Menuhin, opened in January 2006 and puts on over 100 concerts a year. Fittingly, Yehudi's grave is in the school grounds, close to the Hall that bears his name.

The Hall has been acclaimed by all in music performance and recording and has won several prestigious architectural awards. It is an integral component of musical performance education for the School's pupils, who benefit through development of their performance skills. The Hall also attracts internationally renowned musicians. The School has established a small trading company (YMS Enterprises Limited) through which commercial activities are channeled.

The Hall has a permanent staff who are jointly employed by YMS Enterprises Limited and the School. The Hall Manager is accountable to each organisation for relevant areas of her/his role. Further information on the Menuhin Hall and its activities can be found at www.themenuhinhall.co.uk.

The Friends of the School

The Friends, incorporated as a separate but linked charitable company, comprise over 700 supporters and patrons of the School, who provide a regular and supportive audience for pupils' concerts and other events at the Menuhin Hall. The Friends also support the School through bursaries and other funding projects, as well as by providing much administrative assistance.

Fundraising & Development

Despite generous support from the Department for Education, fundraising is essential to ensure the School's future stability and development. The School's Development Director works closely with the Head, Governors, colleagues on the Leadership Team and all other members of the school community to raise funds for Bursary Funds, to enable the School to continue its needs-blind admissions policy, awarding places at the School to those children who show the greatest musical potential, and for capital projects to improve the School's facilities. Funds are also raised in many other ways, for example through sponsorship, corporate partnerships, events, legacies and the generosity of Trusts and Foundations. Further details can be found on the website.

Purpose of the role:

The Director of Music is directly responsible to the Head and responsible to the Governing Body for advising on and implementing the strategic direction for music teaching and performance at the School, for the imaginative developing and efficient running of all aspects of the Music Department. The Director of Music is expected to promote the interests and reputation of the School at all times.

In particular, the Director of Music is responsible for standards of musical performance; for the academic music curriculum, with special emphasis on a programme designed to support specialist instrumentalists; for leading a team of highly skilled instrumental teachers; for musical decision making in advising and assisting the Head in making staff appointments in the music department and in admitting pupils to the school; for the concert programmes and administration; for continuous monitoring of pupils' progress and well-being; for the safeguarding of pupils; for the welfare and morale of the music teaching staff, and for working with the Head to achieve musical and personal fulfilment for the pupils in accordance with the School's stated aims and objectives.



Job Description

The Director of Music is also a member of the Leadership Team. More specifically, the Director of Music's duties include:

Leadership Team

- attending meetings and working in close co-operation with the Leadership Team comprising the Head, Bursar, Director of Music, Director of Studies, Head of Pastoral Care (Designated Safeguarding Lead) and the Development Director to manage the day to day running of the school
- to be a member of the senior team which is seen by all the school community as united in promoting high standards and pursuing the School's stated aims and objectives at all times
- to assist the Governors in exercising their responsibilities by attending such meetings and providing reports (orally and in writing) in connection with the Director of Music's functions as the Head and

Governors may require

- contributing to the School's strategic planning for the future development of the School Admissions

Admissions

- to advise and assist the Head in all audition programmes for the selection of new pupils

Music Staff

- to advise and assist the Head in making appointments to the staff of the Music Department and in all matters relating to the welfare, employment, organisation, development and work of such staff and in relation to any disciplinary or grievance process to which they may be subject
- to manage the Music staff (currently 35, all of whom are part-time and involved in a variety of other roles in the music profession) on a day to day basis
- to monitor and to appraise the Music staff on a regular basis and to undertake formal appraisals, to include a written report as required, currently on a two-year cycle
- to monitor and to have oversight of the music timetabling
- to work with the Head, and others with delegated responsibility, to promote the School's outreach programme in line with the school's stated aims and charitable status
- to lead the music administration team effectively

