

APPLICANT

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NEWFIELD SCHOOL



Realising Potential. Transforming Lives.

Headteacher's Welcome

Dear Colleague

Thank you for your interest in joining Newfield School. This is an excellent opportunity to join our great school and to play role in shaping the provision of education and lifelong learning opportunities for our students. We believe that 'Achievement Leads to Opportunity and Choice' and our three core values underpin and drive all that we do for our students;



- We are high performing because we are curious and have a thirst for knowledge;
- We are considerate and value our community;
- We succeed through commitment and relentless ambition.

Irrespective of starting point, family background or ability each and every child that walks through our school doors deserves a quality first education. We are passionate about the numbers of students who are classed as disadvantaged making the same as, if not more, progress than their advantaged peers. Therefore, we lead a high functioning school that gives children true social justice and the opportunity to make the best of their education ensuring no doors are closed in their future. Achieving qualifications alongside our commitment to exciting and engaging extra-curricular offer means our students have opportunity and choice following their rich education at Newfield School.

Newfield School is a truly special place to work. The core business of teaching and learning is at the heart of all we do. We have high expectations of our staff but we also value and look after them. We balance hard work with meaningful and tailored professional development, great practice every day with a manageable workload. Our school has a proven consistent record of success and we will continue to make exceptional progress with our students this year and into the future.

We believe that our students are future scholars in their chosen fields and that teachers are the experts in the classroom who should impart their knowledge to students. We use the best evidence to lead our approach to learning and teaching and follow approaches that are supported by cognitive science. As a result, lessons are structured around the explicit teaching and assessment of knowledge. They are characterised by rapid progress, whole class drills, repetition of facts, teacher led instruction and high performance regardless of ability or background.

The climate for learning in our school is very positive and this is underpinned by very high expectations of behaviour, dress and attitude to learning. Our students are well-behaved and ambitious. All staff are consistent in their high expectations and

approach to discipline and the Senior Team have a high presence day in day out in our school.

Newfield School is a valued partner and driving force within Mercia Learning Trust, a local and ambitious Trust that is dedicated to improving the life chances and careers of its students and those professionals working within it. The Trust is one of the most successful Trusts in the Yorkshire and Humber region and changes the lives of over 3000 children and young people in Sheffield and is continuing to grow.

This is an exciting time for us as we move towards being a truly exceptional school. Our reputation is growing and our challenge now is not just to sustain but to surpass our recent GCSE performances, to lead the way on pedagogy, to deliver effective and exciting learning at the highest level and to become a beacon school for training, research and professional development.

We support applications from candidates who understand and support our approach to teaching and learning. Imaginative and committed, you will have a passion for your subject, high standards of professionalism and high expectations of students.

For an informal and confidential discussion, please contact Ruth Cressey, PA to the Headteacher on 0114 255 7331 or email rcressey@newfield.sheffield.sch.uk.

If this excites you and you believe you have the necessary skills for this role, I would welcome your interest and application.

I look forward to meeting you.

Yours faithfully



Emma Anderson
Headteacher



Advertisement

Post: Head of Music
Salary: Main Pay Scale + TLR2b
Contract Term: Permanent
Contract Type: 1.0FTE
Start Date: As soon as possible

We are seeking a highly motivated and experienced Head of Music to lead and manage our vibrant department.

The successful candidate will lead a small department, working together to ensure the very best outcomes for all students. We are ambitious for all students, which is reflected in our academically rigorous curriculum. You will be responsible for leading the department and ensuring that all students across Key Stage 3 have a dedicated lesson on Music every week. At key stage 4, we offer Music as a GCSE as part of our option process. As Head of Music, you will play a key role in supporting and guiding students through this important stage of their academic journey.

The department also focuses on the students' enrichment and extra-curricular experiences. Students have an opportunity to do this through a range of Music clubs, orchestra, choir and school productions.

The ideal candidate will have strong academic background in Music, with experience of teaching in a successful department. You will be able to demonstrate a passion for teaching and learning and have a deep understanding of the engaging young people in music. You will also be committed to the personal development of students and will be able to inspire and motivate them to achieve their full potential.

