Appointment of
DIRECTOR OF MUSIC

SWANBOURNE HOUSE

BUCKINGHAMSHIRE

WELCOME TO SWANBOURNE HOUSE

Swanbourne House is an incredibly special and beautiful place to work. We are lucky to have state-of-the-art classrooms, outstanding sports facilities and grounds that genuinely need to be seen to be believed.

I am passionate about providing the most inspiring education to the children in our care and working together as part of a team to create the extraordinary. The Swanbourne House pupils and their families benefit from highly talented staff, and we work together in a culture where every view is valued, we support each other and colleagues' wellbeing and morale is prioritised.

Swanbourne House is part of The Stowe Group, and we benefit from this in numerous ways. Our pupils have access to the facilities within The Group and our staff have the opportunity to work alongside teaching staff at the other schools.

I hope that you find this application pack both useful and informative and I look forward to welcoming you to Swanbourne House soon.

Nick Holloway
Head

Swanbourne House School is an independent day and boarding school, for children aged 3 to 13 years. Set in 55 acres of Buckinghamshire countryside, with a dynamic & challenging curriculum, small class sizes, inspirational extra-curricular activities and extensive facilities, we're creating change makers ready for the world of tomorrow.

State-of-the-art Science Labs | IT suites | Specialist Teaching across Subjects from Year 5 | Art Studio | Design, Technology and Engineering Lab

Teaching across the school is underpinned by strong academic foundations, and in Years 7 and 8 this is complemented by the Pre-Senior Baccalaureate (PSB), a skills-based framework that enriches subject learning. While rooted in strong academic subject knowledge, the PSB places equal emphasis on developing pupils' curiosity, thinking, creativity and problem-solving skills. Pupils are encouraged to ask how and why, to work independently and collaboratively, and to approach challenge with confidence and resilience. Through reflection and enquiry, setbacks are seen as an essential part of learning, helping pupils refine their thinking, develop new strategies and take increasing ownership of their progress.

The Manor House

The Manor House, our dedicated teaching, play and outdoor space for children from Pre-Reception to Year 2 is at the heart of our school. Adjacent to farmland, with small class sizes, experienced and passionate teachers and an innovative approach that develops skills alongside academic progress, Swanbourne House is a special place for your child to start their learning journey. New play areas - including The Fort - have recently been built.

Pupils receive specialist teaching in Music, Sport and French during their time in the Manor House, have swimming lessons at our onsite pool from Reception and have a wide choice of enriching extra curricular activities, including rugby, ballet, science club and Mandarin.

DIRECTOR OF MUSIC

Accountable to: Deputy Head Academic

Line management: Visiting Music Teachers (VMTs) and other Music staff as appropriate

Start Date: September 2026

The Role

We are seeking an inspirational and dedicated full-time Director of Music to lead and develop the Musical life of Swanbourne House across all age groups. This is a unique opportunity for a passionate educator and accomplished Musician to shape an ambitious, inclusive and high-quality Music programme within a dynamic prep school environment. The successful candidate will be a committed all-rounder who goes above and beyond to inspire pupils, enrich school life and contribute meaningfully to the wider school community. A willingness to be fully involved in the life of the School is essential, including occasional evening and weekend commitments throughout the academic year.

Key Responsibilities

Teaching & Learning

- Inspire pupils with a love of Music through engaging, stimulating lessons that challenge and motivate pupils.
- Lead and oversee the Music curriculum from EYFS to Year 8, with direct teaching responsibilities across Year 2 to Year 8.
- Meet the needs of all learners to raise standards of achievement and progress in Music.
- Champion inclusive Music education, ensuring access, participation and high expectations for pupils of all abilities and backgrounds.
- Develop, implement and regularly review the delivery of an engaging and progressive class Music curriculum, updating schemes of work as needed.
- Identify, mentor and support potential Music scholars, leading the Music Mentoring programme and guiding pupils through the Senior School application process.
- Ensure pupils' work is well-organised, accurately presented and appropriately assessed.
- Use educational technology effectively to enhance teaching, learning and Musical outcomes.
- Support the PSB Assessment Framework for Years 7 and 8 where applicable.
- Report on pupil progress through Parents' Evenings and written reports.
- Implement and contribute to whole-school teaching and learning initiatives.
- Participate in INSET provided by the School and pursue appropriate external professional development opportunities.

Performance & Co-curricular Music

- Plan and lead a regular programme of formal and informal concerts, events, and Musical showcases.
- Lead weekly rehearsals for choirs and ensembles.
- Take on the role of Musical Director for school Musical productions, working closely with the Head of Drama.
- Lead Musical elements of key school events including Harvest, Remembrance, Carol Services etc.
- Champion participation in external events such as Music competitions and choral collaborations.
- Coordinate and deliver a diverse weekly co-curricular Music programme.
- Lead Saturday Enrichment sessions (one 90 minute session for one term across the year).
- Lead the Musical provision of Chapel services twice a week.

