



**Acorn**  
Education Trust



# Head of Music

Clarendon Academy

# Welcome from Sara Edwards

*Acorn Education Trust CEO*

**Thank you for your interest in one of our vacancies, I hope the information enclosed in this pack inspires you to apply.**

Acorn Education Trust was established in 2014 to provide a local solution to a national strategy. We now serve 23 settings: 17 Primary Schools, 4 Secondary Schools and 2 nurseries.

Our mission is to 'prepare young people for their world in their time' and this sits at the heart of all we do. We strive for excellent leadership, excellent teaching and excellent learning. Our vision is to transform lives through education.

In every Acorn School, you will see:

- A** Active and visible leadership
- C** Care, support and challenge
- O** Opportunities for all
- R** Readiness to reach out
- N** Needs of all are paramount

Every Headteacher focuses on leading teaching and learning in their school. Central teams manage the business element of the Trust which allows us to share resources, improve IT and estates infrastructure and invest in school to school support. We are therefore able to direct as much money as possible into teaching and learning thus improving the life chances of all our young people.

Whatever role you are applying for, whether in a school or as part of the central team, we hope you can align with our vision and values, have the determination to succeed and are up for a challenge. In turn, we will provide you with a comprehensive and supportive induction programme, professional development and a career with Acorn.

We hope this information pack provides you with a flavour of working within our Trust and we look forward to receiving your application.

*Sara Edwards*

# About Clarendon Academy

*Respect, determination and excellence*

Clarendon Academy is a thriving co-educational, non-denominational secondary school and sixth form, educating young people between the ages of 11 and 18 years. Located in the bustling town of Trowbridge, Wiltshire, our school has a strong reputation in the local community, and beyond, for being a school with high standards of teaching and learning.

We pride ourselves on being a centre of excellence and a place where young, enthusiastic children enter in Year 7 and leave us at the end of Year 13 as fully rounded young adults. Our staff aim for every lesson, every day, to be exceptional. To support this, we ensure that all staff receive regular training so they can continue to develop their craft. Our curriculum is enhanced by the strong pastoral support offered by all staff. We care deeply about our students and work tirelessly to ensure they feel that they belong and can achieve their dreams.

In June 2023 we retained our 'Good' Ofsted rating and were praised for our high-quality, well sequenced curriculum and for our staff, who not only have good subject knowledge but also know our pupils exceptionally well.

In 2018 we joined Acorn Education Trust, which has provided exciting opportunities to improve local education and draw on collective experience. We work closely with other schools within the Trust and the central team to help us continue to grow from strength to strength.

We look forward to welcoming you to our school.

Craig Turze  
*Headteacher*

For more information, please visit our website: [www.clarendonacademy.com](http://www.clarendonacademy.com)

# Department information

## *Performing Arts*

### Curriculum

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The Performing Arts Department offers Drama, Music and Dance to KS3, KS4 and KS5.

#### **Key Stage 3**

- Students have one lesson of each subject per fortnight and complete three units across the year.
- In all three subjects we focus on the three main disciplines in order to become a well rounded dancer, musician or actor – Create, Perform, and Evaluate.
- There is a well-sequenced curriculum, which focusses on developing each discipline through a variety of topics which change every term.

#### **Key Stage 4**

- Courses for Years 10 and 11 are cohort specific with the current Year 10 class studying WJEC Eduqas GCSE Music.

#### **Key Stage 5**

- We offer a bespoke approach to KS5 courses, flexible to our cohorts, to include the extended certificate BTEC National Level 3 Performing Arts course and the CTEC level 3 in Performing Arts.

### Department accommodation and resources

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The Performing Arts Department is housed in its own building and includes: a dance studio; two Drama studios; two Music classrooms; a computer suite and rehearsal rooms. Our Spectrum Theatre opens up into a medium sized room with tiered seating, stage lights and sound equipment for shows and events.

### Extra-curricular activities

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Extra-Curricular activities are the beating heart of our department. We run Dance clubs, School band, Singing groups and Drama club, which also involves the technical side of Theatre. We produce a school show, Christmas Carol concert and various other showcases throughout the academic year. There are also a number of theatre visits to expose our students to professional performance in all media.