If you are passionate about teaching Music and committed to helping young people develop their learning and understanding, then we would welcome your interest and application and we look forward to hearing from you.

Further information and details about how to apply can be found on the school website or by emailing recruitment@merciatrust.co.uk. For an informal and confidential discussion, please contact Ruth Cressey, PA to the Headteacher on 0114 255 7331 or email rcressey@newfield.sheffield.sch.uk.

Closing date for applications is **Sunday 18 June 2023**

The Recruitment process is expected to take place week commencing **26 June 2023**

JOB DESCRIPTION

Post Title:	Head of Music * This post is a designated customer facing role under the fluency duty and requires a specified level of spoken English in the person specification
Salary:	Main/Upper Pay Range, TLR2B
Responsible to:	Headteacher/SLT
Responsible for:	Department Staff

The post holder must at all times carry out his/her responsibilities within the spirit of School policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to statutory responsibilities of the Governing Bodies of Schools.

PURPOSE OF THE POST

- To develop and monitor schemes of work for Music across the whole school and ensure successful implementation which meets curriculum requirements.
- To teach designated students and undertake associated pastoral and administrative duties as well as other general responsibilities, having full regard for the school's ethos, aims and policies
- To undertake tasks related to the development of a curriculum area

KEY RESPONSIBILITIES

Lead, manage and develop a subject or curriculum area

- To provide strategic leadership for the development and management of Music throughout the school.
- To identify areas for development and improvement linked to the school improvement plan and national and local initiatives.
- To have an overview of, and contribute to the planning and delivery of continuous professional development and training related to Music.
- To develop strategies for the use of Music to promote new teaching methods and improve learning throughout the school and monitor effectiveness in raising standards of teaching and learning.
- To monitor and evaluate student progress across the school in Music.
- To use ICT effectively in delivery of teaching and learning.

Impact on the educational progress of students other than the teacher's assigned classes or groups of students

- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students in Music.
- To identify clear, appropriate targets for attainment and/or achievement across the area of Music.
- To monitor and evaluate student progress and achievement against targets.
- To lead evaluation strategies to contribute to overall school self-evaluation.
- To contribute to the school procedures for lesson drop-ins.
- To implement school quality procedures and to ensure adherence across the school.

Leading, developing and enhancing the teaching practice of other staff

- To ensure the establishment of common standards of practice across Music and develop the effectiveness of teaching and learning styles.
- To plan and implement strategies to improve teaching where needs are identified.
- To provide induction, support and monitoring for new staff.
- To act as a role model of good practice for other teachers, modelling effective strategies with them.
- To act as a performance management team leader for identified teachers.
- To ensure all staff in school are familiar with the aims and objectives of Music.

Other

- Promote a wide range of extra-curricular and enrichment offers that are accessible for all students, especially those from disadvantaged backgrounds.
- To be responsible for the overall development of Music throughout the school.
- To set and prepare assessments for Music at KS3 and KS4.
- To be responsible for the public examination results in Music, including analysing and reporting on results to the link member of Senior Staff.
- To be responsible for overseeing the production of written guidelines for Music.
- To monitor and review the Music curriculum throughout the school including revision of schemes of work.
- To plan and contribute to the school's enrichment programme along with senior colleagues.
- To be aware of developments in the teaching and examining of Music and to inform other colleagues accordingly.
- To monitor the quality of teaching and learning in Music, including the regular undertaking of lesson observations and work scrutiny.
- To oversee, evaluate and requisition books, materials and equipment for the teaching of Music throughout the whole school and to monitor the storage of equipment.
- To revise the Department Improvement Planning and SEF.
- This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or Senior Leadership Team as required. Trade union representation will be welcomed in any such discussions.

