



**BLACKHEATH
PREP**

Director of Music Information for Candidates



Part of the Eltham College
Family of Schools



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‘It is an environment in which children thrive in a whirlwind of opportunity and excellence’

Blackheath Prep Parent





Introduction

Blackheath Prep is an independent prep school for just over 370 boys and girls aged 3 to 11. Founded in 1996, it occupies a beautiful five-acre site close to Blackheath village. Its original Georgian and Victorian buildings have been extended and adapted to include large playgrounds and extensive playing fields, tennis courts, cricket nets and a Forest School area. In April 2023 we were delighted to announce our merger with Eltham College to form a new family of schools.

Blackheath Prep is a remarkable school with outstanding facilities, a formidable track record in academic success and impressive achievements in Music, Sport, Drama and Art. Children go on to a range of independent and maintained secondary schools, with a large proportion (at least 50% of the cohort over the last five years) being awarded academic scholarships at schools such as Alleyn's, Colfe's, Dulwich College, Eltham College, James Allen's Girls' School, Sevenoaks School and City of London Schools and/or places at top Grammar schools such as Newstead Wood and St Olave's. A large number of children are also awarded scholarships in Art, Drama, Music and Sport.

Blackheath Prep was inspected by the Independent Schools Inspectorate (ISI) in January 2024 and received outstanding feedback about every aspect of the school. You can read the full report [here](#). *"They rightly recognised the richness and diversity of the curriculum, the culture of kindness and respect, the robust and effective leadership of the school, and the high academic standards achieved by pupils."* Guy Sanderson, Headmaster and CEO, Eltham College Family of Schools.

Our [website](#) will also provide you with a flavour of all that we offer at Blackheath Prep, from our rich and broad curriculum and excellent pastoral care, to the superb facilities and beautiful grounds.

Our Vision

To offer an education without boundaries, giving every child the freedom to shine and achieve their full potential, upholding academic excellence, sparking curiosity and a joyful love of learning, nurturing kindness and wellbeing, and creating a strong sense of community.





Our Mission

We are committed to giving every child the opportunity to achieve their full potential and the courage to strive for excellence in all their endeavours. Through innovative and inspiring teaching and a rich and varied curriculum, we aim to spark children's natural curiosity and sense of fun and adventure and to nurture a joyful love of learning.

Community is at the very heart of our school, and kindness, appreciation, collaboration and contribution are values that we work hard to put into practice each day. We encourage every child to make the most of their time here so when they complete their journey with us they are ready for the next stage of their education and have the foundation for a successful, happy and fulfilled life.

Our Values





Job Description

Job Title:	Director of Music
Hours of Work:	As required to carry out the functions of the role
Reports to:	Deputy Head
Direct reports:	Part-time Music Administrator, Part-time Teacher of Music, Visiting Music Teachers
Start date:	September 2026 (but January 2027 will be considered)

Principal Role

We are seeking a talented and inspirational individual to assume the role of Music Lead at Blackheath Prep. This is an exciting opportunity that will enable the postholder to further develop Music within a thriving and forward-looking Prep School and to work collaboratively with colleagues across a wider organisation on a shared vision for development at an organisation known for its outstanding music provision. As part of the Eltham College Family of Schools, the Director of Music will also benefit from a wider network of professional support, collaboration, resources and professional opportunities.

At Blackheath Prep, Music plays a central role in school life, and the postholder's primary responsibilities are to provide leadership of the music programme across the school, including teaching, co-curricular provision and the management of visiting music staff. They will lead and implement initiatives to ensure the continued success of the school as an educational establishment, promoting a love of music and securing positive outcomes for all pupils. We take pride in being a school in which all levels, and styles, of music are promoted and embraced, whether that be pupils taking their first steps as instrumental musicians, or targeting high-level performance as a soloist or ensemble performer.

Music across the Eltham College Family of Schools is exceptional, and is a core part of our offering. Blackheath Prep has a thriving ensemble programme, and a calendar of regular solo and ensemble performances both internally and at external concert venues and Eltham College. The strong links between the schools allow for exciting projects and performances, with scope for further development.

The Director of Music is supported by a part-time Music Administrator and a part-time Teacher of Music, alongside a team of Visiting Music Teachers, with a generous remission from teaching to support their departmental leadership.

