



MERCHANT TAYLORS'
School

Information for candidates

Assistant Director of Music

September 2025



The School

History

Merchant Taylors' School has been one of the leading boys' schools in the UK since its foundation by the Merchant Taylors' Livery Company of the City of London in 1561. One of the nine great 'Clarendon schools', its alumni have achieved distinction throughout history. However, the school wears its heritage lightly, its strong sense of tradition very much at the service of the future. Through the Merchant Taylors' Educational Trust, it retains close links with other Merchant Taylors' schools, and with the Merchant Taylors' Company itself. Relocated from the City of London to Sandy Lodge, Northwood in 1933, the School sits on 285 acres of playing fields, and woodland, all within easy reach of Central London, Middlesex, Buckinghamshire, and Hertfordshire.

A selective school

The Nursery, the Pre-Prep & the Prep cater for 340 boys from 3 to 11 years of age, while the Senior School has over 950 pupils from 11 – 18, with over 300 in the Sixth Form (The Prep School shares some of its facilities with the Senior School, but is a separate school in its own right). Competition for places is fierce, and entry is by competitive examination at 11+, and 16+.

Academic excellence

Public examination results are outstanding, the majority of students proceeding either to leading universities as well as medical schools in the UK or abroad. We pride ourselves on our outstanding pastoral care as well as our excellent academic results, and aspiration in all areas goes well beyond the norm, making Taylors' a particularly exciting and rewarding place to teach.

Innovation

Digital Learning is a key tenet of our provision for exam classes: pupils studying for GCSEs and A Levels each have their own Surface tablet, working digitally on OneNote for most of their lessons. Staff are provided with Surface Pros and this has allowed us to reimagine what school work looks like, enhancing collaboration, differentiation, tailored feedback and engagement. Merchant Taylors' is an exciting, rewarding environment in which to teach and provides the means for the development of a successful career in a place with a real sense of community.



The Person

We are seeking to appoint as Assistant Director of Music an exceptional music teacher with extensive experience in training and conducting choirs to join a busy and thriving department.

The post will suit a highly-qualified and inspirational musician who is committed to working collaboratively and with genuine passion to achieve musical excellence in pupils of all abilities. They will exhibit joy in learning and an unshakeable belief in the benefits for both academic achievement and personal development that studying music brings. They will embrace the collegiate culture of initiative and innovation in the department wholeheartedly, with positivity, good humour, and a willingness to go the extra mile.

The Assistant Director of Music is responsible for the development of choral music throughout the School. They will have a wide knowledge of choral repertoire and will work closely with the Director of Music to build upon the department's existing reputation for musical breadth and excellence. Strong keyboard skills would be an advantage, and the ability to play the organ is desirable. An additional instrumental specialism would be similarly advantageous, but by no means essential.

The Assistant Director of Music will teach pupils across all year groups at Merchant Taylors', including GCSE and A Level, and have a proven track record of success in their academic teaching.

They will be highly-organised and possess excellent communication and listening skills. The ability to inspire confidence, combined with humility and empathy, encapsulate the strong qualities of leadership we seek for this appointment.

The post offers the successful candidate the opportunity to work as part of a dynamic team to realise an ambitious vision for the expansion and development of music at an exciting time for Merchant Taylors' School, with a phased transition to a solely 11+ admission beginning in 2025, and aspirations to build a new Music facility forming key components of the School's strategic vision.



The Department

Resources & Accommodation

The hub of the Music Department is a bespoke Recital Hall, equipped with audio facilities for live and recorded performance, and a Yamaha S series grand piano. Larger ensemble rehearsals, smaller concerts and recitals, and ABRSM exams, take place here throughout the year. Major concerts are held in the Great Hall, which has a Blüthner grand piano and a modern mechanical action organ by Harrison and Harrison (refurbished 2008); the School Chaplaincy Centre houses a 1998 mechanical action organ by Lammermuir Pipe Organs, installed in 2010. 30 iMac-based DAWs furnish two music technology suites, in addition to 2 further classrooms, 14 practice rooms and substantial orchestral and choral music libraries.

Curriculum & Results

Music exemplifies the ethos of Merchant Taylors' School, which is reflected in the integral nature of music in both the curriculum, and in the co-curricular life of the School. Pupils in Year 7 perform by singing together, a skill which remains central to the curriculum in the first year, in the Lower School Concert. All pupils in Years 7 and 8 have weekly hour-long lessons, developing key practical, analytical and aural skills. A wide range of musical contexts are explored, including West African Drumming, Gamelan, Film music and Folk music, through performing, listening and composing activities. In Year 9, curriculum time is extended to 2 hours each week for those pupils who opt for the subject, allowing for in-depth study of Chords in Jazz, Baroque music, and Theme and Variations topics.