Monitoring & Assessment

- Mark and assess pupils' work consistently in line with departmental and whole-school policy.
- Provide clear, constructive and timely feedback to support pupil progress.
- Use assessment data effectively to track progress and inform future teaching and curriculum development.

- Work closely with the Learning Support Team and the Gifted, Able and Talented Co-ordinator to ensure high-quality provision for all pupils.
- Communicate effectively and professionally with parents regarding pupils' progress and welfare.

Departmental Leadership & Management

- Lead and inspire a passionate, skilled and committed Music Department
- Lead and manage the team of Visiting Music Teachers (VMTs), including their recruitment, timetabling and associated budgets.
- Promote Music throughout the school and wider community, ensuring the highest standards of teaching, learning and performance are maintained.
- Manage the Music Department budget, resources, instrument loans and facilities effectively.
- Contribute actively to departmental self-evaluation, with a focus on teaching quality and pupil outcomes.
- Attend and contribute to faculty meetings, ensuring alignment with whole-school priorities.
- Build strong relationships across The Stowe Group, working closely with other Directors of Music and relevant staff to maximise Musical opportunities for Swanbourne House pupils.
- Develop a strategic approach to enhance access to shared concerts, workshops, facilities and specialist teaching, ensuring pupils benefit fully from The Stowe Group's collective Musical expertise and resources.

Pastoral Care

- Act as a Personal Tutor, supporting pupils' well-being and personal development.
- Manage behaviour in accordance with school policies, promoting positive behaviour and addressing concerns appropriately.
- Communicate effectively and professionally with parents regarding pupils' progress and welfare.

Whole School Contribution

- Support the aims, values and ethos of the School.
- A clear commitment to safeguarding and promoting the welfare of children, and to complying fully with the School's safeguarding and child protection policies.
- Share responsibility for the well-being, safety and discipline of all pupils.
- Play a full role in the wider life of the School, including co-curricular provision.
- Participate in duties, assemblies, staff meetings, pastoral meetings and school events.
- Assist with the organisation and supervision of educational visits.
- Contribute to the Sports Department where appropriate, depending on experience or specialism.

Person Specification

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form.		
Attributes	**Essential**	**Desirable**
Qualifications & Skills	• Educated to degree level • Exceptional and versatile Musician with strong keyboard/piano skills • Able to accompany pupils on the piano for rehearsals, performances, examinations and auditions • Confident conductor and ensemble leader, with experience directing vocal and instrumental groups • Strong theoretical skills with an excellent understanding of Musical styles • Excellent communication, organisation and interpersonal skills	• Qualified teacher with QTS status • Music degree from a recognised institution • Ability to play the organ • Evidence of continuous INSET and commitment to further professional development • Skilled in Music technology and digital tools for composition, recording and performance
Experience	• Experience of teaching Music at KS2 and KS3 • Experience of leading and managing a department effectively. • Ability to use a variety of teaching and organisational styles and resources, including IT • Ability to monitor, assess, record and report pupils' progress effectively • Knowledge of statutory requirements relating to Equal Opportunities, Health and Safety, the SEND Code of Practice and Safeguarding Children • Understanding of how to plan for SEND • Ability to motivate and inspire pupils • Ability to motivate pupils to become independent learners	• Preparation of pupils for Music scholarships and examinations
Leadership & Management	• Motivational and compassionate leader, able to inspire staff and pupils alike • Committed to delivering and sustaining exceptional standards of teaching, learning and performance • Strategic thinker with the ability to align departmental planning with the whole school development plan • Strong administrative and organisational skills, with attention to detail in budgeting, planning and policy writing	
Personal Qualities	• Ability to lead by example and uphold the values and principles the School wishes pupils to develop • Successfully build partnerships with parents and the wider School community and Stowe Group • Capacity to contribute to the development of a creative and engaging curriculum • Strong team player • Effective verbal and written communication skills with a range of audiences • Well organised and punctual • Ability to remain calm under pressure • Promote equality of opportunity and foster an inclusive environment for all pupils • Willingness to contribute enthusiastically to the wider life of the School, including enrichment and co-curricular activities • Flexible and willing to contribute beyond standard hours when needed	
This job description and Person Specification reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.		

In this role we are looking for **Change Makers** who are:

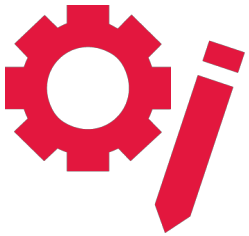
Professional	1	2	3	4	**5**
Creative Problem Solvers	1	2	3	4	**5**
Kind	1	2	3	4	**5**
Flexible	1	2	3	4	**5**
Collaborative	1	2	3	4	**5**
Communicator	1	2	3	4	**5**

VALUE SCALES

1 **This value is the least important to the role**
2 **This value has some significance to the role**
3 **This value is desirable to the role but not essential**
4 **This value is important to the role**
5 **This value is essential to the role**

COLLEAGUE BENEFITS

Discounted School Fees
At Stowe Group schools



Learning and development opportunities

Volunteer leave
Up to 2 days paid leave for volunteering

Shopping discounts
Through the 'Discounts for Teachers' website

Free refreshments

Free annual flu vaccine

Each person reward and recognition
Discounted shopping, cashback and access to diesel fuel card

