



King Edward's

WITLEY



Barrow Hills

SCHOOL

Appointment of a

Assistant Director of Music



Contents

- 03 Executive summary
- 04 King Edward's - yesterday, today, tomorrow
- 06 Academic life and life beyond the classroom
- 07 Pastoral care and boarding
- 08 Barrow Hills School - our present and future
- 09 Leadership, management and governance
- 10 The Music Department
- 11 Role description
- 13 Person specification
- 14 Terms of appointment and how to apply





Executive summary

This is an exceptional opportunity for a new Assistant Director of Music to join a flourishing boarding and day school, set on an attractive 100-acre campus and in a beautiful part of rural Surrey.

The successful candidate will be an outstanding and inspirational musician who will use their experience, skills and aptitudes to further improve pupils' attainment, to continue to help raise the profile of music within one of the School's leading departments where standards are already high and numbers are thriving. Music is an integral part of life for both King Edward's and Barrow Hills. This appointment is important for the continuing academic growth of the Schools, at an exciting moment following significant investment into new buildings, with growing pupil numbers and clear evidence of development in all areas of School life.

Under the leadership of the Director of Music they will:

- possess the rigour and vigour to steer continual development, improvement, learning and renewal
- ensure that pupils' learning is at the heart of their shared departmental leadership
- support pupils and colleagues to achieve their fullest potential, providing effective management, leadership and development to ensure a positive and forward-thinking workplace.

All full-time teachers have responsibility for academic tutoring of around 16 pupils. Part of the tutoring responsibility involves a duty evening in one of the Houses. All full-time staff also play a part in the co-curricular and pastoral life of the School according to their skills and aptitude: at King Edward's a very wide range of sports, arts, community and other activities is offered, in the afternoons and on Saturday mornings. Although there are no lessons on Saturday mornings, the weekend programme is a busy one and all teaching staff should expect to participate in one way or another.



King Edward's – yesterday, today, tomorrow

As one of the longest-standing co-educational schools in the country and one of only two remaining Royal Hospitals from Tudor times, King Edward's Witley has a rich history of providing an education which is holistic, inclusive and progressive.

YESTERDAY

Nicholas Ridley, Bishop of London, convinced the boy King Edward VI to grant his palace at Bridewell on the banks of the Thames to the Lord Mayor of London, so creating the parent foundation – Bridewell Royal Hospital – as a place for the training and education of poor children in 1553. In 1860, the new charity scheme for Bridewell Royal Hospital was created and the House of Occupations was renamed King Edward's School admitting boys and girls from aged 10.

The pupils from King Edward's Boys' School moved to its current site in Witley in 1867 and the School now occupies around 100 acres of stunning Surrey countryside. The School marked the 150th anniversary of the Witley school on its current site in 2017 and will celebrate its 475th year in 2028.

TODAY AND TOMORROW

We are steadfastly proud of our heritage and longstanding engagement with the City of London through Bridewell. King Edward's School Witley and Barrow Hills School are the operational arms of Bridewell Royal Hospital, a charitable foundation from which both schools inherit a culture with diversity, generosity, opportunity and social responsibility at its heart, combining a global outlook with a sense of local belonging. More concretely, a significant endowment from Bridewell allows us to provide boarding places to pupils with a clear boarding need – our Foundationers.

King Edward's holds true to its Founders' mission to offer a foundation for life to young people from a range of backgrounds. At King Edward's this means an exciting and challenging curriculum, a broad range of sporting, artistic, social and cultural opportunities and an environment which is specifically created to inculcate the values of independent learning, responsibility for others and the enjoyment of challenge.

Pupil experience is at the heart of what we do. The School has over 480 pupils, many of whom are day pupils from primary and Prep Schools. Boarding is a core pillar of the King Edward's community, with around 100 boarders accommodated in Houses including an Upper Sixth pre-university House.

All pupils, day and boarder belong to a House and are cared for by their Housemaster/ Housemistress and their team.



King Edward's – yesterday, today, tomorrow *continued*

Around 38% of pupils live abroad, in over 30 different countries and there is a growing cohort of local day pupils. The Sixth Form generally numbers more than 100 pupils, most of whom go on to study at Russell Group, Oxford and Cambridge, and leading European or US-based universities.

Our heritage continues to be highly valued and close links with the City of London remain through the Court of Bridewell (Board of Governors). The Lord Mayor attends Admissions Day and the School's annual Foundation Day Service at St. Bride's Church. Pupils participate in a range of events and activities associated with the City of London, perpetuating the School's links with its historic roots.

