



MERCHANT TAYLORS'  
Prep

Information for candidates

**Director of Music**

September 2026

For boys 3-11



## *Welcome from the Head*

Thank you for expressing an interest in joining us here at Merchant Taylors' Prep.

MTP is a warm and welcoming boys 3-11 prep school in Moor Park, Rickmansworth. We are a school committed to maintaining a strong academic tradition whilst preserving a balance between the academic, spiritual, emotional and physical needs of our pupils. We seek to develop the boys' character through promoting values and dispositions, high quality teaching and an extensive range of extra-curricular activities.

Since joining the Merchant Taylors' family of schools in 2015 we have been collaborating with the senior school to create, for the first time in Northwood, a 'through school' experience for boys from 3 to 18. This has been a very exciting development conceived with the aim of creating a cohesive and seamless curriculum and making the process of transfer from the prep school to the senior school simpler.

The admissions system for our pupils to Merchant Taylors' School is based on on-going assessment at school and not dependent on one external examination (i.e. 11+ or 13+). This has freed significant time in our curriculum, which we have been devoting to 'intellectual curiosity' and the development of higher order thinking skills.

Prior to 2015, we were known as Northwood Prep, with a very successful history since 1910, when the school was founded by Francis Terry. Throughout more recent developments, Francis Terry's original vision of the school has been maintained. A Christian, caring environment has been established where each pupil is valued as an individual and given a full range of opportunities, and all concerned - pupils, staff and governors - strive for excellence.

**Mr Miles Chester**  
Head



# *The School*

## *History*

Merchant Taylors' Prep, originally founded in 1910 as Northwood Prep by Francis Terry, has a long history of excellence in education. The school moved to its current site at Moor Farm in 1982, where it has since flourished. In 2015, the school became Merchant Taylors' Prep, aligning with the broader Merchant Taylors' educational family.

Set on a beautiful 15-acre site, the school combines Grade II listed farm buildings with modern facilities such as the Pre-Prep and Sports Hall. This unique setting provides a stimulating environment where pupils can learn, grow, and thrive. The grounds are rich in history. They are the site of Cardinal Wolsey's home the Manor of the More, later owned by Henry VIII and lived in by Catherine of Aragon, the site of the Treaty of the More in 1525. This heritage is an integral part of the school's character, providing a sense of continuity and inspiration.

## *Academic Excellence*

We provide an exceptional academic experience within a selective setting, designed to challenge and inspire our pupils. Admission is competitive at each entry point, 3+, 4+, and 7+, ensuring we admit boys who will thrive in our supportive, dynamic, and intellectually stimulating environment. Our broad and balanced curriculum is tailored to meet the needs of each individual, fostering intellectual curiosity and a love of learning.

Through a combination of excellent teaching and strong pastoral care, we aim to develop well-rounded, confident learners. Our pupils consistently achieve excellent results and make successful transitions to senior school, with the majority progressing to Merchant Taylors' Senior School. Many boys are also awarded scholarships for their academic achievements and talents in sports, music, and the performing arts.



## *Director of Music*

We are seeking an outstanding Director of Music for September 2026 to lead and shape a thriving and ambitious Music Department at Merchant Taylors' Prep. This is an exciting opportunity for an inspirational and innovative practitioner to shape and deliver a wide-ranging, rich and inclusive musical offering, fostering both excellence and a lifelong love of music-making among our pupils.

### *Core Purpose*

The Director of Music provides strategic leadership for Music across the School, shaping an ambitious, inclusive and inspiring musical culture for pupils aged 3–11. As Head of Department, they oversee curriculum design, co-curricular direction, progression, assessment and the management of visiting music teachers.

The postholder fosters a lifelong love of music-making among pupils, ensuring high standards of teaching, participation and performance. They plan, coordinate and deliver classroom Music, choral and instrumental programmes, and a rich schedule of concerts, ensembles and musical events that contribute significantly to the cultural life of the school. They manage departmental resources and budgets, liaise with the Senior Leadership Team and external partners, and promote the school's values and ethos through exemplary professional practice.

The above position provides a wonderful opportunity to work in a high achieving school with very well motivated pupils, small classes and supportive parents.

