



# Maidstone Grammar School *for Girls*



## Head of Music Department

Full-time Permanent

TLR 2A £7,847 pa

Required for September 2024 MPS/UPS



# The Post

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TLR 2A £7,847 pa  
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This is a unique opportunity to develop, evolve and expand the current Music Department as it moves into a completely new set of dedicated Music teaching and practice rooms. The successful candidate will have a strong vision on how to develop both the Music curriculum and the extra curricular opportunities that this post presents.



## The Team & Our Facilities

The Music department consists of three members of staff. The department is supported by a number of peripatetic music teachers from both Kent Music School and independent musicians. The Music department is currently situated adjacent to the Canteen. However, a new building is under construction which will constrain two music teaching rooms, an ensemble room and 7 practice rooms.



## Job Description

### Core Purpose

The role of the Head of Department is to provide effective leadership in their specific subject areas and to build a team which can provide high quality teaching and learning in the specific subject areas. They are responsible for raising student attainment and achievement within their curriculum areas.

The post holder will:

- Report to a member of the Leadership Team
- Carry out the professional duties as set out in the current Teachers Pay and Conditions document issued under the Teachers Pay and Conditions Act 1991
- Provide professional leadership and management within the Department in order to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all students
- Be responsible for the overall management of the teaching of the Department and the learning and progress of students in the Department
- Be committed to professional self-development in order to carry out the job successfully.

### Leadership

- Line manage members of the Department
- Co-ordinate the Department's contribution to the School Development Plan



- Provide a link between the Department and the Leadership Group. Feed back results of all monitoring activities
- Maintain a Department “SEF” and handbook updating as required and presenting annually to SLT
- Provide an annual Department results analysis
- Liaise with colleagues in other Departments and the Leadership Group
- Take a lead on the development of Geography across the curriculum
- Have responsibility for Department budgets ensuring that they are utilised effectively.

### **Teaching and Learning**

- Ensure that teaching within the Department is of the highest standard through differentiated Schemes of Work, appropriate deployment of staff, use of targets and implementation of School policies.
- Monitor, formally and informally, teaching and learning in the Department and its subjects
- Review regularly all aspects of the Department’s work to ensure progress
- Maintain records to demonstrate this.

### **Management**

- Create and maintain clear Department documentation (SEF, Schemes of Work, Handbook)
- Manage and organise resources
- Evaluate Schemes of Work
- Initiate and manage change to raise standards where necessary
- Lead Department meetings
- Set targets for the Department and monitor those targets against student performance
- Represent the Department at Curriculum Group Meetings.

### **People and Relationships**

- Act as a reviewer in the annual Appraisal Cycle
- Develop the role of members of the Department, in particular TLR post holders, by providing support and challenges for all aspects of their work
- Induct new staff in the Department
- Manage serious issues of behaviour management within the Department in line with school policy

### **Health and Safety**

- Implement the Health and Safety Policy of the School, including the production of subject specific Health and Safety Policies where relevant
- Monitor all rooms and stock cupboards for faults, deficiencies, damage, cleanliness and hygiene
- Include Health and Safety on the Agendas of Department Meetings at least termly.

### **Assessment**

- Oversee the assessment and recording of students’ performance in the subject(s) in line with School policy and process
- Monitor the performance of students across the school in the subject(s) through the use of Department and whole school data
- Ensure that whole school assessments are in place by the published deadlines and that moderation procedures are completed before being passed to a member of the Leadership Team
- Ensure that appropriate baseline assessments are carried out to assess intake standards
- Track student progress over time within the Department.

### **Student Support**

- Identify students who are under-achieving in the Department and liaise with the Head of Study as necessary.

### **Safeguarding**

- Adhere to the requirements as set out in the current version of KCSIE
- Attend/Complete all MGGS training in relation to safeguarding
- Report all safeguarding concerns in a timely manner as specified by the school
- Ensure there is a culture of safeguarding within all areas of the role
- Be committed to safeguarding and promoting the welfare of children and young people

## **Person Specification**

A list of qualities required always looks daunting. However, we would like to reassure you that we are realistic, and more interested in you as a whole person rather than in a tick-list of your attributes. It is not expected that you will have had the

opportunity to develop each of the skills to the same level. Please use the statement in support of your application as an opportunity to tell us about your strengths, or the elements of your work of which you are most proud, and the ways in which you could make a contribution to this school.