The School has a long tradition of philanthropy and addressing disadvantage and vulnerability. King Edward's offers welfare bursaries through Bridewell Royal Hospital, livery companies

and other charities, for young people who are less advantaged and who have a particular need for a boarding education. Over 50 pupils are supported by Bridewell Royal Hospital and other charities with financial contributions equal to annual boarding fees to attend the School. King Edward's is proud of its ongoing work transforming the lives of disadvantaged young people through providing a safe, fulfilling and purposeful educational environment.

The Head is a member of HMC.

Further details of the School are to be found in the Independent Schools' Yearbook, or on our website www.kesw.org.





Academic life and life beyond the classroom

ACADEMIC LIFE

King Edward's offers a broad, balanced curriculum, where excellent teaching is provided in a supportive and stimulating environment, enabling pupils to equip themselves with the skills and characteristics needed to succeed in today's ever-changing and dynamically global society.

The School follows the National Curriculum but learning goes well beyond this, enabling pupils to think critically, study broadly but also in depth, and pursue interests in the creative and active sides of life, devoting attention to the wider community. Therefore, the School has two exam pathways at Sixth Form: A-Levels and BTECs to allow pupils to pursue different routes through the post-16 curriculum.

The School is developing its academic profile further and sees this as its highest priority. Whichever pathway they take, all pupils are encouraged to be independent thinkers, develop a love of learning and be open-minded and principled. A current priority is deepening pupils' independence and self-regulation, thereby increasing value-added and scholarly ambition while retaining our balanced, holistic environment.

LIFE BEYOND THE CLASSROOM

The 100-acre site at King Edward's and excellent facilities ensure that the School can provide co-curricular and enrichment opportunities that are extensive and wide-ranging.

Competitive sport has advanced markedly in recent years, with notable success in girls' hockey and girls' cricket; cricket now sits alongside football as a flagship sport. Music is a parallel strength, with extensive performance opportunities and tailored support for exceptionally talented pupils.

There is significant ongoing investment into the School's facilities. Recent projects include the opening of a purpose built house for the Upper Sixth (Year 13), refurbishment of Science Laboratories, and DT workshops.

Our pupils and staff take advantage of our transport links, including a train station 5 minutes from our School with direct access to London Waterloo, Guildford and Portsmouth.



Pastoral care and boarding

“Pupils of all ages demonstrate outstanding levels of respect for diversity and other cultures. ... [they] contribute enthusiastically to boarding and the community. ... [and] have a highly developed sense of moral understanding.” ISI 2022

King Edward's has a uniquely diverse pupil body – culturally, socially and economically – and this forms a key part of its identity and ethos. Pupils benefit hugely from the outstanding care and support that the School provides which is inclusive and outward-looking.

Unique paired Houses share common rooms, kitchens, television and music rooms allowing girls and boys to mix naturally. This arrangement is particularly valued by parents and characterises the School's belief in engendering equality in the community.

Housemasters/ Housemistresses lead each House, ensuring pupils are treated as individuals and encouraged to pursue their passions.

The School offers weekly boarding and flexi boarding which is particularly popular with parents from London who wish their children to benefit from the countryside and a boarding environment but retain some flexibility.

King Edward's is now a majority-day community alongside a vibrant boarding offer. We are actively developing the experience and reach of boarding-domestically and internationally-while retaining flexibility valued by day families with the ambition of growing boarding numbers and experience.



BHS Our Present and Future

Our School's position within Bridewell Royal Hospital offers families the possibility of continued education from nursery to university, and on a practical basis, allows children at Barrow Hills to access facilities beyond the reach of most stand-alone Preparatory Schools.

Barrow Hills is a lively, warm and aspirational school. Our idyllic woodland setting and a broad range of academic, co-curricular and social opportunities affords every child space to play, explore, feel connected and grow.

Children flourish here – academically, socially and emotionally. We balance rigorous academic learning through a broad and deep curriculum with a truly supportive system of pastoral care. When pupils leave us, they step into their chosen senior schools with strong academic results and often scholarships – but most importantly, with the joy of learning firmly in place.

Every child is known and understood as an individual. The Barrow Hills culture embodies curiosity, compassion, and confidence, and our teachers believe in the considered development of critical thinking skills informed by emotional intelligence. We enable progress through solid knowledge of literature, the sciences, and the world around them.

“Barrow Hills has the environment, learning culture and pastoral care balanced perfectly to nurture success” and “teachers aim for a warm and pastorally supportive ethos, instilling kind, caring values and ensuring that ‘no one slips through the net’” (Good Schools Guide, 2025).

The School's nurturing, progressive environment encourages children to thrive through a broad curriculum in which academic work plays a major role alongside music, art and drama and an outstanding range of sports. Over 50 clubs are offered in our wide-ranging co-curricular programme - with options ranging from robotics and Lego, to crochet and mountain biking.