Approximately 20 pupils opt for GCSE music (Edexcel specification) each year. Results are consistently excellent; most recently in 2024, 61% of the cohort achieved grades 9 and 8, and over the past 3 years 75% have achieved grades 9-7. Typically, between 2 and 5 pupils study music at A Level (OCR specification) each year, many of whom go on to read Music at University. Over the past 12 years pupils from Merchant Taylors' have been the recipients of Oxbridge Organ or Choral Scholarships at a rate of more than 1 every two years, including Trinity College Cambridge (2), Trinity College Oxford, Balliol College Oxford, Trinity Hall Cambridge, Corpus Christi Oxford and Christchurch College Oxford. In addition to the A Level curriculum, an Introduction to Musicology course is delivered to pupils in Year 12.



The Department

Activities

Merchant Taylors' enjoys a musical culture that involves a huge number of pupils. Currently 300 individual instrumental and singing lessons are given each week by 22 visiting music teachers, and many more pupils learn to sing and play an instrument externally. Whilst the standard of music-making is enviably high, there are 17 instrumental ensembles, including orchestras, bands and chamber music groups, which, together with the Choirs, cater for pupils of all levels, delivered in a weekly schedule of 24 co-curricular rehearsals and classes. These activities all lead to a programme of over 40 concerts and events throughout the year. The School Choir of around 100 pupils combines with St Helen's School Choir and parents and friends of Merchant Taylors' to form the Choral Society and perform a major choral work in the Spring term, as well as leading the singing for the

Triennial Service at St Pauls' Cathedral. The Chamber Choir of some 40 voices, drawn from the School Choir, sings at several Merchant Taylors' Company events, as well as singing choral evensong in a Cathedral and Oxbridge College each summer, and will be touring to Europe in July 2025. Orchestras and bands are organised progressively. Sinfonia trains the string players until they are advanced enough to join the Symphony Orchestra, which performs symphonic repertoire (currently Tchaikovsky's 5th Symphony) at two major concerts each year, and the Chamber Orchestra offers the best of the string players further orchestral experience. Wind Band players aspire to progress to the Concert Band, and the Big Band and Dixieland Band give jazz musicians further opportunities to perform. Other highlights include musical theatre productions (*West Side Story*, 2024), concerts for soloists and

chamber music groups, competitions, holiday chamber music courses, trips and tours. Among the most advanced musicians are (currently) 27 Music Scholars, several of whom attend Junior Departments at RCM, RAM and GSMD. In the past 2 years, Music Scholars have participated in Masterclasses with Tasmin Little and Emma Johnson. Termly Music Scholars' trips are organised to enrich their musical development.

The Director of Music leads a full-time team comprising an Assistant Director of Music, a Head of Academic Music, a further Teacher of Music, a Music Administrator, and a Graduate Musician, along with 22 visiting music teachers in delivering the music curriculum and co-curricular music programme.

Summary of Responsibilities

The main responsibility of each Teacher is their classroom teaching duties; there are, however, other responsibilities, such as being a Tutor, a Form Teacher and taking part of the school's games and activities programme. All these should be carried out to the highest standard to ensure the all-round quality of education for pupils at Merchant Taylors' School and to promote and safeguard the welfare of children and young persons.

- To discharge all professional duties as outlined in the Contract of Employment and associated Employment Manual
- To set personal professional standards (for example, in matters of dress and punctuality) that are of the highest level and that will enable the individual teacher to act as a role model for pupils
- To support the ethos of the school and to work in accordance with the desired aims and policies
- To share in pastoral responsibility for all pupils (especially those in the individual's teaching or Tutor Groups) in liaison with the appropriate Heads of School and senior managers
- To play an active role in the life of the school, including in the games and extra-curricular activities programme

Teaching

- Planning and preparing courses and lessons
- Assessing, marking, recording and reporting on the development, progress and attainment of pupils in line with school and departmental policy
- Promoting the general progress and well-being of individual pupils and groups of pupils
- Exercising proper care of teaching materials and rooms to maintain a stimulating teaching environment
- Following the agreed policies in the Departmental Handbook with regard to such matters as programmes of study, teaching methods, supporting pupils with learning support needs and homework
- Advising and co-operating in the preparation and development of courses of study, teaching materials, teaching programmes, and methods of teaching and assessment

Pastoral

- When required to undertake duties as a Tutor and/or Form Teacher as detailed in a separate job description
- To discharge all professional duties as outlined in the Contract of Employment and associated Employment Manual to the highest standard
- To set personal professional standards, for example in matters of dress and punctuality, that are of the highest level and that will enable the individual teacher to act as a role model for pupils
- To support the ethos of the school and to work in accordance with its desired aims and policies
- To share in pastoral responsibility for all pupils (especially those in the individual's teaching and Tutor Groups) in liaison with the appropriate Heads of House, Heads of School and senior managers