General Responsibilities

- To provide support for SLT in continuously reviewing and monitoring the aims of the school
- To contribute to the formulation and implementation of school policy
- To monitor the achievements of students
- To be familiar with school policies in particular safeguarding procedures, and promote the welfare of children
- To be accountable for the progress of students with Music
- To work closely with the Headteacher and other staff, within the policies of the school to ensure that every student’s experience of Newfield is a positive one

PROMOTION OF TRUST VALUES

- To contribute to the overall development of Mercia Learning Trust to ensure the Trust operates on the basis of shared and collective responsibility.
- To contribute to the overall ethos, work and aims of Mercia Learning Trust.
- To support and contribute to the Trust’s commitment to safeguarding all students. All schools in the Mercia Learning Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees are expected to share this commitment.
- To be aware of the school’s duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities.
- All the above duties and responsibilities to be carried out in accordance with policies adopted by the School Governing Body and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Issue Date – June 2023

PERSON SPECIFICATION

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Salary:	Main/Upper Pay Range, TLR2B

Responsible to:	Headteacher/SLT
Responsible for:	Department Staff

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications and Training	Degree in an appropriate secondary subject Qualified teacher status essential – not suitable for NQT's Recent and relevant professional development	
Skills and Knowledge	Must have highly effective communication skills which engage students, parents, staff, Governors and the wider community Must be able to use technical resources and equipment appropriate to the teaching of KS3 and KS4 Music to the highest level	
Experience	Teaching Music to a full range of age and ability within a secondary school (desirable) Experience/knowledge of current initiatives relating to achievement and inclusion in Music Track record as a successful classroom practitioner (Ofsted criteria) across the secondary school age and ability range Track record of achieving high levels of value added at both key stages	

<p>Personal Qualities</p>	<p>Must be able to demonstrate the ability to take initiative, lead, motivate, inspire and support the full range of stakeholders to achieve excellence</p> <p>Must be ambitious for self and others, showing a powerful commitment to continuous improvement and raising standards</p> <p>Must be resilient and optimistic, having a relentless focus on achieving the best for young people and being prepared to develop creative strategies to achieve this</p> <p>Must have a clear strategic vision for achievement and inclusion including providing opportunities for learning outside the school day</p> <p>Must be able to show evidence of an alignment with the values of Newfield School both in words and behaviours</p> <p>Must have the capacity to demonstrate leadership of Music</p>	
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The Application Process

All candidates must complete the following application process.

- All applicants must submit a Trust application form. We do not accept CVs or Council Forms. The application form can be found under 'Careers' at www.merciatrust.co.uk
- Email your completed application to recruitment@merciatrust.co.uk or post it to:
 MLT Recruitment Team
 Mercia Learning Trust
 79 Glen Road

Sheffield, S7 1RB

After your application has been submitted:

- In all cases written references will be taken up and made available to interviewers BEFORE the final selection stage.
- All applications that have been submitted via email will receive an email confirming receipt.
- An email and/or letter will be sent to shortlisted candidates with details of the interview process.
- If you have not heard from us within 2 weeks of the closing date, please assume that on this occasion, your application has been unsuccessful.

Further information:

- Take a look at www.merctrust.co.uk/careers for more on what it's like working for the trust, what we offer you, and what we're looking for.
- Should you require any additional information about the role or the school, or would like an informal discussion or out of hours visit, please contact us on 0114 2557331 or enquiries@newfield.sheffield.sch.uk.
- For more information about the application process, please email recruitment@merctrust.co.uk.

Key dates:

- **Closing Date Sunday 18 June 2023**
- The Recruitment process is expected to take place week commencing **26 June 2023**

The small print

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. If you are shortlisted, your suitability to work with children will be explored, and this will include disclosing convictions. The information you disclose may be discussed with you during the interview.

The successful candidate will therefore be required to complete a DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

We are an Equal Opportunities employer. Our staff are recruited and promoted on the basis of their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity. Please indicate whether there are any reasonable adjustments or access requirements you would need to help you to attend an interview. If you wish to discuss your requirements prior to submitting your form, please contact the Recruitment Team on 0114 349 4230. Alternatively, please give details on a separate sheet and return with your application form.