

Applicant Information Pack



GIGGLESWICK
SCHOOL

**TEACHER OF MUSIC FOR GIGGLESWICK
PREP AND PRE-SCHOOL**

Start Date: 1 September 2025

Welcome from the Head



Dear Candidate,

I am delighted that you are interested in career opportunities at our School and hope that the following information will assist you in your decision of whether to apply for this role.

Giggleswick is a grounded, friendly and inclusive school, where the learning does not stop at the classroom door. We believe strongly in the benefits of a broad curriculum and enrichment through the co-curriculum, which includes over 80 clubs, clinics and societies happening every week, available to our pupils who come from varied backgrounds and different countries.

At Giggleswick we equip young people with the skills and confidence they need to embrace the world beyond school and lead happy, fulfilling lives. Our approach to education combines excellent academic achievement, ambition and strong self-belief, creating well-rounded individuals with a lifelong desire to learn.

We aim to provide an ambitious education for our pupils, so we employ passionate and energetic teachers who inspire our young people with a love for their subject. Our non-teaching staff occupy a range of valued positions, ensuring our School continues to function and perform outstandingly well. We also went through a very successful ISI Inspection in 2023, in which we were rated 'Excellent'.

Both staff and pupils feel privileged to work in this beautiful location, within an idyllic natural countryside setting in the Yorkshire Dales, giving life at Giggleswick a real sense of adventure, discovery and well-being. Outdoor pursuits abound and creative minds flourish in our stunning natural environment. Despite our rural location, we are in easy reach of the cities of Leeds and Manchester, both by road and rail.

I am looking for members of staff who excel in everything they do. They must be hard-working, with a strong sense of moral purpose, and ready to embrace employment within our busy and successful boarding and day school.

I believe Giggleswick School is a fabulous community to work and indeed to live within. Staff and their families can take advantage of our beautiful grounds and facilities, including the well-equipped modern gym and swimming pool. Staff also benefit from free lunches in the Dining Hall during term time.

I hope that this gives you a taste of what Giggleswick School is, however, I would be more than pleased to speak to you if you wish to discuss this opportunity further.

Sam Hart
Headmaster





The Role

Summary

As part of Giggleswick School's Music Department, this role is specifically focussed on providing teaching and support to the Prep School and Mill House Pre-School but may involve supporting the Senior School where required.

With around 70 pupils aged 4 to 11, the Junior School is large enough to offer a wide variety of teaching and learning across a five-day week, but small enough to offer close teacher support, small classes, and opportunities for everyone to get into teams or to take part in music, art, drama, outdoor pursuits and all the other activities we offer. Our academic standards are high across a broad curriculum and we embrace a breadth of ability, supporting each child to achieve their personal best.

At Giggleswick, success is not just about grades and academic skills. We put an equal emphasis on personal development, helping young people to build confidence, resilience and independence, and to take responsibility and initiative.

"Giggleswick has always had a great deal to offer with its extremely broad curriculum, dedicated staff and superb facilities all in a magnificent setting. This is definitely a school to watch."

GOOD SCHOOLS GUIDE
2023

The Department

Children are naturally inquisitive and curious to explore the exciting world around them, and at Mill House our aim is to nurture these enquiring young minds in a stimulating, fun and safe learning environment. Here, play is at the heart of a genuinely unique pre-school experience for our youngest learners, aged 2 to 4 years. The happy home from home atmosphere in Mill House provides the perfect foundation for learning, both academically and socially, in these important years before 'big' school begins.

The work of the Music Department at Giggleswick is central to the school's cultural ethos. We aim to provide pupils with opportunities to rehearse for and to take part in a wide variety of musical performances both within and outside the school. A particular emphasis is placed on the building of self confidence, disciplined and regular practice, and on high performance standards. There are regular informal concerts and the annual Junior Young Musician of the Year competition.

Many of the Junior School pupils are taught musical instruments, and may take part in musical ensembles. Pupils can learn to play all Orchestral and Band instruments, as well as Guitar, Piano, Accordion, Singing and Keyboards. We also encourage pupils to compose and perform their own music in small groups, promoting team building skills, and making the most of our own well-resourced music school. Individual, class and ensemble performances make up the core of our regular concerts and performances in the Richard Whiteley Theatre.