£85 Annual Golf Membership
For you and immediate family (applies to permanent colleagues only)

Wraparound childcare
Free wraparound childcare available for all colleagues at Prep Schools

Enhanced holiday entitlement
Your contract will provide details of the exact holiday entitlement you will receive

Employee wellbeing programme
Including free access to counselling services, physiotherapy and more

YOUR APPLICATION

An application can be made by clicking on the job link on The Stowe Group vacancy page, this will direct you through to The Stowe Group recruitment hub applicant tracking system. Please complete the application form along with a covering letter detailing why and how your skills and experience could see you thrive in this role.

If you need any help with the application process, please contact: recruitment@stowe.co.uk or call 01280 818005

This is a full time role.

Lunch is provided free of charge.

Accommodation may be available for the successful candidate.

If you wish to discuss the role further prior to interview, please contact Sarah Eifion-Jones, Deputy Head Academic seifion-jones@swanbourne.org

Offers of employment are made subject to receipt of satisfactory references, DBS clearance and online background check carried out by our third-party partner, SP Index.

This job description reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

The Stowe Group is committed to providing outstanding safeguarding of the children in our care. You will be required to adhere to the School's safeguarding policy and guidelines and ensure that the safeguarding of children underpins everything that you do. Every member of staff of The Stowe Group has the responsibility to safeguard the children.

THE Stowe GROUP

In January 2021, Swanbourne House became part of The Stowe Group. The Stowe Group comprises Stowe School, Ashfold, Swanbourne House School and Winchester House School. The Group's formation has given pupils and staff at Swanbourne House access, not only to Stowe's world-famous estate, but to its expertise in teaching and learning as well as governance. The Stowe Group recently launched its Change Makers vision along with the Change 100 programme to raise £100m for transformational bursaries. The Stowe Group is part of Allied Schools, an association of independent schools which uphold the Protestant and Evangelical principles of the Church of England.

The Stowe Group does not aim to produce stereotypes or mould pupils into conventional all-rounders. Change Makers are encouraged to grow in their own way and celebrate the differences between them. Nurturing the emotional, physical and mental well-being of each pupil is of paramount importance and our culture is characterised by teamwork, collaboration and mutual respect. Mindful of their ethical, intellectual, physical and social development, we educate and support our pupils to achieve fulfilling lives. Our goal is to inspire pupils and staff to be Change Makers who will shape positive futures for themselves, their families and the global community.

Through a broad and inclusive education, pupils are educated and prepared for life. They gain knowledge and understanding in a wide range of academic disciplines as well as developing core skills in thought leadership, critical thinking, intellectual curiosity, innovation, communication, technology, creativity, team-work and collaboration, self-reflection and lifelong engagement. World-class facilities support our educational aims and are shared with the wider community. We strive for excellence and celebrate achievement, valuing education as a journey and not a destination in the belief that all pupils can exceed their potential. Learning is learnable and everyone can improve.

Our aim is to encourage personal development by creating a flourishing, vibrant, cohesive, caring and socially inclusive community which embraces pluralism, diversity and intercultural understanding. We celebrate differences by giving everyone a voice and then listening to multiple viewpoints. We believe it is our collective responsibility to develop the cognitive, physical, emotional and spiritual well-being of everyone in our community.

We are committed to the development of character, with particular emphasis on tolerance, resilience, honesty, humility, courage, compassion, gratitude and service. While many pupils compete at the highest level in sport, our aim is to provide a wealth of co-curricular activities which pupils of all abilities can access and enjoy. Through teaching, coaching and counselling, we will do our utmost to support pupils to be their best, do their best and feel their best. We honour the legacy of Change Makers from the past by looking forward to a future where wealth is not a barrier to success. We are building an endowment to support Change 100 which will promote social mobility by allowing unprecedented access, regardless of financial means or circumstances, to a Stowe education. We have developed partnerships with local schools, explored international opportunities and strategic links with universities, businesses and NGOs. We strive to attract and retain employees of the highest calibre.

Environmental stewardship and sustainability are cornerstones of a Stowe education. Stowe stands in the most sublime setting of any school in the world and embodies beauty and liberty. The historical importance of Stowe should give Stoics and staff a heightened awareness of their social and environmental responsibility in preserving this unique eco-system. We have developed and implemented a comprehensive Environmental Stewardship Programme which confronts a variety of challenges, including climate change and environmental sustainability.

Heathrow Airport is less than an hour away and Luton Airport 45 minutes.

The School has nearby access to main traffic routes the M1, M40 and A5.

Milton Keynes Central train station - with 30 minute trains to London - is a 20 minute drive away.

The school is just 20 minutes from Central Milton Keynes, Aylesbury, Leighton Buzzard, Buckingham and Woburn and is within easy reach of Oxford, Banbury, Luton and Northampton.

SWANBOURNE HOUSE

BUCKINGHAMSHIRE