



Archbishop Tenison's

CHURCH OF ENGLAND HIGH SCHOOL

June 2022

Dear Applicant

Thank you for your interest in this post as Head of Music at Archbishop Tenison's.

As you will see from the details, this is an important department, both within the curriculum and in terms of extra-curricular activities. The standard of teaching and learning are high and we are often amazed by the quality of performances we see. Music is well established at both GCSE and post-16 and has a good arrangement in place for the Key Stage 3 curriculum.

Our current Head of Music is moving to a promoted post. This is therefore a wonderful opportunity for an experienced Music teacher to take on this thriving department. There is one other teacher in the department, who also makes a good contribution to the department. If successful, you will be leading a good team and working in a very exciting Music room.

You will find the department in good order, well-resourced with 17 Apple Mac computers, a full set of Djembe drums and a 30-piece Samba kit. Before Covid, the department offered a wide range of extra-curricular activities such as Full Tenison's Choir, All for Jesus Gospel Choir, Concordia, Trumpet and Clarinet Ensembles, Camerata (instrumental group) and Sinfonia Orchestra. Work has begun in rebuilding these groups, including new instrumentalists in KS3. If you are the person to lead this redevelopment, then this is the role for you. We have a recording studio and a suite of practice rooms equipped with digital and acoustic pianos, tuned percussion and 2 drum kits.

KS3 pupils take part in a variety of music lessons and are given the opportunity to perform in the various concerts we hold throughout the academic year. Pupils can study Music at GCSE and the post-16 RSL course with growing numbers on both courses.

We do hope that the details of this post will encourage you to apply for the position and that you will find all your questions about the post answered; if not, please do not hesitate to contact us directly. Archbishop Tenison's is a lively, friendly and high achieving school, where pupils and students take their studies seriously. As a Church of England school we are always pleased to receive applications from colleagues who are keen to help us develop our Christian ethos and educational vision.

We look forward to receiving your application and to meeting with you to talk about the opportunities here. In your **supporting letter** please include the following points:

- why you would like to take up this post at this time;
- which experience and qualities make you particularly suitable for the post;

Yours sincerely

Richard Parrish
Headteacher



Archbishop Tenison's C.E. School,
Selborne Road, Croydon

Tel: 020 8688 4014

www.archten.croydon.sch.uk

HEAD OF MUSIC

Location: Croydon, Surrey
Required for: January 2023 (or sooner)
Contract: Permanent
Salary: MPS including Outer London Allowance plus TLR 2C (£7,008.00)
Interview Date: tbc

We are seeking an experienced and talented qualified teacher of Music to join our high performing Music department. The department is lively and offers a varied timetable.

The candidate will be required to -

- Teach Music from Years 7 to 13
- Lead and organise the School Carol Service, Spring Showcase, Informal Concert and Founders Day Performances
- Lead extra-curricular activities
- Continue to recruit new instrumentalists in KS3
- Continue to revitalise the choirs and orchestra following the impact of Covid.
- Continue to develop use of new Music facilities, Music studio and teaching spaces, including 17 Apple Mac computers which currently run Sibelius 7 and Logic 9.
- Be responsible for liaising with all visiting peripatetic instrumental staff
- Lead and provide musical accompaniment at assemblies and services
- Be part of a school with strong traditions and wide-ranging extra-curricular activities
- Develop professionally and personally in a secure, but lively atmosphere
- Contribute to our pastoral care and our Christian ethos
- Be able to inspire and motivate pupils and students

We are an 11-18 Church of England mixed comprehensive school. We have a distinctive character and purpose. Our school motto is 'Academic excellence for each person in a Christian community' and we aim to instill these values in everything that goes on at Tenison's.

Total number of pupils

760 pupils (Sixth Form 135)

Results

GCSE Results 2021 – 75% of pupils achieved 4+ in both English and Maths

A Level Results 2021 – A* 9.9% A*- A: 30% A* A or B: 62.4%

Archbishop Tenison's is an equal opportunities employer and committed to safeguarding and promoting the welfare of children. Enhanced DBS check required.

An initial phone call or visit to explore possibilities and express interest is much encouraged. Please email Mrs Rathbone, Headteacher's PA via patoheadteacher@archten.croydon.sch.uk or call 020 8688 4014.

Head of Music (Teaching and Learning Responsibility 2C)

1. Leadership of staff

Set and share the vision for the Music department in the context of the school's Christian educational vision.