The Role

Main Duties and Responsibilities

Teaching duties

- Oversight of the delivery of the academic music curriculum.
- Produce Medium- and short-term planning – The medium-term planning is to be completed half termly, the aims are to be taken from the National Curriculum / School Subject Policy documents. The short-term planning will give more detailed lesson plans based upon the medium-term planning and include appropriate differentiation.
- To deliver two Music lessons to Pre-school pupils each week.
- To teach an academic lesson (approximately 5 hours per week), and an additional lesson (approximately 5 hours per week) focusing on developing skills on different instruments/performances per class, to all Prep School classes.
- All members of staff are expected to attend regular staff meetings, parent-teacher conferences and attend INSET, including at the start of each term.
- The provision of an appropriate and stimulating learning area, including effective classroom organisation, which provides for efficient use and storage of necessary resources so they can, as far as possible, be used and maintained by the children.
- Monitoring the children's work so that learning experiences and children's progress can be effectively monitored to ensure progression. Write reports on each child across the year (including two full reports with comments per child a year), and reports for transfer to other schools if required.
- Be appropriate to the children's individual physical, intellectual, creative, emotional and social needs, ensuring it closely matches the stages of development and abilities of the children; by providing suitably differentiated activities for each child, including those with specific learning difficulties and 'more able' pupils.
- Work alongside Early Years, Key Stage 1 and Key Stage 2 colleagues to plan a balanced curriculum, and supporting the school's curriculum map, that develops skills and knowledge.
- The promotion of the highest possible standards of behaviour, commitment and achievement by the children.
- Teachers are expected to support all aspects of the boarding life of the school. This can include making a contribution to the weekend activity programme for boarders on Saturday evenings or Sundays; supervising events or activities; attending Sunday Chapel services; by organising and leading trips; or sharing a pastime.

Musical Leadership

- Directing ensembles (orchestra, KS1 and KS2 choirs) and supporting and developing the work of other ensemble groups.
- Accompany pupils by playing the piano/keyboard – for example, during choir rehearsals, a weekly assembly etc.
- Develop a new Music Programme that encourages the learning of a musical instrument across all ages and incorporates digital learning.

The Role

Main Duties and Responsibilities

Musical Leadership (continued)

- Nurturing 'more able' musicians and develop a culture of musicianship for all pupils.
- Liaising closely with the Drama teacher (leading music rehearsals) and Theatre Manager to provide leadership regarding school productions.
- Devising the programme of public and informal, internal and external performances, such as concerts/festivals, as well as performances out of school (e.g. competitions/events), linking with the school's Marketing department (equated to 3 hours per week across the year, but with the expectation that at points in the year when events are taking place, additional hours on top of teaching timetable will be required).
- Planning & co-ordinating all musical co-curricular activities to involve as many pupils as possible.
- Work alongside the Director of Music, and the Music Department to support transition, as well as the delivery of the academic and co-curriculum.
- Promoting the value of music to all pupils by having clear expectations of what is required from all, enabling enjoyment through a commitment to practice and performance, whether as part of an ensemble or as an individual. As part of weekly duties, supervise pupils during practice sessions.
- Be the first point of contact for parents with regards to individual instrumental lessons and liaise with Visiting Music Teachers, Music Administrator and Director of Music.
- Support the scholarship process for internal candidates applying for Year 7.

Other

- All teaching staff are expected to follow the Staff Code of Conduct and to follow the guidance laid out in the Staff Handbook.
- Assist with break/lunch duties as part of a duty rota each week.
- Contribute to the school's CASE/Activities programme which runs 4-5pm.
- Other tasks may develop and been added to this role, following suitable training and subject to time available.
- Be fully knowledgeable of the Health and Safety regulations in the area of responsibility.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not have been identified. Employees will be expected to comply with any reasonable request from the Head to undertake work of a similar level that is not specified in this job description.
- This job description may be amended at any time following discussion between the Manager and member of staff and will be reviewed annually.
- You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with, and adhere to, Giggleswick School's Health and Safety policy.
- Ensure your work, communication and approach conforms brand values and style of the school. You will need to be aware and comply with the Giggleswick school rules, policies and procedures at all times, as detailed in the handbook you will be provided with at induction.