Assessment and Reporting

- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and/or groups of pupils
- Communicating and consulting with the parents of pupils both formally at Parent's Meetings and informally
- Participating in arrangements for preparing and assessing pupils' work for public examinations



Professional Development

- Participating in the school's arrangements for teaching review
- To take part in the school's programme of induction and review for new teachers
- Reviewing from time to time teaching methods and schemes of work
- Participating in arrangements for further training and professional development as a teacher

Meetings

Participating, as required, in meetings that relate to the curriculum, the organisation of the school or pastoral matters

Behaviour Management

- Maintaining good order and discipline amongst the pupils and safeguarding their health and safety, both when they are on the school premises and when they are engaged in authorised school activities elsewhere
- To require from the pupils the high standards of behaviour, dress, punctuality, effort and attendance that are consistent with the school's expectations

Cover

Supervising (and when appropriate teaching) any pupils whose teacher is not available to teach them as required by the Head of Department or the Deputy Head (Information Systems)

Co-curriculum and Games

To play an active role in the life of the school, including games afternoons and clubs and societies. For a more comprehensive list of activities please see the school website. Many activities occur on Saturdays e.g. inter school sport, prize giving, open days etc



The Benefits

- The School offers membership to a Defined Contribution (DC) pension scheme under a Master Trust provided by the Aviva Pension Trust for Independent Schools (APTIS)
- Access to a cash flexible benefit in lieu of pension contribution
- As a member of the pension scheme, there is life cover 4x annual salary and income protection
- Staff accommodation is often available and nearly half of the academic faculty lives on campus
- Interest-free loans are available to staff vacating school accommodation and taking out a mortgage

Career

- There is an extensive induction programme for all new colleagues, and we encourage ongoing professional development through generous inset provision
- Each member of the academic faculty has a voice on professional matters via the General Purposes Committee

Personal

- Fee concessions are available for the sons of any member of the academic faculty who meet the school's entry requirements
- Longer holidays than the maintained sector
- School Nurse on site
- Physiotherapist on site
- School Counsellor on site
- Typically generous sick and maternity/paternity arrangements

For Recreation

- Free use of the school's extensive leisure and sporting facilities: 250 acres of parkland with more than 65 devoted to sport
- Free lunch and free refreshments are available throughout the working day during term time



The MTS lifestyle

The Senior Common Room is a beautifully appointed space with a fully stocked bar for refreshments, situated at the very heart of the school. There are also a number of events held throughout the year which offer opportunities to socialise and forge new friendships. With so many staff living onsite this genuinely enhances the experience for staff. Here is a brief summary of activities which staff are welcome to join:

- Staff Choir
- Wine Society
- Life drawing class
- Staff cricket team
- 5-a-side football

There are various trips which are organised throughout the year such as a staff ski trip and an annual pre-Christmas trip to Harrods. There are also many popular events run by Parents Associations such as the summer barbecue by the lake, a rugby dinner & dance, a Burns Night supper and concerts which staff are most welcome to attend.



MTS staff before the Upper Sixth Leavers' Event



Staff Choir



The Process

Please complete an application form and an accompanying letter (maximum 500 words) outlining your suitability for the post; you may wish to include a brief CV.

Applications to be submitted by Wednesday 15th January 2025, 12pm

First round online interviews to be held on Monday 20th January 2025

Second round interviews in school to be held on Thursday 23rd January 2025 and Friday 24th January 2025

Applications to (email or post):

Recruitment Officer,
Merchant Taylors' School,
Sandy Lodge,
Northwood,
Middlesex,
HA6 2HT

Email: recruitment@mtsn.org.uk

If you have any questions regarding the role, please reach out to:

Director of Music, Simon Couldridge at sc@mtsn.org.uk

Merchant Taylors' School is an equal opportunities employer and committed to safeguarding and promoting the welfare of children. This role will bring you into contact with children, you are expected to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).



MERCHANT TAYLORS'
School

Merchant Taylors' School, Sandy Lodge,
Northwood, Middlesex HA6 2HT



MERCHANT TAYLORS'
Prep

Merchant Taylors' Prep, Moor Farm,
Sandy Lodge Road, Rickmansworth, Hertfordshire

Tel. +44 (0)1923 820644
Email. info@mtsn.org.uk

www.mtsn.org.uk

How we use your information

We will use the information which you provided, and which we collect from other sources (such as from references and from the Disclosure personal data is set out in the School's Staff Transparency Notice, which can be found on the Vacancy page of the School Website and Barring Service) for the following purposes: to assess your suitability for the role for which you have applied, to assess your suitability to work with children and to enable us to comply with our legal obligations (including safeguarding and promoting the welfare of children). Further information on how the School uses