	Characteristic
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good honours music graduate</li> <li>• Music qualifications in at least one instrument (including voice)</li> <li>• Good secondary school qualifications</li> <li>• Qualified teacher status in England</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Passion for Music and an ability to communicate this to others</li> <li>• Ability to inspire and motivate others</li> <li>• Capacity for hard work and high expectations of self and others</li> <li>• Supportive approach to others, and an ability to relate well to colleagues and students</li> <li>• Ability to lead a large team, and to work well within teams</li> <li>• Ability to make difficult decisions</li> <li>• Generosity of spirit</li> <li>• High expectations of students</li> <li>• Commitment to promoting and running extra-curricular activities with energy and enthusiasm.</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Excellent teaching skills, including the ability to teach a second subject</li> <li>• Excellent communication skills</li> <li>• Excellent capacity for leadership and management</li> <li>• Good communication skills, including the effective use of ICT</li> <li>• Thorough knowledge of the subject across a variety of genre</li> <li>• Strong organisational skills</li> <li>• Ability to use monitoring and evaluation to raise achievement and participation of students in music</li> <li>• Ability to prioritise own workload and that of others</li> <li>• Ability to evaluate the work of the department and to maintain a focus on improvement</li> <li>• A knowledge of current educational developments</li> <li>• Ability to create a positive, inclusive learning environment.</li> </ul>
<b>Experience and training</b>	<ul style="list-style-type: none"> <li>• Experience of teaching Music across the secondary school age-range,</li> <li>• Achievement of excellent results for students both in external qualifications and in extra curricular music events</li> <li>• Evidence of running and promoting extra curricular activities</li> <li>• Evidence of a commitment to professional development.</li> </ul>

## The Application Process

Application forms and full details can be found on our Vacancies page on our website:

<https://www.mggs.org/joining-us/join-our-team/vacancies/> and should be sent to [mstarns@mggs.org](mailto:mstarns@mggs.org).

Teaching and Support Staff references will be requested prior to interview.

## Important Dates

Closing date for applications: 8am on 8th January 2024

Interview date: 11th January 2024

Applications will be considered in the order in which they are received. Suitable candidates may be interviewed before the closing date and Maidstone Grammar School for Girls reserves the right to withdraw the

position if an early appointment is made.

Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. All posts are subject to an Enhanced Disclosure Application to the Disclosure and Barring Service. For more information please see our [Safeguarding Policy](#).

## How to Apply

Applicants should complete the application form and email it along with a covering letter addressed to the Headteacher, Miss Deborah Stanley via [mstarns@mggs.org](mailto:mstarns@mggs.org). Applicants are strongly encouraged to also complete our [Equal Opportunities & Recruitment Monitoring Form](#). If you require any additional information please contact Ms Starns, PA to the Headteacher via email: [mstarns@mggs.org](mailto:mstarns@mggs.org).

Please note that pre-interview visits are not available, however, full information including a virtual tour can be found on our website <https://www.mggs.org/>

## General Information

Please refer carefully to the information you have been provided for this post. Please ensure you complete **ALL** sections of the application form.

Your application will be treated in the strictest confidence. Please see our GDPR and Data Protection Policy, Equality Policy, Child Protection Policy on our website <https://www.mggs.org/key-information/policies-public-notice/>

MGGS is committed to ensure that we develop a safe culture and that all steps are taken to recruit staff and volunteers who are safe to work with our learners and staff. MGGS will follow relevant guidance in [Keeping Children Safe in Education](#) (Part Three, 'Safer Recruitment') and from The Disclosure and Barring Service (DBS). It is an offence to apply for a role if the applicant is barred from engaging in regulated activity relevant to children. Please see the [Guidance on Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975](#).

## About Us

*Welcome to our forward-thinking community with a tradition of excellence*

Maidstone Grammar School for Girls, or 'MGGS', as it is more often known, has a strong community spirit which is underpinned by our belief that the happiness of all our students is key to enabling them to succeed. We have been providing an academic education for girls (and boys in the Sixth Form) from the town of Maidstone and its surrounding area for over 135 years.

MGGS is a very special place. Our students love learning; they are talented, compassionate and inquiring young people who have a deep sense of belonging and commitment to their school.

Maidstone Grammar School for Girls was rated as Outstanding in the last Ofsted inspection which was carried out in March 2023.

