



HEAD OF MUSIC CANDIDATE BRIEFING PACK



Part of



ACTIVATE
LEARNING
EDUCATION TRUST

September 2021

WELCOME FROM THE CEO OF ACTIVATE LEARNING EDUCATION TRUST

Since joining Activate Learning Education Trust (ALET) in April 2018, Theale Green School has gone from strength to strength; evidenced by more parents and children selecting Theale Green School as their first choice, incredibly positive parental feedback and strong outcomes for students.

You will be joining Activate Learning Education Trust at an exciting time as we embark on the next stage of our journey and will work alongside other leaders to support the delivery of our Strategic Plan 2021 – 2025.

The next stage of our development will see the Trust grow in student numbers; stage one of this growth will be through over-subscription in each school, and by further growth with like-minded schools joining our Trust to deliver our vision of transforming lives through learning.



During the period of this strategic plan, we will be working with our talented and dedicated staff body to become the employer of choice; this will see high retention and strong recruitment across all schools, thus providing our students with the best education provision, where we develop their skills, attributes and ability to learn for life.

We will also look back from 2025 and recognise our Trust as leading the way in developing our students, through working with a growing number of employer partners to provide our students with the skills and attributes required for successful future careers and life.

During this time, we will see our Trust move into becoming a more outward facing organisation within our communities, education sector and employer partners.

Everything we do aims to transform lives through learning. Our Trust thinks differently by focusing on preparation for successful lives and careers; we just happen to deliver qualifications. Want to join us?

If you would relish this challenge and appreciate the invitation to become a key member of a successful, forward-thinking MAT, we would very much welcome your application.

Joanne Harper
CEO, Activate Learning Education Trust

If you would like to visit the school or if there are questions that the pack does not answer for you, we will happily answer them. Please contact Danielle Burdett, PA to Headteacher dburdett@thealegreen.w-berks.sch.uk

HEAD OF MUSIC

Location: Theale Green School, Church Street, Theale, West Berkshire, RG7 5DA

Salary Range – MPS/UPS + TLR 2

Start date January 2022

We are looking for a gifted and engaging Head of Music who can articulate a clear vision and set the direction of travel for placing music fully on the map at Theale Green School. A high level of skills is essential.

We are looking for a highly skilled musician with a strong ability to communicate their enthusiasm to our students and to engage with our wider community at internal and external events school events. The successful applicant will also have the ability to manage and expand the peripatetic teachers who work within the faculty.

This is an exciting position for a candidate who has the passion and belief that as teachers and support staff, our role is to educate young people to be the very best version of themselves. We are looking to welcome a colleague to join our team who has demonstrable aspiration for all the young people and the staff who come together daily as part of our community.

Theale Green School is part of the Activate Learning Education Trust consisting of seven secondary schools. We have a rich history in both Sport and the Arts, as important contributors to every young person's development. However, we have now established a rich and broad curriculum which reaches into every corner of our school. We pride ourselves on our vision of being the School of Choice for our local community, and through valuing all relationships within our community, ensuring that every person has a voice and striving to be a Well School, we are well on our way to our vision being reality.

There is an opportunity for potential candidates to visit the school please contact Anita McIntyre on 0118 930 8510.

For more information please visit: <https://www.thealegreen.w-berks.sch.uk/> and <http://www.alet.org.uk/>

Please email completed ALET application forms (available on our website) to:
recruitment@thealegreen.w-berks.sch.uk

Closing date for applications is: 9.00am on Wednesday 13th October 2021

Interviews will take place on: Tuesday 19th October 2021

As an Activate Learning Education Trust school we are committed to safeguarding and promoting the welfare of children and young people. Any post within the Trust is subject to an enhanced Disclosure and Barring Service check.

WELCOME FROM THE HEADTEACHER OF THEALE GREEN SCHOOL

Thank you for your interest in the post of Head of Music at Theale Green School.

This is an exciting position for a candidate who has the passion and belief that as teachers and support staff our role is to educate young people to be the very best version of themselves. We are looking to welcome a colleague to join our team who has aspiration for all the young people and the staff who come together daily as part of our community.



As we come to the end of our third year of being part of a new Trust, we are exceptionally proud, but not at all complacent, of the progress we have made as a school. We have valued the determination and will of the local community to see their local school succeed, but we have also valued the loyalty, determination and resilience of all staff to make the changes that were needed. Our journey continues; we are entering an exciting phase of broader improvements. Our next steps include:

- focus on “S” of ACES Curriculum
- continued development and embedding on T&L strategy – <https://www.thealegreen.w-berks.sch.uk/academic/teaching-and-learning-the-theale-green-way/>
- significant and exciting developments to Student Leadership, Voice and Personal Development development of our Well School –
- <https://www.thealegreen.w-berks.sch.uk/mental-health-and-well-being/>
- striving for both a high performance leadership and culture

You will have noticed from our website that 90% + of parents would now recommend Theale Green School to another parent. The number of parents choosing Theale Green School has risen by 85% in three years of new leadership within our new Trust and we are looking forward to welcoming 140+ new Year 7 students this September (NOR Sept’ 18 was 75 at entry). Our entry to our Sixth Form has also grown for the second year running, and we are also pleased to see an increase in both disadvantaged and external candidates joining our Sixth Form.

