



Hartsdown Academy



➤ Head of Music or Music Teacher

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Appointment Details

Job Title:

Head of Music/Teacher of Music

Reporting to:

Middle Leader/Senior Leader

Employment Status:

Permanent

Job Location:

Hartsdown Margate

Closing Date:

3rd May 2024

Interviews:

TBC

Start Date:

September 2024 or earlier

Why are we here?

We are here to be a great school that builds a stronger and happier community so that people have amazing lives. We look to provide our children with “education for an amazing life”.

How do we do this?

The way we do this is by:

- In any given circumstance we do the right thing. Asking would this be good enough for my child
- Doing “the right thing” means acting with integrity and love in the interests of others and being open, honest and transparent
- We strive for excellence in a sustainable way
- We are building a community with high professional trust and high levels of accountability

Our Vow:

It is the love and commitment that our staff show to our children that enables their success and we promise that staff will be supported, encouraged and respected. We want Hartsdown to be an enjoyable and rewarding place to work.

We are dedicated to developing, growing and retaining talented leaders and nothing is more important than staff development. We want Hartsdown to be a place where people want to work and choose to stay. For too long staff have been asked to choose between being seen as committed and being a good mum, dad, partner or friend. We say, “no more”.

While we are far from perfect, we will do everything we can to support our staff to balance the demands of their jobs and those at home, and we recognise that in everyone’s life there are good times and bad. It is the job of all of us to support each other through both.



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The Role

We are looking for an enthusiastic, innovative and dynamic head of department/teacher to take the music department forward. The successful candidate will be well qualified, passionate about their subject area and capable of building on this already successful department.

We welcome applications for the role of Head of Department from experienced colleagues or current subject leaders. For colleagues that feel they are on their path to middle leadership, we would be excited to support them on their journey in their role as a music teacher.

The ideal candidate will have high expectations of young people and want to progress in their career. They will have a commitment to ensuring that children can achieve their full educational potential. They will hold positive values and attitudes and adopt high standards of behaviour in their professional role.

The Package

Anything up to full time, Teachers Main Pay Scale/Upper Pay Scale

TLR for suitable candidate

Teacher Pension Scheme

Benefits

- An exciting environment where you can really make a difference
- Being part of a small local trust that is totally committed to its staff and children
- Significant opportunities for CPD and development within the school and trust
- Leadership training and pathways exist within the trust
- Training/development opportunities within the nationally recognised PIXL programme

Job Description

As a school it is our vocation, moral obligation and delight to provide the best possible education for each student.

All staff will:

- play a full part in the life of the school community, support its vision, ethos and policies and encourage staff and students to follow this example
- fulfil responsibilities with regards to safeguarding (including reporting concerns to the designated safeguarding lead)
- model Hartsdown values to parents and students
- be positive, dynamic and challenging in all aspects of work
- foster the school's inclusive ethos nurturing everyone regardless of race, gender, sexual orientation, religion or ability
- share direct accountability for the establishment of Hartsdown as an outstanding school
- take responsibility for their own learning and development
- develop the skills and talents of other members of the community
- ensure their own well-being and that of others by establishing an appropriate balance between life and work
- play an active part in the life of the school and its community
- develop social cohesion and positive links with the whole of our local community
- adhere to the school community's standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management
- agree annual performance targets, with a view to own continuous improvement
- undertake any other duties that may reasonably be required by the Headteacher



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General Description

This job description should be read in conjunction with General Duties and Responsibilities of a professional school teacher as contained in the School teachers' Pay and Conditions Document.

Alongside the Headteacher, Deputy Headteachers and Governors, the Assistant Headteacher will play a central role in maintaining and developing a safe, open and vibrant learning Community.

As a member of the Senior Leadership Team, the post-holder assumes cabinet responsibility across the whole school and is expected to exercise that responsibility as required.

