BELMONT GROSVENOR SCHOOL

Appointment of:
Director of Music
April 2026
www.belmontgrosvenor.co.uk

Welcome from the Headteacher

I am delighted that you are considering applying for a Director of Music position at Belmont Grosvenor School. We are an independent school for children from three months to 11 years located in the beautiful Yorkshire Dales on the outskirts of Harrogate. Set in 20 acres of stunning grounds overlooking the Nidd Valley, Belmont Grosvenor is a magical place where children make outstanding progress in all that they try, giving them the foundations to thrive in an ever-changing world. The happiness and wellbeing of our children is at the heart of all we do. By utilising our unrivalled setting, we aim to provide a breadth of learning experiences both inside and outside the classroom.

We recognise that much time and thought goes into preparing an application and we, in turn, will give your application serious consideration, should you decide to apply. We look forward to hearing from you!

Sian de Gracia
Headteacher

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The School

Belmont Grosvenor School is an independent prep school and nursery for children from three months to 11 years, located in the beautiful Yorkshire Dales on the outskirts of Harrogate (10 minute drive). Set in 20 acres of stunning grounds overlooking the Nidd Valley, Belmont Grosvenor is a truly magical place.

Vision: *To nurture and challenge children to make outstanding progress in all that they try, 'building strong foundations to thrive in our ever-changing world'*

Values:

Down To Earth: *We are warm and friendly and make everyone feel welcome*

Ambitious: *We have big dreams and we are determined to achieve them*

Nurturing: *We are supportive and caring to the world around us*

Resilient: *We embrace changes, seize opportunities and enjoy taking risks*

Inclusive: *We celebrate individuality and respect everyone for who they are*

Joyful: *We cherish childhood and make every day fun. We inspire a lasting love of learning*

History

History really comes alive for the children at Belmont Grosvenor School. Our magnificent Gothic building and extensive grounds are themselves a huge educational resource. They inspire each and every one of our children and give them the opportunity to experience and understand what life would have been like living in the Hall, as well as the family's position, and the building's prominence, in the locality. Swarcliffe Hall, standing proudly on 20 acres of beautiful countryside overlooking the Nidd Valley and as far afield as the York and the Yorkshire Wolds, was built in 1850 by the Greenwood family. The current Hall is the second house on the site – with the original building, owned by the Blessard family, constructed in 1800. With fine literary connections, Charlotte Bronte worked for a brief spell at the Hall as a Governess in 1839, gaining inspiration for her later novel Jane Eyre.

During the last few years, the charitable trust, which owns Belmont Grosvenor has refurbished and modernised all the facilities whilst still retaining the character, charm, and beauty of Swarcliffe Hall.

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The Department of Performing Arts

The Performing Arts Department at BGS is currently on an exciting journey of development. Our five-year plan to make Belmont Grosvenor the only choice for parents looking for a creative and performing arts education is underway. In the past 12 months, the Performing Arts Department has produced a full-scale production of Matilda the Musical, hosted numerous concerts and competitions – featuring many soloists receiving individual lessons – and participated in musical performances on a local and national level.

The next few years will see the offering continue to grow, with new events and opportunities already planned for the forthcoming academic year. The incoming DoM will have the opportunity to play a key role in this growth and with the support of the SMT and collaboration with the drama specialist teacher, there is great scope to evolve the department offering.

Our ensemble offering is exceptional and offers our children the opportunity to develop as team players, as well as exposing them to a variety of additional genres and musical opportunities. We have two choirs, instrumental ensembles for all instrument families, a school orchestra, rock band, ukulele group and recorder club.

The curriculum at BGS also reflects an outstanding educational offering, particularly concentrating on developing the whole musician. The theory, appraising, and composition modules studied throughout the school help to furnish our children with the additional skills required for exceptional musicianship. It is expected that the incoming Director of Music will continue to grow this curriculum offering.

We are very proud of our fantastic examination results, with 100% of our latest LAMDA cohort receiving Distinctions. Our VMTs also hold an impressive 100% pass rate in instrumental examinations, exemplifying the high standard of teaching provided by the department.