Student and staff well-being is at the heart of our school and we are constantly challenging ourselves within the Leadership Team to make a tangible and positive difference to the lives of all who study and work here. We are working to develop a culture where all voices are heard and feedback is welcomed and valued, and we are looking forward to finding the candidate who is motivated by being part of this culture. Despite the strength of our Trust, we value external engagement and we have strong relationships with the Local Authority, a variety of national bodies, but most especially, our community. A focus on continuing professional development for staff is valued by everyone, and staff are welcoming the increased opportunity to influence the direction of the school.

We worked as a staff body to develop and introduce a new Curriculum in 2018/19, and now, moving into its third full year, and fully enmeshed with our T&L strategy, we are making tangible progress to the high challenge that we aspire to bring to the classroom for our students.

If you are an ambitious and aspirational teacher who values strong and trusting relationships, who welcomes feedback and challenge and who believes that we genuinely can “transform lives through learning” then we look forward to receiving your application.

Joanna Halliday
Headteacher, Theale Green School

ACTIVATE LEARNING EDUCATION TRUST

WHO ARE WE

Activate Learning Education Trust (ALET) is a Multi-Academy Trust (MAT) established by Activate Learning in 2015. We transform lives through learning by providing exciting and innovative education for young people by looking at how we learn as well as what we learn.

Activate Learning is the sponsor for Activate Learning Education Trust, which is run with the support of a number of industry and academic partners.

OUR VISION

“TRANSFORMING LIVES
THROUGH LEARNING”

OUR MISSION

To ‘transform lives through learning’ by igniting confidence, expanding opportunities, energising the community and generating prosperity. Through Our Learning Philosophy and core values of empowerment, enterprise, connectedness and transformation, we will provide our students and staff with a safe and supportive environment in which to thrive and become independent learners.

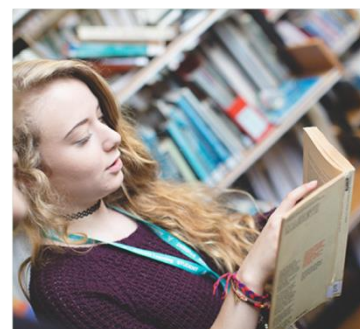
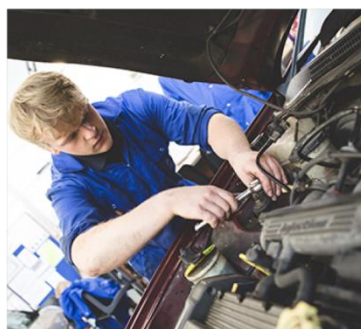
OUR VALUES

EMPOWERMENT

ENTERPRISE

CONNECTEDNESS

TRANSFORMATION



THE LEARNING PHILOSOPHY

Our award-winning Learning Philosophy helps us all understand how best our students learn and how we teach our learners effectively.

We utilise the important relationship between the following elements:

Brain

Our brains are capable of incredible things. From the study of neuroscience, we understand that the brain connects neurons to make networks. These networks strengthen and work faster through repeated use. We believe in hard work and recognise the value in working through our failures so that we are constantly learning and improving.

Motivation

We need to motivate ourselves in order to do the practice that strengthens the networks in our brains. By repeatedly demonstrating the relevance and impact of newly learnt skills and knowledge, we maintain our students' motivation.

Emotions

Our emotional response to studying has a massive influence on how we learn. The more positive our learners' emotional response to studying is, the more likely they are to engage with and remember what they're learning.



CURRICULUM

Theale Green School's curriculum provides a rich, broad and balanced learning experience for all students across the years.

The curriculum is carefully planned to flow seamlessly from the moment students join in Year 7 until the point they leave at the end of Year 11 or 13. Our intention is to fulfil all the requirements of the National Curriculum and beyond, and to cater for the needs of students of all abilities.

In Years 7 to 9, students follow a broad, common curriculum. Students are taught the separate subjects of maths, English, science, ethics and philosophy, PE, history, geography, modern languages, food technology, ICT, art and design technology, drama, music and dance. These classes are taught by subject specialists to ensure a successful learning experience.

The quality of our sixth form curriculum is best characterised through the excellent outcomes our students achieve, making us **one of the top schools for results in the country**. Many of our students continue their studies at one of the elite Russell Group of universities, and every year we have students accepted at Oxbridge. Our students have also been particularly successful in securing apprenticeship or other vocational routes.