# *Director of Music - Job Description*

**Reports to:** Assistant Head (Curriculum Innovation) and Assistant Head (Operations and Development)

**Line Management:** Music Teacher and Visiting Music Teachers (Peripatetics)

## *Key Responsibilities*

### **Strategic Leadership of Music**

- Provide clear academic and co-curricular direction for Music aligned with whole-school priorities.
- Maintain high standards of musicianship, scholarship, participation and performance across the school.
- Promote a culture of musical ambition, inclusivity and excellence.
- Build partnerships with senior leaders, departmental heads and the Music Department at Merchant Taylors' School.
- Further develop the Music Department's contribution to the school's ethos, values and wider educational vision.
- Promote a love of music-making across the school, including encouraging participation in specialist instrumental and singing tuition, choirs, instrumental ensembles, concerts and other events.

### **Curriculum & Assessment**

- Plan and deliver a Music curriculum across the 3-11 age range that enthuses and engages pupils whilst catering for the wide range of abilities found in the subject.
- Ensure progression in musicianship, listening, performing and composing skills.
- Oversee assessment systems and monitor standards in Music.
- Use assessment information to plan for challenge, support and progression.
- Ensure breadth, diversity and developmental appropriateness across musical content.
- Enter pupils for graded music exams (e.g. ABRSM) and book and host visits from exam boards as appropriate.

### **Leadership of the Music Department**

- Lead and line-manage the music team, including Visiting Music Teachers.
- Oversee teaching quality, pupil outcomes and the implementation of curriculum and co-curricular programmes.
- Manage departmental development planning, resources and the departmental budget.
- Maintain high expectations of teaching, learning and professional conduct.
- Ensure effective communication and organisation within the department.
- Strategically lead and coordinate a large team of visiting specialist instrumental and singing teachers within the school, including the creation and publication of timetables to ensure high-quality, well-integrated instrumental provision.
- Publish departmental operational information, such as timetables, to the wider school community.
- Recruit new Visiting Music Teachers in response to emerging needs.
- Maintain policies specific to the Music Department, reviewing these regularly and in response to changing circumstances.
- Purchase, maintain and replace instruments and equipment as needed, including arranging piano tuning.
- Liaise with Music Department at Merchant Taylors' School about joint events, initiatives and policies.

### **Teaching & Learning**

- Teach Music to a high standard across the school, modelling excellent practice.
- Develop pupils' technical, creative and expressive musical skills.
- Promote strong performance skills and musical literacy.
- Foster pupils' enthusiasm, curiosity and confidence in Music.
- Support high levels of engagement, behaviour and participation in lessons.
- Coordinate, oversee and deliver the school's choral, orchestral, ensemble and other co-curricular Music provision, directing and/or accompanying specific groups as needed.
- Communicate effectively with peripatetic teachers, academic staff, pupils and parents.
- Develop and prepare pupils for Music Scholarships at 11+, maintaining a strong track record of success.
- Provide music as required for both the school's occasional and day-to-day needs (e.g. piano accompaniment for assemblies).

### **Enrichment, Events & Wider School Contribution**

- Develop an ambitious annual programme of concerts, performances and musical opportunities.
- Liaise with colleagues to ensure Music contributes meaningfully to assemblies, celebrations, productions and whole-school events.
- Promote opportunities for performance both within and beyond the school.
- Act as a positive ambassador for Music in communications with parents and the wider community.
- Plan, coordinate and present concerts, shows, competitions, recitals and other Music Department events, both within and outside of the school.

The postholder will be required to work occasional evenings and weekends to support concerts, events, rehearsals and other essential departmental commitments





## *Director of Music-Person Specification*

	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Music degree</li> </ul>	<ul style="list-style-type: none"> <li>• Grade 8 piano</li> <li>• Other musical diplomas, certificates or memberships of academic/professional bodies relevant to the role.</li> </ul>	Applicant's Certificates
Experience	<ul style="list-style-type: none"> <li>• Proven record as an excellent classroom practitioner.</li> <li>• Experience of teaching Music across the 3-11 age range.</li> <li>• Experience of coordinating and presenting concerts and other events.</li> <li>• Experience conducting/leading choirs, orchestras and other instrumental ensembles.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of timetabling and/or other similar operational procedures.</li> <li>• Experience of line management and appraisal.</li> <li>• Experience of recruitment.</li> <li>• Experience of leading a department, including management of a budget.</li> </ul>	Application Form Interview Professional References
Safeguarding	<ul style="list-style-type: none"> <li>• Strong commitment to safeguarding and child protection, including knowledge of child protection policies and procedures.</li> </ul>		