The Department of Performing Arts consists of the Director of Music, a specialist Teacher of Drama and LAMDA, an accredited Teacher of Dance, and seven VMTs covering all disciplines. In addition to our musical ensembles, we also offer a variety of drama clubs, dance sessions and enrichment programmes that benefit the whole school community.

Key Responsibilities:

- To coordinate, develop and implement the departmental plan for music teaching and performance, ensuring this complements the whole school's aims and values
- To ensure that the Music Department meets its responsibilities to the musical life of the local community; especially via outreach opportunities
- To oversee the Peripatetic teaching staff and be a conduit between the school, staff and parents, as necessary
- Support in maintaining registers and keeping records of individual instrumental/singing lessons
- To teach Pre-Prep and Prep classroom music lessons
- To run Extra-Curricular activities, including overseeing the additional groups provided by the Peripatetic team
- To support and prepare children for outside of school performances, eg. The Harrogate Festival
- To prepare the children for public events in school, ie. End of term services, Speech Day, assemblies, productions and nativities, etc.
- To support the children through and coordinate the ABRSM entries, as required

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Job Description – Director of Music:

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Main Duties and Responsibilities

Reporting Line
Reporting to the Headteacher and other members of the Senior Leadership Team

Primary Responsibilities
- To teach assigned class(es); to plan and prepare lessons appropriate to the needs, interests, experience and existing knowledge of the pupils in one's class; setting and marking appropriate work for pupils
- To participate in curriculum development, production of teaching materials and schemes of work, as agreed
- To manage the classroom in such a way that it is an organised, stimulating attractive and welcoming environment, with relevant and regularly changed displays
- To use ICT effectively both in curriculum planning and teaching
- To control and oversee the use and storage of books, resources and other teaching materials provided for class usage
- To assist in baseline assessment, administering tests, together with examination setting and marking, where appropriate
- To write reports and attend Parents' Evening as required
- To complete records of achievement and assessment, as required
- To contribute to the school aims and ethos
- To attend INSET, as required
- To execute pastoral and administrative duties according to the agreed school procedures
- To undertake other duties, as assigned by the Headteacher, necessary for the efficient running of the school
- To attend and show support for whole school events and functions, at the discretion of the Headteacher
- To demonstrate active support for PTA activities and functions
- To implement whole school policy
- To ensure the health and safety of all children within the school's care and to abide by the school's Health and Safety Regulations
- To take part in the school Performance Management Programme

Standards
- To support the aims and ethos of BGS
- Follow all policies, procedures and the Staff Handbook
- To keep up to date with First Aid Training
- To be aware of and be able to follow the procedures in the Safeguarding Policy
- To set a good example in terms of dress, punctuality and attendance
- To undertake Before and After School Care duties or clubs from 8am until 4:30pm or 6:00pm
- To respect confidentiality within BGS and the BGS community

General
- To contribute to the school aims and ethos
- To acknowledge that you are part of a whole school community and to recognise your wider role and responsibility within it
- To be involved Extra Curricular Activities
- To work together with colleagues to build a happy and positive working environment
- To attend and contribute to staff meetings/briefings and other meetings with colleagues and/or Governors, as required
- To cover for absent colleagues, as required, and to be flexible in your deployment within the school
- To be aware and act upon all policies regarding 'Safeguarding Children'.
- To build and maintain positive and cooperative relationships with parents, and to communicate with them on children's learning and progress, drawing attention to special skills and talents, as well as to problems or difficulties
- To ensure that parents and carers are kept well informed about children's targets and progress
- To ensure that the relevant staff are informed of any concerns about individual children.