Our Sixth Form students study three or four A Levels, or a combination of A Levels and Level 3 BTEC courses. Our curriculum consists of two-year courses with assessments at the end of the two-year period. In addition to a broad and diverse range of subjects, students can supplement their core programme of study in various ways. We offer the Extended Project Qualification which helps develop the study skills required by the best universities in the country.

Equally we have a dedicated and diverse careers programme that includes the opportunity to undertake work experience, and a focus on having the right mind set for success including key tips to achieve this. Our core curriculum is supported by the provision of MOOCs, Massive Open Online Course, meeting the desire of employers and universities to have students who can work independently.

You can find more information on our curriculum on our website:

<https://www.thealegreen.w-berks.sch.uk/academic/curriculum/>



ETHOS

At Theale Green School, we believe that aspiration is the preserve of every young person and destinations should never be limited based on historical experience. We all adhere to the principle that developing our talents, valuing our education and achievements, expanding our cultural horizons and respecting others, will prepare us for contributing well to our society.

We value a close working relationship with both parents, whose feedback is important to us, and with our broader community whose support is highly appreciated. We know, and are grateful, that the community has much to offer us, and we aim to offer much in return. We are privileged that our school sits at the heart of a community which supports the success of its young people without exception. By then prioritising the quality of teaching and learning, relationships, behaviour and aspirations, we achieve our Mission.

Our Mission

Theale Green School is the School of choice for our community

Our Values of:

Progress – we welcome challenges and persist when work is hard

Hard work – we make effort and a good impression in the workplace

Respect – we are polite and respectful to everyone, central to every conversation and interaction at Theale Green School.



JOB DESCRIPTION

Reporting to: Assistant Headteacher

Key Responsibilities

Job purpose

The Head of Music, under the direction of the Assistant Headteacher, will take a role in:

- Under the reasonable direction of the Assistant Head Teacher, carry out the professional duties of a teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).
- To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.
- To be accountable for student progress and development within the Music department.
- To create a culture of aspiration 'and music for all' within the Music department, particularly beyond the National Curriculum.
- To develop and enhance the teaching practice of others.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in Music, in accordance with the aims of the school and the curricular policies.
- To be accountable for leading, managing and developing the Music department.
- To effectively manage and deploy teaching/support staff, financial and physical resources within the Music department

Main duties and responsibilities

General Leadership

- Work in collaboration with the Leadership Team (LT) to ensure outstanding leadership and management within the school.
- Maintain a high profile around school.
- Lead on delegated areas of responsibility.
- Uphold and embed a culture that enables students and staff to excel.
- Help to improve the outcomes and progress of all students, including those who are disadvantaged.
- Have a strong understanding of the school's effectiveness and strategies for improvement.
- Support teacher development and improvement to ensure highly effective teaching and learning across the school.
- Help to create a climate in which teachers are motivated and are encouraged to develop their practice.
- Promote inclusion, equality of opportunity and diversity.
- Contribute to the safeguarding of students, promote student welfare to ensure that students feel safe and staff are trained to identify safeguarding needs.
- Work effectively with all stakeholders and external providers to secure the best outcomes for all.
- Participate in and support in the organisation and management of whole school events e.g. celebration events and assemblies.
- Develop with student leaders a culture of aspiration and achievement for Music
- To coordinate with peripatetic teachers to enable extra-curricular music lessons to take place during school hours.
- To lead the school productions in conjunction with the Drama and Dance departments.
- To advertise and recruit students for GCSE Music.

Strategic Management

- To lead the development of appropriate specifications, resources, schemes of work, marking policies, assessment and learning and teaching strategies in the Music department.

- To be responsible for the day-to-day management, control and operation of course provision with the Music department, including effective deployment of staff and physical resources.
- To set strategic targets for learning and teaching within the Music department.
- To monitor actively and follow up student progress.
- To implement school policies and procedures which reflect the school's commitment to high achievement through effective learning and teaching.
- To work with colleagues to formulate aims, objectives and strategic plans for the Music department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.
- To lead and manage the planning functions of the Music department, and to ensure that the planning activities reflect the needs of students within the Music department and the aims and objectives of the school.

Quality of Education

- Ensure that innovative and appropriate approaches to learning are made available to students with specific learning needs, for example: those with a low skill base, hearing or visual impairment and the very able.
- Work with other departmental heads, in particular those within the Performing Arts faculty to agree schemes of learning so that the content of courses is cohesive and so provides student with a broader understanding of Music and its links with other fields of study.
- Ensure that the statutory requirements of the National Curriculum are met.
- Evaluate the design and delivery of the curriculum for Music and continuously striving to improve all aspects.
- Monitor and evaluate progress towards meeting student achievement targets.
- Ensure that there is an effective assessment, recording and reporting system of student progress in Music. This includes working collaboratively with other department heads within the Performing Arts faculty.
- Regularly monitor the external and internal environment so that appropriate Music initiatives continue to influence and improve learning for students and staff.
- Lead the department in effective behaviour for learning strategies.
- Support the Music teaching staff as necessary in the management of complex students and families.