### Department structure

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We aim to instil a lifelong interest in Performing Arts in all our pupils and a practical approach to learning. Our department has a supportive, friendly atmosphere where new ideas and approaches are welcomed and openly discussed by our highly motivated and ambitious team, who pride themselves on their excellent standards of teaching, the outcomes provided for students and the fun and enjoyment they get through taking part in challenging, stimulating and carefully planned lessons

# Job description

|              |               |
|--------------|---------------|
| Job title    | Head of Music |
| Reporting to | Headteacher   |

## Main purpose

The Head of Music will:

- Be responsible for the operational running of Music within our Performing Arts Department
- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards

## Duties and responsibilities

### Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests

### Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's vision and values
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

### Professional Development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Take part in the appraisal and professional development of others, where appropriate

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## Job description continued

### Duties and responsibilities cont.

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#### Communication

- Communicate effectively with pupils, parents and carers

#### Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

#### Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

#### Management of staff and resources

- Direct and supervise support staff assigned to them, and where appropriate, other teachers
- Contribute to the recruitment and professional development of other teachers and support staff
- Deploy resources delegated to them

#### Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

*Please note: This Job Description may be amended at any time in consultation with the postholder.*

# Person specification

| Criteria                      | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Qualifications and Experience | <ul style="list-style-type: none"><li>• Qualified Teacher Status (QTS);</li><li>• Undergraduate degree;</li><li>• Successful teaching experience across the full secondary age and ability range up to and including Sixth Form (Key Stage 5 / A level);</li><li>• Experience as a Musician with and instrumental or vocal background;</li><li>• Experience in a leadership role within a Music Department.</li></ul>                                                                                                                                                                                                                                                                           |
| Skills and knowledge          | <ul style="list-style-type: none"><li>• Knowledge of the National Curriculum;</li><li>• Knowledge of effective teaching and learning strategies;</li><li>• A good understanding of how children learn;</li><li>• Ability to adapt teaching to meet pupils' needs;</li><li>• Ability to build effective working relationships with pupils;</li><li>• Have good piano skills for classroom and extra-curricular activities;</li><li>• Knowledge of guidance and requirements around safeguarding children;</li><li>• Knowledge of effective behaviour management strategies;</li><li>• Good ICT skills, particularly using ICT to support learning;</li><li>• Proven leadership skills.</li></ul> |
| Personal attributes           | <ul style="list-style-type: none"><li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school;</li><li>• High expectations for children's attainment and progress;</li><li>• Ability to work under pressure and prioritise effectively;</li><li>• Commitment to delivering high quality and inspirational music lessons;</li><li>• Is confident, creative and energetic;</li><li>• Commitment to maintaining confidentiality at all times;</li><li>• Commitment to safeguarding and equality.</li></ul>                                                                                                                                     |

The Head of Music will be required to follow school policies and the staff code of conduct.

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

# Support for our staff

Whether your role is in a school or the central team, you will be part of a caring team that will provide you with the support and challenge needed to fulfil your role effectively.

## Continued Professional Development (CPD)

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- A comprehensive induction programme for all new staff (across all roles), that includes mentor and peer support
- Statutory training on safeguarding, health & safety and GDPR
- Access to over 2,500 world-leading courses, webinars and resources via the National College online training platform
- Support for Early Career Teachers (ECTs)
- Role specific training for Designated Safeguarding Leads (DSLs) and Special Educational Needs and Disability (SEND) roles
- School based training, including mentoring and coaching from senior leaders within school and across the wider Trust; Cross phase and school to school support
- Subject communities, across primary and secondary level, to share good practice across the Trust
- Opportunities to role shadow
- Apprenticeships available at various levels across the Trust for multiple roles, including Teaching, Teaching Assistants, Nursery and IT Technicians

## Health and wellbeing

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- A strong culture of wellbeing across all schools and the central team
- Family friendly policies, including comprehensive flexible working policy, adoption leave policy, maternity and paternity (including shared parental leave) policies and staff wellbeing policy
- Access to [Care First](#), an employee assistance programme which provides confidential support on health and wellbeing, relationships, money issues, bereavement and loss, stress, anxiety and depression and much more

## Pensions

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- Teacher pension
- Local government pension
- Nest pension

Staff wellbeing is very important at Acorn Education Trust. We are consistently looking for new ways to improve our offering, and, regularly collect feedback at all levels to check in with our staff and ensure they feel supported in their role.



## How to apply

We highly encourage all interested applicants to arrange a tour of our school prior to applying.

To arrange a tour, or if you would like any additional information about this role, please contact the school office via email at [aes@clarendonacademy.com](mailto:aes@clarendonacademy.com) or by phone on 01225 762686.

### To apply

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Please visit our [Acorn careers page](#) to complete an application form.

Shortlisted candidates will be invited for a one-day interview.

Clarendon Academy, Frome Road, Trowbridge, BA14 0DJ

01225 762686

[general@clarendonacademy.com](mailto:general@clarendonacademy.com)

*Clarendon Academy, as part of the Acorn Education Trust, is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful in obtaining this post you will be subject to a Disclosure from the Disclosure and Barring Service and health screening. We are an equal opportunities employer. As part of our safer recruitment processes, if you are shortlisted for the post, we will carry out a social media account search.*