



POOLE GRAMMAR SCHOOL



HEAD OF MUSIC

INFORMATION PACK



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Job description - Head of Music

(MPS/UPS)

TLR 1a

For January 2023 start

Full Time, permanent

Job Purpose

To promote the highest possible standards of student attainment and achievement within the Music Curriculum and to monitor and support student progress and staff development.

Work with the Middle and Senior Leadership Teams to secure the strategic vision of the school set out in the School Development Plan.

The responsibilities of the post holder will include the following areas:

Curriculum

- Teaching Music from Year 7 to Year 13 in a manner appropriate to students' ages and abilities
- Monitoring and recording student progress in accordance with departmental and school policies and planning interventions and support, as appropriate
- Attending and contributing to departmental meetings
- Contributing to the development and effective use of departmental resources
- Keeping an oversight of the work and progress of students, including stretching the most able and supporting those with specific learning needs using appropriate data
- Maintenance of professional skills through INSET and CPD programmes
- To be proactive in exploring innovative ways of delivering Music through ICT and promoting independent learning
- Promote GCSE, and A Level Music courses to potential students
- Contributing to the departmental intranet site and its digital and blended learning
- Keep an oversight and actively monitor the work and progress of students, especially those who are gifted or have specific learning needs using appropriate data e.g. ALPS, SISRA
- Organise effective departmental meetings, with agendas, and pass copies of agendas and notes of meetings to the Headteacher
- To be responsible for the entry of students for public examinations with the Director of E-Learning, Systems, Information and Communication
- To keep the SLT apprised of developments in Music from Key Stage 2 to Post 16 and beyond.
- To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and the aims and objectives of the School Development Plan



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Examinations

- Ensure that required internal examinations/assessments are set and marked, and results collated and evaluated.
- Ensure, after consultation with colleagues, that students are entered for the correct syllabuses and external examinations.
- Check Exam Board examination / Controlled assessment criteria, for the year in question.
- Distribute all information from the Examination Board to all who need to know and ensure that staff read examiners' reports.
- Ensure that appropriate revision programmes are devised for students in preparation for examinations.
- Ensure that students are well briefed on the requirements and structure of the various examinations.
- Ensure that all coursework/controlled assessments is correctly applied, completed, assessed, recorded and stored and that proper internal moderation procedures are carried out.

Monitoring

- To be accountable for student progress and development within the Music Department
- Ensure the effective operation of quality control systems across the department, e.g. students focus groups
- Establish and maintain the process of setting targets within the department and to work towards their achievement
- Ensure school quality assurance procedures take place within the department e.g. homework checking, work scrutiny, departmental walk throughs etc.
- Ensure the department's quality evaluation procedures meet the requirements of Self-evaluation and the School Development Plan
- Ensure the maintenance of accurate and up-to-date information concerning the department on the Management Information System (MIS) and make use of analysis and evaluate the performance data provided by the MIS
- Produce an annual department development plan reflecting the School Development Plan and departmental priorities with SMART evaluative outcomes

Health and Safety

- Monitor and make appropriate recommendations to the Health and Safety policy of the Music Department for self and others
- Implement current risk assessments for all music activities and help in developing additional risk assessments as new activities are introduced.
- To undertake training for using specialist machinery as necessary, and facilitate training for members of the department.

Instrumental Music Tuition

- To manage and oversee the work of the Visiting Music Tutors, who play a vital role in the day-to-day life of the Music Department.
- With the help of administrative colleagues, to maintain accurate and up-to-date timetables for the Visiting Music Tutors, to ensure that these are published to parents well ahead of the lessons, and to ensure effective communication with parents and Tutors
- To oversee the recruitment of students for the school's Instrumental Music Tuition Service, in collaboration with Visiting Music Tutors and other colleagues.
- To maintain regular contact with parents on matters of student progress and musical development, including the collation of annual reports for all music students.



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- In collaboration with Visiting Music Tutors and with the support of administrative colleagues, to organise the entries for Music exams (ABRSM, Trinity, RSL, etc.) and to ensure that all the requirements for music examinations are met.
- To accompany - or to organise a suitable professional accompanist - for all music exams in which piano accompaniment is required.
- To collaborate with Visiting Music Tutors in giving suitable opportunities for students to perform regularly in concerts, workshops and other opportunities outside school.