Main Duties

Strategy and Music Leadership

- Oversee the implementation of the strategic vision for the Music department at the Prep and take overall responsibility for the quality of teaching, learning, assessment and pupil outcomes;
- Lead the induction, support, coaching and appraisal of direct reports in accordance with school guidelines;
- Work closely with the Director of Music at Eltham College and, where appropriate, the Head of Music at Eltham College Junior School to promote and develop the extensive Music programme taking place across the entire organisation, developing opportunities and coordinating resources and support;

- Manage the departmental budgets;
- Produce and implement a Curriculum Development and Action Plan;
- Promote and develop the Prep through musical activities, fostering a reputation for both excellence and inclusion;
- Maintain an up-to-date knowledge of subject developments and share these with colleagues.

Academic Management

- Plan, prepare and deliver high-quality lessons that are stimulating, challenging and promote a love of Music, in line with the School's curriculum;
- Produce and monitor the quality of written academic reports;
- Monitor the delivery of the Music curriculum through scrutiny of planning, lesson observation and work scrutiny;
- Use assessment effectively to promote and facilitate pupil progress and wellbeing, supporting all pupils to achieve their full potential;
- Develop and implement the effective use of technology within the department for both teaching and administration;
- Set high expectations for pupil behaviour, establishing and maintaining a safe, secure and well-organised learning environment;
- Lead regular singing assemblies across the school;
- Monitor, assess and maintain resources and instruments as required;
- Lead and develop instrumental taster programmes in Years 3 and 4;
- Prepare pupils for scholarships to senior schools, providing references and advising parents accordingly, and work alongside the Eltham College Director of Music on scholarship opportunities for talented pupils considering Eltham College.

Co-curricular Management

- Take overall responsibility for the vocal and instrumental ensemble programme at the Prep, including future development;
- Plan and oversee a varied programme of concerts and workshops throughout the year, both at Blackheath Prep and Eltham College, including the production of an annual calendar of events;
- Direct a number of vocal and/or instrumental ensembles as appropriate;
- Oversee the provision of music and accompaniment for assemblies and key school events, including Open Mornings;
- Work closely with Performing Arts and other relevant departments on the production and coordination of joint events.

Administration and Routines

- Oversee the work of Visiting Music Teachers and contribute to their recruitment, supported by the Music Administrator;
- Ensure that all Music staff are aware of pupils with additional needs and implement appropriate support strategies, including SEND provision;
- Participate actively in meetings, collaborating with colleagues to ensure schemes of work, teaching resources and assessment practices remain current and effective;
- Undertake supervisory duties and provide cover as required;



- Prepare annual risk assessments for departmental activities in conjunction with the Health and Safety Lead, and contribute to the Health and Safety Committee;
- Participate in both music-specific and whole-school events, including Open Mornings, and attend residential trips if required;
- Contribute to marketing materials and pupil recruitment as required;
- Undertake any other reasonable duties in line with the responsibilities of the role.

Person Specification

The successful candidate will have:

- Experience commensurate with the requirements of the post;
- High professional standards of attendance, punctuality, appearance and conduct;
- An ability to inspire a love of music, and performance, in our pupils;
- Evidence of outstanding classroom practice and co-curricular contribution;
- Energy, enthusiasm, sound judgement, and high levels of personal integrity;
- The ability to build and maintain positive working relationships with pupils, parents, colleagues and the wider school community;
- Enthusiasm for working within a wider Family of Schools organisation;
- A commitment to safeguarding, equality, diversity and inclusion, and the wider values of the school.



Terms of Appointment and How to Apply

Safeguarding

Blackheath Prep is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the School's Safeguarding Policy and Privacy Notice (available on the school website) and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Further details are given on the application form.

Equal Opportunities

Blackheath Prep is an equal opportunities employer and welcomes applications from all sections of the community. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience).

The Application Process

Candidates should read the job description for the role, and complete the application form via the TES website [Blackheath Prep - Tes Jobs](#)

Closing date for applications is **8am, Monday 11 May 2026**

Short-listed candidates will be invited to attend an interview on Wednesday 20 May 2026 during which a range of skills, knowledge and experience will be tested.

Safer recruitment checks will be made at all stages in the recruitment process.

Contact Information

For more information about the application process please contact a member of our HR Team by telephoning 020 8857 1455 or contacting them via email hr@eltham-college.org.uk

Further details about the School can be found by visiting our websites: www.blackheathprep.co.uk & www.eltham-college.org.uk.