Demonstrate and model for others the standards required in terms of:

- knowledge and understanding
 - teaching and assessment
 - pupil progress
 - wider professional effectiveness
 - professional characteristics
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- Inspire and motivate staff within the department and, in other contexts, across the school; providing staff with formal and informal advice, guidance and support in accordance with school policy and practice
 - Create an effective departmental team with a strong sense of purpose where lines of responsibility are clear and responsibilities appropriately allocated, devolved and shared
 - Allocate staff to teaching groups; ensuring that each teacher has proper resources and adequate schemes of work for their classes; support staff with classroom discipline and advise them on teaching strategies and on the deployment of associate staff
 - Induct new staff and particularly NQTs; keeping the departmental handbook up to date
 - Assist departmental staff in their professional development; giving them opportunities to develop their skills, knowledge and understanding; leading and organising in-service training; recognising their contribution to the school
 - Chair departmental meetings; oversee the use of directed, PPA and gained time; keeping staff informed of curriculum developments and of thinking on whole school issues
 - Monitor and evaluate the work of the department: conduct performance management observations and interviews, review policy and practice in a systematic way, taking account of the views of staff, pupils and parents, where appropriate
 - Oversee, under the direction of the Headteacher and the Senior Leadership Team, the professional duties of each teacher within the department – cf. Schoolteachers' Pay and Condition Document.

2. Leadership of pupils and students

- Develop the interest of pupils and students in Music; giving them a vision of its place and importance in the curriculum; building up their enthusiasm for further study; giving scope for imagination and creativity; encouraging interest at GCSE and uptake at Post-16
- Allocate pupils to teaching groups
- Monitor their progress in the department, analyse data such as examination results, track pupils and students through each Key Stage, using such analysis to inform subject teaching and contribute effectively to the whole school programme of target-setting
- Give advice to pupils, students and their parents and carers on their current performance, subject choices and future potential and giving them the criteria and tools for effective self-assessment
- Involve pupils and students in the review of the curriculum, taking their views seriously; celebrate their successes and promote their involvement in subject-related extra-curricular activity; encourage student leadership in the classroom and across the department

3. Leadership of the curriculum

- Formulate curriculum vision, aims, objectives and content: advise the Headteacher and Deputy Headteacher on the school's curriculum offer; devise departmental programmes of study
- Oversee the writing and regular review of schemes of work for all courses in the department that connect in the best possible way to enhance student development; ensure that teaching reflects the National Curriculum Programmes
- of Study as well as examination requirements; monitor progress through schemes of work and continuity of education between schools and phases

- Ensure that a wide range of appropriate teaching and learning strategies are available and adopted within the department and that the department makes proper provision for
- students of different abilities, including those who are very able and those with special educational needs
- Establish a clear assessment policy in the department, which meets school and national requirements and is founded on sound educational principles; ensure that all members of the department adhere to this policy in practice
- Lead the development of the curriculum: planning and implement appropriate changes; ensure staff affected are involved in the process throughout; monitor and evaluate the impact of any changes; contribute to the school's specialist status

4. Whole school responsibilities

- Assist the Headteacher and other members of the Senior Leadership Team in the fulfilment of the school's aims and the promotion of its Christian ethos
- Work with other members of the Curriculum Leadership Team to provide a broad, balanced, differentiated and relevant curriculum within the context of the school's Christian foundation for all pupils and students
- Make a leading and significant contribution to the school's Development Plan and be responsible for the departmental part of it; implementing school policy for Continuing Professional Development.
- Contribute to the formation of whole school policy and help to ensure that policies are consistently and effectively implemented, particularly with reference to assessment, recording and reporting, homework, behaviour and discipline, teaching and learning, attendance, punctuality and dress codes
- Implement Health and Safety Regulations as they apply within the department and ensure that statutory procedures for safeguarding and promoting the welfare of children are followed

5. Departmental responsibilities

- Manage resources: select, purchase, allocate and organise; ensure the security of resources and the accuracy of the equipment register; liaise with the Finance department the use of departmental capitation; keep within the department budget; prepare bids for development funds, where required
- Run and maintain the use of the departmental facilities such as practice rooms and the main teaching space and recording studio
- Oversight of all departmental arrangements for exams, both internal and external, which includes: entries and entry patterns, coursework submission and moderation, practical preparations, training for staff
- Co-ordinate the setting and marking of work for absent colleagues

6. Post-specific responsibilities

- Manage the team of visiting music staff (freelance staff and from Croydon Music Service) and oversee their timetables and contracts; liaise with the visiting staff and parents and carers about arrangements for instrumental lessons; communicate with parents and carers about availability and costs; oversight of reporting by visiting staff to parents and carers
- Organise extra-curricular music provision including: Rock choir, Sixth Form choir, Gospel Choir, KS4 Choir and various instrumental groups.
- Organise Informal Concerts for pupils and students of all ages and abilities throughout the academic year; ensure that all types of music making within the school are valued and recognised by the department
- Organise the lead music in worship –such as weekly assemblies, Eucharists and services at St. Matthew's church, as well as for special events such as the Carol Service, Founder's Day service and Spring Showcase.

7. Additional responsibilities

8. Links with other post-holders

Membership of: Curriculum Leadership Team

Line Management of: Teachers of Music and Visiting Music Staff

Liaising with: All SLT members, G&T Lead Teacher SEN Curriculum Leader

Accountable to: SLT Link, Headteacher and Governors' Curriculum Committee