Boys and girls leave Barrow Hills, usually at 13, to join the finest independent schools, including King Edward's Witley where families benefit from Bridewell's Assured Place scheme. In 2025, the School once again celebrated a 100% pass rate in Common Entrance exams, with 57% gaining A*/A grades - over fifty percent of the children gained scholarships to senior schools.

The School includes a Nursery and Pre-Preparatory School providing children with the same special, caring and nurturing environment that is unique to Barrow Hills. This ensures a consistent, stable and secure learning environment as the child progresses through the School, and the House to which they belong at Barrow Hills. 100% of our pupils achieve “Good” development in EYFS.



Leadership, management and governance

The School's Governing Body is known as The Court of Bridewell, reflecting the historic foundation of the School as Bridewell Royal Hospital in 1553. The Chairman of Governors is known as the Treasurer. The Court comprises up to 30 members, all of whom are unpaid volunteers, and includes Aldermen and members of the Common Council of the City of London, and several Governors co-opted for their expertise in education, finance and other relevant areas.

The Strategic Management Team is responsible for overseeing the school's strategic direction and comprises:

- Mrs J Wright, Head (Chair of SMT)
- Mr S Cooke, Senior Deputy Head
- Mr M Harrison, Deputy Head Co-Curriculum
- Mr A Kirk-Burgess, Deputy Head Academic
- Dr A N Lennard, Director of Studies
- Mr D Rogers, Chief Finance and Operations Officer
- Mr Z Siva, Director of Safeguarding & DSL

The Senior Leadership Team, also chaired by the Head, oversees important operational matters and includes all members of SMT, plus:

- Mr J Andrade, Head of Lower School
- Mr T Campbell, Head of Middle School
- Mr J Downs, Head of Digital Innovation & Head of Sixth Form
- Mrs L Edwards, SENDCO
- Mr N Emsley, Senior Housemaster
- Mr S Fitch, Head of Marketing, Admissions & Communications

Barrow Hills School

- Mr J Towers, Head



The Music Department

The Music department is a vibrant and integral part of King Edward's and our partner Schools, playing a leading role through academic excellence and an extensive and flourishing co-curricular programme.

It comprises four full-time and two part-time members of staff who can all teach across the age range from Year 5 to Year 8 at Barrow Hills, and 1st Form (Year 7) to Upper Sixth (Year 13) at King Edward's. There are four part-time Heads of Section for brass, strings, voice and woodwind, and a further team of visiting specialist music teachers teaching some three hundred one-to-one lessons each week. The department is housed in the purpose-built Countess of Munster School at King Edward's and the Saint Cecilia Centre at Barrow Hills. There are over twenty ensembles that rehearse weekly, including choirs, orchestras, Chamber Music, Jazz groups, instrumental and vocal ensembles and bands. The department has a large selection of new Yamaha upright pianos and six grand pianos. Over two sites, there are three classrooms, one Mac Suite, a recording studio and six concert venues of varying sizes. The school Chapel has a three manual Willis organ and the school is affiliated to the Royal College of Organists. The department has strong links with the City of London and the Chapel Choir and other ensembles regularly perform in the City. In addition, the choir regularly sings in cathedrals and there is a biennial tour abroad. Recent tours have included Milan, Rome and Venice. Pupils have gone on to study music at Oxbridge, leading conservatoires and Russell Group universities.



Role description

KEY TASKS AND RESPONSIBILITIES

The Assistant Director of Music will steer and support the department, contribute to our collaborative and collegiate Common Room, share in developing the policies, strategies and systems that underpin our daily practice, with the overarching objective of ensuring that our pupils achieve excellent outcomes, all in collaboration with, and under the guidance of, the Director of Music. They should understand and promote the School, its values, ethos, structures, systems. We celebrate success and model a culture of aspiration, intellectual curiosity and appreciation for the different skills and knowledge that all contribute to the education of rounded, happy pupils who will leave King Edward's equipped to seize opportunities, relish challenge and build for themselves happy and fulfilling lives.

We are keen to nourish and develop our staff through focused professional development tailored to the needs of our individual teachers, allowing each one to flourish and enrich both subject knowledge and pedagogy. Our colleagues are involved in research projects, Masters' programmes and are offered regular opportunities to extend their academic and pastoral knowledge and skills through InSeT.