Extracurricular

- To give a strong lead for the extracurricular Music provision within the school, taking regular rehearsals and organising a vibrant programme of extra-curricular music ensembles, to give students opportunities to experience enjoyable and challenging musical opportunities.
- To organise regular concert performances for school ensembles and individuals, to include joint performances with other schools, especially Parkstone Grammar School, with whom there is a strong connection and positive working relationship.
- To oversee the use of Music Department facilities offered for students' practice and rehearsal, including lunchtimes and after-school sessions.
- To maintain links with the local Music Education Agency "SoundStorm" which works with all schools in the area to provide excellent opportunities for performance and learning.
- To promote the Music Department activities in the wider community, including possible fund-raising opportunities.
- To develop links with local HE institutions and professional bodies.

Pastoral

- Promote the general progress and well-being of individual students of any classes e.g. through tutor periods and registration
- Help gain access to appropriate advice on educational and social matters and on students' further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports
- Being aware of the personal and social needs of students, recording information as appropriate and respecting the confidentiality of these records
- Communicating and consulting with the parents, other school staff and students
- Communicating and co-operating with people or organisations outside the school where appropriate
- Participating in meetings arranged for any of the purposes described above within directed time

Staffing

- Take part in the school's continuing professional development programme by participating in arrangements for further training and professional development
- Continue professional development, including subject knowledge and teaching methods
- Ensure the effective/efficient use of classroom support when allocated
- Work as a member of a team and to contribute positively to effective working relationships within the school
- Participating in any arrangements within an agreed national framework for performance management of the teacher and other teachers
- Contributing as appropriate to the professional development of other teachers and non-teaching staff, including the induction, assessment and support of early career teachers



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Quality Assurance

- Help to implement school quality procedures e.g. departmental reviews, performance management and to adhere to them
- Contribute to the process of monitoring and evaluation of the curriculum including evaluation against quality standards and performance criteria
- Partake in ongoing reviews of programmes of study as the needs of the school and department evolve

Management Information

- Maintain appropriate personal records and inform support staff of changes for the school management information system
- Complete the relevant documentation to assist in the tracking of students

Management of resources

- Take responsibility for the valuable resources of the Music Department, including the extensive collection of professional percussion instruments, pianos, organ, keyboards, guitars, music technology equipment, etc.
- Ordering and allocation of equipment and materials e.g. suggesting new resources
- Identify resource needs and to contribute to the efficient/effective use of physical resources
- Take responsibility for all Music Department classrooms and music studios and tutor rooms, including providing material for displays connected with the subject

Discipline, Health, and Safety

- Maintain good order and discipline among the students
- Safeguard student health and safety, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere
- Develop in students the appropriate respect for the ethos of the school through an understanding of student rights and responsibilities

Responsible to: Headteacher

In drawing up this job description, the Headteacher acknowledges her responsibility, in ways defined for Headteachers in their Conditions of Employment, to enable the holder of each post to carry out the assigned duties and responsibilities. Staff will be consulted as appropriate during any review of such policies. These duties and responsibilities may be altered from time to time after consultation with the Headteacher and the relevant Head of Department in order to meet the changing needs of the school and the interests of the member of staff.

Dr Amanda Smith
Headteacher
July 2022



Person specification: Head of Music

Expectations

- Exemplary classroom practitioner with enthusiasm
- Teaching Music at KS3, KS4 and A level
- Running ensemble work and leading performances in a range of settings
- An awareness of curriculum and extracurricular issues relating to Music from Year 7 - 13
- An understanding of Health and Safety issues relating to Music
- Meeting the needs of students with Special Educational Needs and gifted and talented
- Awareness and promotion of the use of ICT in the Music curriculum
- Pastoral work in a school setting

Qualifications

- Degree in Music, or an appropriate Music-related discipline
- Qualified Teacher Status

In-Service Training

- Up-to-date subject knowledge and skills reflecting the demands of current specifications
- A programme of relevant recent courses undertaken
- Health and Safety certification, preferable

Skills

- Contribute to curriculum development and learning and teaching pedagogy
- Excellent ability as a performer, able to inspire the many talented students in the school
- An ability to lead and inspire students of all abilities
- Excellent administrative skills
- Ability to establish constructive working relationships amongst staff and students
- Encourage participation in Music, within and beyond the classroom
- Proven communication, organisational and interpersonal skills
- An ability to work effectively as part of a team but also to be able to work independently
- ICT competence and the ability to and contribute to the department's well-established digital and blended learning