The Role

Terms of Appointment

We offer a competitive and desirable package that includes:

- An attractive salary, dependent upon the skills and experience of the candidate
- Eligibility to join the APTIS pension scheme (Aviva Pension Trust for Independent Schools)
- Assistance with accommodation may be available
- High quality working environment
- Where relevant, a generous fee remission to Senior & Giggleswick Prep School aged children of the successful candidate (excludes Pre-school)
- Lunches provided free of charge during term time
- Free access to on-site facilities, including gym, sports courts and swimming pool

Probation Period

The first year of employment will be probationary. The probationary period may be extended at the School's discretion.

Hours of work

25.5 hours per week. Term Time Only.



"A holistic school with the pupil firmly placed at the centre of everything it does, Giggleswick gets its results through an adherence to strong values. The 'throw yourself in' attitude helps children find their passions and grow in confidence, with exemplary pastoral care making that journey safe and supported."

The Person

Qualifications, Skills and Experience

Education & qualifications

- Evidence of high standards of literacy and numeracy to a minimum GCSE English and maths Grade A*- C.
- Specific Music related qualifications.
- Good honours degree with teaching qualification (Desirable).

Knowledge & experience

- Experience of managing people and communicating effectively with pupils, parents, colleagues and the public will be essential.
- Ability to work using own initiative and as part of a team.
- Ability to work effectively as a team player, to show initiative and imagination and inspire others, creating buy in and commitment.
- Proactive approach to work.

Desirable:

- Be a strong classroom practitioner with relevant teaching experience of Primary year groups and EYFS (and KS3 desirable).
- Experience of planning, leading and delivering musical events at schools.
- Be a well-qualified musician with experience of conducting and performance to a high standard.
- Experience of directing choirs and instrumental ensembles.
- Experience of working in a School /Boarding School.



The Person

Qualifications, Skills and Experience

Skills

- Keyboard/piano skills to enable accompaniment of pupils.
- Excellent communication skills: able to inspire, persuade and encourage.
- Ability to convey their passion for music easily to young people and be able to identify creative opportunities.
- Have strong IT skills, with proficiency in MS Office, including Outlook & Word.
- At ease using virtual communication methods such as Teams.

Desirable:

- Have an interest in the full range of musical genres, and ability to teach a range of instruments.
- Good organisational and administrative skills.
- Experience and knowledge of iSAMS would be an advantage.

Values/Personal Qualities

- Energy, vision, enthusiasm. A passion for music and love of teaching music.
- Smart, professional appearance.
- Excellent communication skills, diplomacy, and tact.
- Excellent organisational skills.
- Drive, commitment and enthusiasm.
- Sensitive to the concerns of others.
- Ability to maintain confidentiality and privacy of School and Pupil matters.



The School

Overview

Giggleswick School is a leading independent co-educational day and boarding school in the north of England for children aged 2 to 18, rated 'Excellent' by ISI in 2023. It is exceptionally good at discovering and nurturing individuals' strengths; it is a friendly, supportive community with excellent pastoral care; it provides a breadth of educational opportunities, subjects, and co-curricular activities; and pupils achieve strong academic performance. All of this is delivered by dedicated, high quality teachers and support staff.

What makes Giggleswick distinctive is participation. The school community delights in seeing growth through the experience of trying something new and being surprised at what one can do. Giggleswick's emphasis on wide participation has two other benefits: students not only do the things they excel at, but also learn how to seek and offer support within and between year groups. Participation is also true of the staff in School – they are widely involved in the interests and activities of the pupils, collaborating with them for mutual benefit and enjoyment. The School believes that both factors create the warm respect that exists between pupils up and down the School, and between all staff and pupils.

History

Giggleswick's fascinating five centuries of history started in 1512 when Henry VIII was on the throne. Since his son Edward VI granted the school a royal charter in 1553 it has enjoyed four campus rebuilds, close links with prestigious academia and the Church, and alumni have contributed to all walks of life. Giggleswick's half-millennium of tradition and evolution has earned it a well respected place at the heart and head of its community and the educational landscape of the country.