	Essential	Desirable	Method of Assessment
Skills	<ul style="list-style-type: none"> <li>• Excellent communication skills (written and spoken).</li> <li>• Strong organisational skills with the ability to prioritise tasks.</li> <li>• Ability to work collaboratively as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Strong leadership skills with the ability to motivate, inspire and hold colleagues to high standards.</li> <li>• Ability to problem-solve, mediate, and manage conflict sensitively.</li> <li>• Ability to analyse and use data to inform decision-making.</li> </ul>	Applicant's Certificates
Knowledge	<ul style="list-style-type: none"> <li>• Strong understanding of curriculum, pedagogy and assessment for primary/prep pupils.</li> <li>• Up-to-date knowledge of national education developments and research-informed practice.</li> <li>• Understanding of inclusion, wellbeing and pastoral development.</li> <li>• Strong understanding of safeguarding principles and statutory responsibilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Confidence with digital systems such as ISAMS, CPOMS, Seesaw, School Cloud, SOCS, Medical Tracker, MSP and Toddle.</li> </ul>	Application Form Interview Professional References
Personal Competencies and Qualities	<ul style="list-style-type: none"> <li>• Warm, nurturing and approachable.</li> <li>• Emotionally intelligent and reflective.</li> <li>• High levels of integrity, credibility and professionalism.</li> <li>• Positive attitude, resilience and calmness under pressure.</li> <li>• Ability to build excellent relationships with pupils, staff and families.</li> <li>• Commitment to equality, diversity and inclusion.</li> <li>• Alignment with the school's ethos, values and aspirations.</li> </ul>		



## *Music Department*

### *Prep*

The Prep Department at Merchant Taylors' Prep provides a dynamic, stimulating, and supportive environment where pupils in Years 3, 4, 5, and 6 continue to develop academically and personally. Based on the main Prep site, our department offers a smooth progression through these important middle years, building on earlier foundations while preparing pupils with the knowledge, skills, and confidence they need for future success.

Our curriculum is designed to spark curiosity, encourage creativity, and help children build important skills for life. We focus on each child as an individual, mixing teacher-led lessons with chances for children to explore their own ideas. This helps every child develop and maintain a love of learning.

### *Music*

The Music Department at Merchant Taylors' Prep plays a vital role in nurturing pupils' curiosity about music and developing their skills as young musicians. Situated within a vibrant and creative environment, pupils explore a wide range of musical styles and traditions, from classical to contemporary, learning to listen critically, perform with confidence, and compose with imagination.

Through a thoughtfully planned curriculum delivered by passionate teachers, pupils build not only musical knowledge but also key skills such as collaboration, creativity and self-expression.



## *Benefits*

### *Professional Development Opportunities*

The School offers an extensive induction programme for all new staff and encourages ongoing development through generous INSET provision. Funding for essential training and career progression is provided to help you excel in your role.

### *Generous Pension & Financial Support*

The School offers membership to a Defined Contribution (DC) pension scheme through the Aviva Pension Trust for Independent Schools (APTIS). Additional financial support for scheme members includes life assurance, offering four times your salary in the event of death, and income protection for long-term illness or injury.

### *Health & Wellbeing*

Your wellbeing is a priority, with access to on-site School Nurse, and counselling services/Employee Assistance Program (EAP). We also offer free access to our extensive leisure and sporting facilities, including a gym, swimming pool, and parkland.

### *Work-Life Balance & Family Benefits*

Enjoy longer holidays than the maintained sector, along with free lunch and refreshments during term time. Fee concessions are available for the children of members of our teaching departments subject to entry requirements. Additional lifestyle perks include cycle schemes, parking, and discounts.



## *Applications*

Please apply by downloading our application form from the school's website [www.mtpn.org.uk](http://www.mtpn.org.uk) and either email to [recruitment@mtpn.org.uk](mailto:recruitment@mtpn.org.uk) or send by post to:

Mr Miles Chester, Head  
Merchant Taylors' Prep  
Moor Farm  
Sandy Lodge Road  
Rickmansworth  
Hertfordshire  
WD3 1LW

**Closing date for applications: w/c 13 April 2026, 8AM**

**Interviews to be held w/c 20 April 2026**

Suitable candidates may be interviewed before the closing date and Merchant Taylors' Prep reserves the right to withdraw the position if an early appointment is made. Applicants are therefore encouraged to apply early.

Merchant Taylors' School is an equal opportunities employer and committed to safeguarding and promoting the welfare of children. As 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).



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[www.mtpn.org.uk](http://www.mtpn.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 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 personal data is set out in the School's Transparency Notice, which can be found on the Policies page of the School Website