Personal skills and qualities

- Confidence, tenacity, flexibility and adaptability
- Empathy for students, parents, staff and the community
- Energy, commitment, enthusiasm for teaching within a lively department
- An eye for detail
- A sense of humour and can-do attitude
- High level of emotional intelligence

Dr Amanda Smith

Headteacher

July 2022



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The Music Department

Music at Poole Grammar School

Poole Grammar School's reputation is that of a highly successful grammar school. We are selective, and many of our students will proceed to the major universities to follow degree courses or into the professions / forces. We are also very proud of providing for our students a rounded education where drama, music, outdoor pursuits, sport and a host of other activities are valued just as much as academic success. The school values its emphasis on providing opportunities, which will complement classroom activity, whether they are sporting competitions, overseas visits or the myriad theatrical and field trips which departments offer. Extracurricular activities provide opportunities for students to develop leadership skills and contribute to the school community in many ways.

Music Department Personnel

The departmental staff currently comprises the Head of Music Department, a part time Music Teacher and eleven Visiting Music Tutors. The Head of Music is well established at the school and is also active locally as a freelance organist, director and composer. He is currently working with the Prince's Teaching Institute (PTI) on their Subject Leadership Programme, as well as being involved with SoundStorm, the local Music Education Agency, and the Poole Schools' Music Association, both organisations helping to promote collaboration between local schools and the wider music community. In 2020, the Music Department was recognised in two ways; with the award of the PTI Subject Leadership Mark, as well as being nominated as a Music Mark School.

Music Department Resources

The Music Department moved into new, purpose-built accommodation in 2012. This comprises two classrooms, two large ensemble rooms, five studios for teaching/practice, a recording/music technology studio, shared use of a large performance hall, a Music Department Office, as well as resources/storage areas. The Music Department is currently well resourced; there is a Yamaha grand piano in one of the teaching rooms, six upright pianos, three digital pianos and an electronic organ. The school is fortunate to have a very comprehensive range of orchestral percussion instruments – four *Adams* timpani, *Adams* marimba and xylophone, vibraphone, bass drum, tam-tam, in addition to a large selection of assorted orchestral percussion – three drum kits, various amplifiers and a number of orchestral instruments available for hire. Classroom instruments include *Yamaha* keyboards, six *Meinl* cajons, fifteen djembes, twelve classical guitars, tabla and a selection of good quality *Sonor* "Meisterklasse" xylophones and glockenspiels, plus a variety of assorted metal and wood hand percussion items. The Music Department also has ten PCs in one of the classrooms, dedicated for use by musicians, each with a *Steinberg UR22* interface.

SoundStorm (Music Agency) has recently assisted the school by investing in licenses for *Steinberg "Dorico Pro 3"* and *Steinberg "Cubase Elements 10.5"*. These latest versions of industry-leading software are available for the teaching of GCSE and Advanced Level, but are also used for Y9 teaching. The present generation of Y10-13 students are very familiar with *Sibelius* (also fully installed on the PCs) but it is planned for future generations to use *Dorico* as their main notation application for composition projects.

The Music Department also makes use of *Focus on Sound Pro*, to support the learning of GCSE and Advanced students, again with some development in progress in Y9, with a recently expanded licence. In addition, as a response to the uncertain prospect of further lockdown, the Department also uses *Noteflight Learn*.



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Curriculum

Students in Years 7, 8 & 9 receive one hour of Music per week (although the timetable itself runs across a two week cycle.) GCSE students receive five hours of tuition per two-week cycle. Advanced Level students receive nine hours per two-week cycle and are co-taught as a combined group. The programmes of study for Y7 and Y8 are mainly geared around practical activity, with Y9 including the use of Music Technology, using *Soundtrap*, as well as some regular exercises in dictation, to help prepare those studying GCSE in the future. *Edexcel* specifications are followed for both GCSE and Advanced Level. Alongside the study of the set works, there is a comprehensive programme of study and practice of composition. In the 2018 and 2019, there was an engaging project with a professional string quartet and composer giving our students skills in composition for this resourceful medium, which also helps form the basis of an understanding of orchestral scoring.

Student Achievement

Achievement at GCSE and Advanced Level in the Music Department shows many individual successes at both levels. Recent highlights for the Music Department were the Advanced Class of 2018, gaining 100% A/B in the new Edexcel Advanced Level specification, and over half the GCSE Class of 2019 gaining the highest grades (8 & 9) in the new Edexcel GCSE specification. These excellent results represent the high levels of ability and musicianship amongst our students and, although student achievement here seems varied at times, we believe that the high standard of teaching helps students to achieve the potential and allows them to access the highest level Music courses at HE level, as appropriate. In recent years, students have gone to study Music at Cambridge, Durham, Manchester, Cardiff and Southampton Universities, as well as the Royal Welsh College of Music and Drama. A number of our current Y12 & Y13 students are planning to go on to further Music studies at university, conservatoire or college.