*"The ambition for pupils at Maidstone Girls Grammar School (MGGS) is limitless. Pupils, from Years 7 to 13, aspire to be the very best they can be. They value the dedicated support from staff as they determinedly pursue different career ambitions."*

*"Excellence sits at the very heart of the school's meticulous curriculum. Staff use their detailed subject expertise to diligently identify the most important knowledge pupils need to learn. Pupils keenly master different skills, whether this be solving complex problems in mathematics or using their creativity in English, art, and design and technology."*

Our academic curriculum at MGGS provides students with outstanding examination results year on year. *“I love being part of the MGGS community. From day one I felt welcomed into something special. There are so many opportunities for me to try new things and take part in activities that I enjoy. I really feel that my happiness is as important to the school as my academic success.”* Year 7 Student

MGGS is a Leading Light school, using G Suite for Education, and we have been acknowledged by Google UK as one of the most advanced schools for its integrated use to promote student learning. MGGS is a Regional Computer Hub, awarded by the Department for Education in recognition of the expertise the school has evidenced in Computing Education and will take a lead in training teachers across the south east in the delivery of Computing. Other notable awards include the British Council’s prestigious International School Award in recognition of our work in bringing the world into the classroom. Furthermore, we have been successfully reassessed and have maintained our Quality in Careers Standard, the national quality award for careers education, information, advice and guidance (CEIAG).

We are widely recognised for our broad and balanced curriculum (all students study two languages at Key Stage 3), and our tradition of academic excellence, together with the many enriching extra-curricular activities we provide for students. We believe that our Curriculum and Sixth Form Extra enrichment programmes are vital to building self-confidence, resilience, and leadership skills in all of our students. We nurture individuality and scholarship to ensure that our young people will go on to take leading roles in society and become happy and fulfilled adults.

## Our Results

### GCSE and A Level Exam Results 2023

We are very proud of our students; not only are their academic standards high, but they also develop as confident articulate individuals ready to take full advantage of opportunities as they arise.

We are pleased to report our summer results for 2023 that re-enforce Ofsted’s quote, “The ambition for pupils at Maidstone Girls Grammar School (MGGS) is limitless.”

Summer 2023 has seen our Year 11 and 13 students achieve some fantastic results, which is a result of their hard work and resilience especially over the last two



proud of all of their individual achievements and look forward to the next stage of their education at MGGS Sixth Form. For Year 13 they go on to pursue a wide range of pathways, including university study, apprenticeships and employment.



years. Students have demonstrated their commitment to their education. I am so pleased for each and every student's personal achievement and delighted with the overall achievement of the year groups.

We see a continued trend of results, enabling students to pursue their individual goals. For Year 11 we are very

## The Benefits of Working at MGGS



Maidstone Grammar School for Girls is located on a 16 acre site surrounded by attractive open grassed areas and woodland. We are within easy walking distance from the centre of Maidstone and served by two nearby mainline rail links and convenient access to the M20 and M2 motorways.

Maidstone Grammar School for Girls is a very successful selective girls' school of 1,220 students with a mixed sixth form of approximately 340. The post offers the opportunity to work with intellectually able young people in a supportive and friendly environment. Staff benefits include strong support for professional development.

At MGGS, there is something for everyone. We offer a comprehensive and competitive range of benefits, to suit all circumstances.

- A great work-life balance - We offer a variety of working patterns, such as part-time, job-share, term-time hours, and career breaks to get a work-life balance that's right for you.
- Personal Development
  - Tailored personal development plans - We are committed to developing you as an individual. You will have a unique Personal Development Plan tailored to you, which focuses on developing your skills.
  - CPD days and a range of workshops delivered through twilight
  - Performance development opportunities
  - Relevant external CPD training courses
  - Easy-to-access training - We have a range of training opportunities to suit your learning style, including face-to-face and eLearning courses as well as professional qualifications
  - Other great opportunities - There are also coaching and mentoring and volunteering opportunities.
- Support
  - A thorough induction - You'll get a comprehensive induction to MGGS when you join us
  - Statutory sick pay
  - Support Line - a free confidential service that offers up to 7 counselling sessions a year
  - An inclusive and supportive work environment that enables everyone to do their job to the best of their ability. We also make workplace adjustments where necessary for health reasons.
- Free Benenden Healthcare (available for permanent staff only with a six month lead in period for full benefits):
  - Benenden Health aims to make private healthcare accessible to all. MGGS pays the costs of this however, it is a taxable benefit. Full information via <https://www.benenden.co.uk/health/healthcare/>
- Kent Adult Education - 10% discount on most Kent Adult Education courses.
- Kent Rewards:
  - Kent Rewards is the home of employee benefits, including staff in MGGS. The range of benefits may surprise you...
    - Shopping Discounts - with so many great local businesses in Kent, through Kent Rewards there are fantastic deals and discounts:
      - Discounts on train tickets, ferries and coaches, savings on holidays and flights
      - Cashback when booking experience days with Groupon, Living Social, Wowcher and many more
      - Saving on your utilities.
- Free On-Site Parking
- Free break-time coffee/tea
- Staff Well-being Committee
- Staff social events and activities



*Our School and all its personnel are committed to safeguarding and promoting the welfare of the children.  
This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service.*