Specific Responsibilities

a) Curriculum Organisation and Delivery

- To plan and deliver outstanding lessons that engage and excite children and ensure that all students make good and better progress
- To develop and review, along with appropriate colleagues, syllabuses and schemes of work designed to meet the needs of all students and establish the school's ethos and values.
- To monitor the progress of all students taught, ensuring high standards of work with reports to Subject Leaders/line manager when agreed
- To ensure effective liaison with student services, inclusion for students with special educational needs and external agencies as required.
- To follow the school policies on setting home learning

b) Assessment and Monitoring

- To follow the agreed whole school policy on assessment and monitoring
- To communicate with parents about students' progress through reports, parents' evenings etc.
- To follow the guidelines on rewarding achievement
- To participate in public and internal examination and assessment arrangements

c) Staff Development

- To participate in appropriate arrangements for in service training and contemporary professional development
- To participate in arrangements made for appraisal including observations and lesson 'drop ins'
- To participate in meetings regarding performance



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d) Management

- To implement agreed whole school and subject policies
- To take part in scheduled meetings with colleagues and parents in accordance with the school's programme
- To keep records through the schools management systems of attendance at every lesson, together with class and home learning set
- To maintain good order and behaviour in the classroom
- To be responsible for maintaining teaching rooms in a clean and tidy state and facilitating the display of students' work
- To be responsible for the best use of resources, including ICT
- To be aware of and adhere to all school Health and Safety procedures
- To share in supervisory duties in accordance with the school's published rotas
- To share in cover for absent colleagues
- To keep up to date with all school information e.g. annual calendar, intranet, staff briefing etc

e) Tutor

- To share in the corporate responsibility for the development, education and wellbeing of students in accord with the school's policies
- To carry out the role of a tutor, including pastoral support, communicating with parents, and identifying and addressing, with colleagues, issues that are likely to result in underachievement.

f) Other Specific Duties

- To develop and run an after school club
- To work to ensure that attendance is high
- To monitor attendance and take action with the Head of Year and other colleagues where attendance falls
- To enable the tutor group to celebrate life events such as birthdays
- To continue personal professional development as agreed.
- To engage actively in the appraisal process.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by the School Teachers' Pay and Conditions Document not mentioned in the above.

Additional Responsibilities for Department Leader with responsibility for Music

Ensure the high status of music throughout the school by:

- Building the choir and seeking performance opportunities
- Working with the CAT musical project
- Managing music lessons

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level. The duties contained in this JD will change over time and the job-holder will be expected to cooperate where such changes are reasonable



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Person Specification

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

Qualifications and Training	Essential	Desirable
QTS or Equivalent	•	
Relevant Degree	•	
2:1 or better		•
Postgraduate Degree		•
Commitment to continuing professional development activities		•
Departmental Leadership		•
Experience		
Successful teaching and curriculum development experience in the 11-19 age range	•	
Have high expectations of young people including a commitment to ensuring that they achieve their full educational potential	•	
Hold positive values and attitudes and adopt high standards of behaviour in their professional role	•	
Excellent communication skills (verbal and written)	•	
Commitment to professional development and collaborative working	•	
Professional Knowledge and Understanding		
Have a good, up-to-date working knowledge and understanding of a range of teaching, learning and behaviour management strategies and know how to use and adapt them, including how to personalise learning to provide opportunities for all learners to achieve their potential	•	
Have the knowledge and skills to teach a second subject	•	
Know the assessment requirements and arrangements for the subjects/curriculum areas they teach, including those relating to public examinations and qualifications	•	
Know how to use skills in literacy, numeracy and ICT to support their teaching and wider professional activities	•	
Know the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people	•	
Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential		•



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Person Specification Continued

Professional Skills		
Plan for progression across the secondary age and ability range, designing effective learning sequences within lessons and across series of lessons informed by secure subject and curriculum knowledge	•	
Design opportunities for learners to develop their literacy, numeracy, ICT and thinking and learning skills appropriate within the secondary phase and context	•	
Plan, set and assess homework, other out-of-class assignments and coursework for examinations, where appropriate, to sustain learners' progress and to extend and consolidate their learning	•	
Teach challenging, well organised lessons and sequences of lessons across the secondary age and ability range	•	
Use an appropriate range of teaching strategies and resources, including e-learning, which meet learners' needs and take practical account of diversity and promote equality and inclusion	•	
Use assessment as part of the teaching to diagnose learners' needs, set realistic and challenging targets for improvement and plan future teaching	•	
Manage learners' behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the school's behaviour policy	•	
Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge		•
Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback		•



Hartsdown Academy



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Hartsdown Academy, alongside Dane Court Grammar School, King Ethelbert School, The Royal Harbour Academy and Cliftonville Primary School, is a proud member of the Coastal Academies Trust, a local trust that is proud to serve the citizens of Thanet through the education of their children.

All schools within the Coastal Academies Trust work in close collaboration with each other to ensure that every child in Thanet receives an excellent education that is the foundation of an amazing future and to dedicate ourselves to the service of our local community of Thanet.



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