WIDER STRATEGIC AND WHOLE SCHOOL RESPONSIBILITIES

- take responsibility for safeguarding and promoting the welfare of children
- promote and comply with the School's Foundation missions, values, policies and the broader regulatory framework
- assist in and oversee assessment, monitoring and reporting within the School, liaison with parents and other stakeholders
- be aware of, and report, any Health and Safety issues
- monitor and promote educational trends and emerging good practice; keep the department fully compliant in terms of policies and the regulatory framework
- attend regular departmental meetings and record minutes



Role description *continued*

SUBJECT AND DEPARTMENT

Under the leadership of the Director of Music

- contribute to the development of the vision for the Music Departments in King Edward's and Barrow Hills
- help steer and coordinate all aspects of the learning and teaching of Music at both Schools
- Assist the Director of Music to develop a clear ICT strategy that will enhance pupil progress
- continue to integrate the use of ICT into music teaching (using OneNote, Sibelius and Logic ProX)
- monitor and review resources, work set and marked, and all electronic submissions to enable full use to be made of them and a seamless transition between learning media
- lead ensembles and choirs as required, including arranging music where needed, and participate fully in concerts and extra-curricular music activities. This will require commitment to ensembles which rehearse outside the formal part of the school day and week
- assist with productions, concerts, recitals, informal performances and performance classes for exam groups
- contribute to the wider intellectual life of the community through co-curricular activities, clubs and societies, and encourage others to do so
- organise and run music day trips (concerts, opera, theatre), and a tour
- promote and maintain the choral tradition and music in Chapel

TEAM

- deputise for the Director of Music in his absence, ensuring continuity of approach
- assist the Director of Music appropriately and effectively; develop and foster their own initiatives and ideas for the department
- facilitate and promote professional development of self and others including CPD
- treat colleagues fairly and with empathy

UNDERSTANDING AND KNOWLEDGE

- examination board specifications and wider academic developments
- over time, familiarity with school structures, systems and procedures



Person specification

ATTRIBUTES

- personal charisma: warmth, integrity, self-awareness, empathy and kindness; a highly visible, approachable leadership style and presence
- enthusiasm for, and commitment to, high quality, inspiring teaching and to the subject
- vision and determination; strategic thinking
- mental agility demonstrated through innovation and flexibility with good attention to detail
- stamina and grit
- sound judgement, ability to manage sensitive and complex situations with care and clarity
- good sense of humour and appreciation of others
- willingness to challenge, evaluate, monitor, refine and revise with a view to continuing improvement
- the capacity to inspire loyalty

SKILLS AND KNOWLEDGE

- a good degree in Music or equivalent
- a PGCE, or recognised equivalent, and the ability to teach from Year 5 to and A level
- ideally, a high level of understanding of music technology
- ability to listen well and think clearly in difficult situations
- be a fine role model
- foster habits of excellence and a culture of thinking
- strong interpersonal skills, communicative abilities, numeracy, and emotional intelligence

- excellent time management: ability to prioritise yet keep in mind a granular level of detail
- good academic standing and evidence of continuing professional learning
- building strong relationships

EXPERIENCE

- understanding of the demands and rewards of fast-paced life in a boarding school
- proven ability to deliver engaging and authoritative lessons, or coaching, and rehearsals in varying genres
- managing diverse teams in an effective, collegiate manner with regard paid to colleagues' welfare
- managing difficult conversations
- managing or leading change

KPIs

Among others:

- excellent academic outcomes (assessed against relevant benchmarking data)
- the curriculum, and delivery of it, is enriching, challenging and enabling
- pupils leave with a love of learning



Terms of appointment and how to apply

The role of Assistant Director of Music will attract a competitive salary in line with experience and benefits including substantially reduced school fees at King Edward's and Barrow Hills. There may be single or family accommodation available on or close to the school campus, where the post-holder may choose to live at substantially reduced rates.

Candidates should submit a fully completed Application Form and a covering letter which addresses the competencies outlined as key responsibilities and in the person specification. Candidates may submit a CV in addition.

King Edward's Witley and Barrow Hills School are committed to safeguarding and promoting the welfare of children and young people and the Court expects all staff and volunteers to share this commitment. The successful candidate must be willing to undergo child protection screening appropriate to the post.

Please refer to our websites or ask HR for our child protection and rehabilitation of offenders' policy. Shortlisted candidates will be reviewed on social media/on-line platforms. We particularly welcome applications from under-represented groups.





Bridewell Royal Hospital

King Edward's Witley and Barrow Hills School are partner schools of Bridewell Royal Hospital.

King Edward's

W I T L E Y

Godalming, Surrey GU8 5SG

+44 (0)1428 686700 • www.kesw.org

Barrow Hills

S C H O O L

Witley, Surrey GU8 5NY

+44 (0)1428 683639 • www.barrowhills.org