Person Specification and Requirements

	Essential	Desirable
Qualifications	Hold an appropriate musical qualification. Evidence of continued career development.	Hold an appropriate teaching qualification. Further degree or qualifications in a relevant area. Membership of appropriate music professional bodies.
Experience	Experience in a similar setting with evidence of having made a positive impact on the musical life of a school.	Evidence of leading colleagues within a music dept and groups of pupils of varying skill levels across a school.
Skills	Have a passion for facilitating music making and be able to motivate and engage pupils to perform to the highest standards. Understand and be able to engage with the individual and specific musical, academic and pastoral needs of all pupils. Be able to show strong and proactive leadership in developing the musical life of the School and the pupils' musical education. To demonstrate sufficient IT skills such as are required in the day-to-day running of a music department.	Experience of working in the independent school sector. Connections with music professionals. Have an excellent track record in teaching and/or leadership and management in music education. Be experienced in leading a team of highly qualified staff. Be an outstanding pianist and choir leader. Experience of working with theatre technology equipment and AV systems.

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Person Specification and Requirements

Knowledge	Wide-ranging and longstanding knowledge of music, instruments and the core principles to be delivered to this age range	The ability to teach more advanced theory of music to the more able and those pursuing awards to senior schools.
Personal competencies and qualities	To be able to deal sensitively with pupils, their parents and staff. To lead and work as part of a team. To be able to make clear and decisive decisions. Be an excellent communicator. To be respectful polite, punctual and organised. Be a well-organised and efficient administrator. To be able to work and remain calm under pressure. To be able to deal with sensitively with pupils, their parents and staff. Motivation to work with children and young people. Ability to form and maintain appropriate relationships and personal boundaries with children and young people. Emotional resilience in working with challenging behaviours. Positive attitude to use of authority and maintaining discipline.	Have excellent representational skills, to be able to speak confidently in public.

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Package and Benefits

Start date: April 2026
Location: Belmont Grosvenor School, Birstwith, North Yorkshire, HG3 2JG
Status: Part-time, permanent contract (Term Time Only). 3 days.
Salary: A competitive salary from our BGS pay scale, commensurate with qualifications and previous experience.
Pension: to be discussed at interview

Additional Benefits Include:

- An excellent working environment in the beautiful, extensive grounds
- Class sizes less than 20, with ample time given for planning and lesson preparation
- Optional extra paid work opportunities during holidays for our holiday club
- Professional development and training opportunities
- Significant concession on childcare and school fees, including holiday club provision
- Free school meals from the school kitchen (hot lunches/salad bar)
- Private parking
- A friendly and supportive staff team with frequent social events
- Being a well-respected member of the whole school community

Information for Applicants

Safeguarding:
Belmont Grosvenor School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Prospective staff should read the School's Safeguarding Policy, Staff Code of Conduct, Recruitment Policy and Keeping Children Safe in Education guidance, which are available on our website or in hard copy from the School Office. All shortlisted candidates will be required to complete a 'Suitability to Work with Children: Self Declaration form'. This form must be completed, signed and returned to the School Business Manager prior to the interview taking place. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the DBS.

Equal Opportunities:
Belmont Grosvenor School is an equal opportunities employer and welcomes applications from appropriately qualified persons regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age. Candidates will be assessed against relevant criteria only (ie. skills, qualifications, experience) in selection and recruitment.

How to Apply:
To arrange a visit before applying, please email:
admin@belmontgrosvenor.co.uk

Candidates are asked to complete an Application Form (available for download from our website) and submit this as soon as possible, **by 6:00pm on Wednesday 3rd December 2025** at the latest, with interviews taking place **week commencing 8th December 2025**. CVs will not be accepted in substitution for completed Application Forms. Please also submit completed Equal Opportunities and Staff Disqualifications Declaration Forms (on our website).

Applications will be considered in the order in which they are received, and the School reserves the right to make an appointment prior to the closing date should the ideal candidate(s) be identified.

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Applications should be sent by email to Caroline Garnham, PA to the Headteacher. Email: admin@belmontgrosvenor.co.uk
Belmont Grosvenor School is committed to ensuring that the personal data of applicants and employees is protected. The School's Privacy Notice is available on our website and our Recruitment Policy sets out how the School uses and protects any personally identifiable information that is collected as part of the recruitment process.