In 2020, our Advanced students gained 100% A*/C, with all three students going on to further education on Music courses (Manchester & Southampton Universities and Bournemouth Academy of Modern Music.) At GCSE level, students gained 100% 6-9, with 50% achieving 8/9. In 2021, of six Advanced Level student, four have now gone on to places at the Royal College of Music, Royal Northern College of Music, with two students going to Trinity College, London.

This year (2022), there are three out of four students who plan to go on to music courses, with one taking a gap year as Organ Scholar at Tewkesbury Abbey. Overall, Poole Grammar School continues to buck the trend of decline in the uptake of Music at GCSE and Advanced levels.

Students across all year groups at Poole Grammar School also achieve a range of grades through the Associated Board, Trinity Guildhall and Rock School validating bodies, reflecting the interest and enthusiasm for formal accreditation for musical achievement on a range of instruments. The school has a termly visit for their ABRSM exams.

Extracurricular Activities

Music occupies a prominent role in the life of the school with a busy programme of events and activities for musicians. There is a good range of instrumental and vocal ensembles: Concert Orchestra, Big Band, Voices, Senior and Junior Percussion Ensembles, Jazz Band, Sax Ensemble, Guitar Ensemble as well as other ensembles that convene from time to time according to the needs and interests of students.



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The Music Department stages frequent concert performances throughout the year in venues, both in school and further afield. Poole Grammar School musicians join forces with other schools as part of the Poole Schools' Music Association each Christmas and, in addition, we have close links with Parkstone Grammar School. Poole & Parkstone Grammar Schools each produce a musical show, alternating each year. Over the last six years or so, we have presented "Little Shop of Horrors", "Our House" and "Oliver!"

We hold our annual Christmas Festival of Lessons and Carols at St Mark's Church, Talbot Village, which is followed by an informal performance by the Jazz Band and Big Band, in addition to Voices and Orchestra in the Carol Service itself. The Senior Percussion Ensemble has had great success in recent years with appearances at the National Festival of Music for Youth in Birmingham; the Concert Orchestra and Big Band have also recently appeared on stage at Symphony Hall and Birmingham Town Hall as part of the National Festival. In December 2018, the Concert Orchestra joined forces with musicians from Southampton, Isle of Wight, as well as Dorset, to take part in a massed performance of "Symphony 125" at a Music for Youth Prom Concert at the Royal Albert Hall. There is an active Parents/Friends Choir which meets to rehearse for the Carol Service each year and sometimes for other events as well. In addition to the ensembles run by the Music Department, there is much activity each lunchtime with students practicing or having informal rehearsals and "jams" with friends, in preparation for the latest "Battle of the Bands" or "PGS Got Talent"!

The Post

This is a great opportunity for an enthusiastic musician and committed teacher to share a vision in developing further the range of opportunities for musicians here. The school has extensive experience of teacher training through the Wessex Training Partnership GTP scheme and also with Exeter University and provides a strong programme of ECT and CPD support.

Applications will be welcomed from qualified Music teachers coming from a variety of professional backgrounds. You will be joining a dynamic department in school situated in an area of outstanding natural beauty, with the Jurassic Coast only a few minutes away. This is coupled with working in a school renowned for the friendliness of its staffroom and the potential of its students, where teachers and students enter into a community of scholarship and make tremendous progress in their development.

Dr Amanda Smith
Headteacher
July 2022



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Application procedure

Please visit www.poolegrammar.com and complete the online application form. Once submitted, you will receive an acknowledgement email.

CVs will be accepted in addition to the above but will not be accepted on their own.

Online application forms are preferred but a PDF and word version of the application form can be requested from pgshrdept@poolegrammar.com

If you have any questions regarding the application process or have not received your acknowledgment email, please contact the HR Department on the above email address.

Closing date for applications: Midnight, Sunday 11 September 2022

Interview Date: w/c 19 September 2022

Informal discussions are encouraged.

Poole Grammar School is committed to safeguarding and promoting the welfare of children and young people. All successful applicants will be required to complete an enhanced DBS application. Poole Grammar School also promotes equal opportunities for its workforce.