Over the years, Giggleswick expanded its age range, opened to girls and the curriculum broadened. The landmark School Chapel was built to commemorate Queen Victoria's diamond jubilee and enviable facilities were added, including one of the first heated indoor swimming pools in the country.



The School

Location and Facilities

Giggleswick is perfectly located on the edge of the Yorkshire Dales National Park, home to some of Yorkshire's most iconic scenery and attractions. Manchester, Leeds and York are all just an hour away, with the popular towns of Ilkley, Skipton, Kirkby Lonsdale, Clitheroe and Kendal all within the school's day and flexi boarding catchment area.

With spectacular limestone valleys, picture postcard villages and historic castles, it is a place that stirs the emotions and stimulates the senses. The School's idyllic setting gives life at Giggleswick a real sense of adventure and discovery, where children have the space and freedom to grow as individuals and develop a lifelong love of learning.

The campus and facilities provide an impressive modern learning environment with the Pre-school, Prep and Senior School sharing the 215 acre site. The Richard Whiteley Theatre hosts a full programme of live productions, music and dance, as well as being used for drama lessons and CASE (Creative, Active, Service and Enrichment) activities. Other on-site facilities include the Chapel, The Glover Art Studio, an observatory, a swimming pool and a mountain bike trail. There is also a state-of-the-art multi-activity sports hall and fitness centre, tennis and squash courts, astro-turf for hockey, cricket, rugby and football pitches and a golf course.



Ethos and Values

There is a real sense of community throughout the campus with a happy, relaxed and purposeful atmosphere where pupils are polite and welcoming. The School promotes a real 'can do' philosophy through encouragement and support for pupils to have a go at a range of activities – and the pupils thrive on it. Day pupils are also fully integrated into the life and ethos of the school.

"Pupils attribute the calm atmosphere here to being immersed in the rugged Yorkshire Dales, but it could also be something to do with the small class sizes. This is an unpretentious, roll-up-your-sleeves type of place."

How to apply

For further information and an application pack, please visit our website www.giggleswick.org.uk or contact:

Mrs Joann Cole, Head of HR on 01729 893016, or by email hr@giggleswick.org.uk.

If you would like to apply for this post, please complete and send the following information to

hr@giggleswick.org.uk

- A completed application form (no CVs please)
- A covering letter addressed to the Headmaster, Mr Sam Hart, of not more than two pages summarising your ability related to the information outlined in the role

**Closing date:
Friday 14th March 2025**

**Interview date:
Week commencing Monday, 17th
March 2025 (exact day TBC)**

**Start date:
1 September 2025**

We reserve the right to close this vacancy early if we receive a high volume of suitable applications.

Equal Opportunities Employer

Giggleswick School is committed to eliminating discrimination and encouraging diversity amongst our workforce. We aim to provide quality and fairness for all job applicants and employees and not to discriminate, or to receive less favourable treatment, on grounds of age, disability, race, gender reassignment, marriage and civil partnership, pregnancy and maternity, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Employment decisions will be made on the basis of each applicant's job qualifications, skills, experience, and abilities. Applicants or employees with questions or concerns relating to discrimination for any of the reasons listed above should contact Mrs Rachel Attack, Deputy Bursar and Head of HR, reattack@giggleswick.org.uk.

Child Protection and Safeguarding Policy

Giggleswick School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment by complying with the School's Child Protection Policy and Staff Code of Conduct at all times.

If in the course of carrying out your duties you become aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the school's designated safeguarding lead, or to the Headmaster.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and The Disclosure and Barring Service.

All school policies can be found on our website, www.giggleswick.org.uk



How to find us

Giggleswick School is perfectly located between the Yorkshire Dales National Park and the Lake District, with the cities of Leeds, Manchester and York just over an hour away.



SCHOOL

Giggleswick School
Settle, North Yorkshire
BD24 0DE

tel: +44 (0) 1729 893 000

email: hr@giggleswick.org.uk

www.giggleswick.org.uk

Giggleswick is a registered charity no 1109826