Teaching and Mentoring

- to have overall responsibility for each pupil's musical education and to play a leading role in creative music making
- to play a leading role in pastoral care of pupils by guiding them individually in their artistic and overall development
- to play a major role in the holistic education of pupils by leading some school meetings
- to oversee all arrangements for teaching, coaching, practising and opportunities for pupils to enhance their musical experiences through their involvement in orchestral and chamber music, concert and touring programmes and competitions
- to listen to pupils in concerts and to provide encouragement and constructive feedback
- to continually monitor pupils' progress and to conduct a formal assessment of every pupil each term
- to promote the welfare and safeguarding of all pupils
- to undertake such teaching in musical subjects within his/her competence as the Head may reasonably request, for example to conduct the Menuhin School Orchestra at weekly rehearsals and at concerts throughout the year and/or to coach some chamber music ensembles and to coach solo performers prior to public concerts
- to assist pupils with their presentational skills on stage
- to provide careers advice to pupils and to assist them with applications to Music Conservatoires across the world
- to maintain good order and discipline by pupils under his/her supervision at all times when he/she is present on the school premises and whenever the pupils are engaged under his/her supervision in authorised school activities, whether on the school premises or elsewhere

Links with Parents

- to liaise with parents about their children's musical education on a regular basis
- to provide written reports for parents in line with the School's policy
- to manage parents' expectations and concerns

Concert Programme

- to organise and programme all (both internal and external) concerts that pupils perform in; these include internal lunchtime concerts, showcase events in The Menuhin Hall, external events in the UK and concert tours abroad
- to consult with the pupils' principal teachers in choosing the repertoire for such concerts

Menuhin Hall

- to be an influential member of the Menuhin Hall's management team (equivalent to an artistic director) and to play the principal role in decisions over the choice of performers for celebrity concerts and lectures, as well as for outside hires and other events
- to liaise closely with the Hall Manager regarding the scheduling of rehearsals, internal and showcase concerts by pupils and outside hires

Budgeting and Management of Resources

- working with the Head and Bursar to agree the annual budget for Music and the efficient management of such budget
- to care for and manage the School's collection of instruments to ensure that an accurate catalogue is kept for insurance purposes and to keep accurate record of all instruments, including the return and condition of instruments loaned to pupils
- to care for and manage other musical resources such as the stock of music, electronic and other equipment

Other

- to exercise such powers, perform such duties or undertake such responsibilities and observe such restrictions as may, from time to time, be reasonably assigned to the Director of Music by the Head or Chair of Governors
- to work such hours as shall be reasonably necessary to properly discharge the Director of Music's job description. This will not infrequently involve the Director of Music in working in the evenings, at the weekends and during the school holiday.



Person Specification

The successful candidate will be a distinguished musician with the skills and experience necessary to fulfil the demanding responsibilities of this high profile role and to command the respect of those studying and working in this world-renowned Music School.

Candidates must:

- hold appropriate academic and musical qualifications
- understand the aims and objectives of the Yehudi Menuhin School and be able to live and breathe the ethos
- be a high class performer and/ or expert in his/her specialist field but also able to appreciate and promote the full range of music making and performance
- have a passion for facilitating creative music making and be able to motivate and encourage pupils to perform to the highest standards
- understand and be able to engage with the individual and specific musical and pastoral needs of highly gifted/talented pupils to bring out the best in them
- have an excellent track record in teaching and/or leadership and management in music education. This is likely to be in a specialist music school, conservatoire, in the UK or overseas
- be able to think strategically and to show strong and pro-active leadership in continually developing the musical life of the school and the pupils' musical education
- be well-organised and an efficient administrator and be able to juggle a number of different competing demands simultaneously
- be a skilful person-manager, dealing sensitively with the pupils, their parents, the music and other staff, thereby building strong teams and a positive atmosphere
- be a team player, respectful of other's needs or opinions, able to see the bigger picture and always able to make decisions based on what is in the best interests of the pupils
- be a good communicator both orally and on paper
- have excellent presentational skills, to be able to speak confidently in public at concerts and the like and have the PR skills to promote the School effectively whenever the occasion demands it
- be able to work and remain calm under pressure, to have the stamina to work long hours and the resilience to deal with setbacks



How to apply

If you would like to apply for this role, [please download the application form](#) from the Employment Opportunities page on the School website.

Your application form should be completed in full and returned along with a covering letter to Cheryl Poole, Registrar (cheryl.poole@menuhinschool.co.uk) by 5pm on Monday 21 October.

The Yehudi Menuhin School is committed to safeguarding the welfare of children. The School is registered with the DBS and successful applicants will be required to complete successfully the Disclosure Procedure at Enhanced level. It is an offence for a person barred from working with children to apply for this post.

The Yehudi Menuhin School is committed to Equal Opportunities and welcomes applications from all sections of the community.



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The Yehudi Menuhin School

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