Financial Management

- Be responsible for setting long term and short term budgets for resourcing the Music department, within the Performing Arts faculty, appropriately and effectively.
- Monitor actual spend against forecast.
- Make sure that 'Best Value' principles are applied to all appropriate purchasing decisions and that the use of financial resources has a clear impact on improving student outcomes.
- Exploit business opportunities to improve the resources and opportunities of the Music department.

People Management

- Ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To continue own professional development as agreed with the Leadership Team.
- To be responsible for the efficient and effective deployment of learning support staff.
- To undertake Performance Management Review(s) and to act as reviewer for designated staff within the Music department.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the Music department, liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the Music department.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the school's ITT programme.
- To be responsible for the day-to-day management of staff within the Music department and act as a positive role model.

- To ensure that the Leadership Team and Governors are well informed about policies, plans, priorities and targets for the Music department and that these are properly incorporated into the School Development Plan.
- Networking with secondary schools in the area to share best practice.

Quality Assurance

- To ensure the effective operation of quality control systems (including data monitoring).
- To establish common standards of practice within the Music department, and other departments within the Performing Arts faculty. Work collaboratively to develop the effectiveness of learning and teaching styles.
- To contribute to the school procedures for lesson observation.
- To monitor and evaluate the Music department in line with agreed school procedures including self-evaluation against quality standards and performance criteria in line with the OFSTED framework for inspection.
- To seek/implement modification and improvement where required.
- To ensure that the Music department's quality procedures meet the requirements of Self Evaluation and the Strategic Plan for the Performing Arts faculty.

Management Information

- To ensure the maintenance of accurate and up-to-date information concerning the Music department on the management information system.
- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports within the quality assurance cycle for the Music department.
- To produce reports on examination performance, including the use of value-added data.

Communications and Liaison

- To ensure that all members of the Music department are familiar with the curriculum intent.
- To ensure effective communication/consultation as appropriate with the parents of students.
- To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
- To contribute to the planning and delivery of school liaison activities.
- To lead the development of effective Music links with partner schools and the community, promoting Music effectively at liaison events in-house, in partner schools and the wider community.
- To promote actively the development of effective Music links with external agencies.
- To represent the Music department's views and interests

Resource Management

- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the Music department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- To ensure that the Music teaching commitments are effectively and efficiently timetabled and roomed.
- To ensure that Health and Safety policies and practices, including risk assessments are in line with national requirements and are updated when necessary, in liaison with the School's Health and Safety Officer

Group/Employee responsibilities

Professional Conduct

All employees are expected to:

- Follow TGS 's Appraisal Policy
- Make the most efficient and effective use of human, financial and material resources
- Be aware of and responsive to the changing nature of TGS, adopt a flexible and pro-active approach to work and contribute to a range of cross-site initiatives to facilitate the delivery of key business objectives
- Participate in TGS developments; attend internal and external meetings and training programmes relevant to the performance and execution of the duties of their post
- Be conversant with and operate all appropriate information technology resources available and to keep abreast of developments in this area
- Ensure compliance with all TGS policies, procedures and regulations and assist in the implementation of decisions
- Give good notice of any absence in line with the schools Absence Management Policy
- Adhere to general standards of conduct embodied in TGS policies
- Provide an education service which actively promotes equality of opportunity and freedom from discrimination, demonstrating that TGS encourages the valuable and enriching contribution, which people from a range of backgrounds and experiences can bring to the life and development of the organisation
- Work within any legislation to which TGS is bound by law
- Make the most efficient and effective use of resources being aware of budget implications
- Responsibility to promote and maintain a safe and healthy environment for yourself, all other staff and students
- Responsibility to respect TGS Community and abide by the Equality policy
- Report any incidence of bullying/harassment as part of the safeguarding statement and procedures
- To provide the service in accordance with the Trust's Vision, Strategic Plan and Service Improvement Plans
- To demonstrate and promote ethical behaviour appropriate to that which would be expected by our stakeholders
- To work in a flexible manner and to be willing to undertake other duties as reasonably requested

QUALIFICATIONS & EXPERIENCE

Qualifications

Essential

- Degree and Teaching Qualification
- Enhanced DBS
- Ongoing CPD portfolio
- At least 3 years' teaching experience in a Secondary School
- Evidence of successful experience of curriculum/subject development

Desirable

- Experience of successfully managing an aspect of whole school improvement
- Experience of leadership and management

TECHNICAL COMPETENCIES /SKILLS

Essential

- An experienced and strong classroom practitioner
- Understanding of the characteristics of high quality teaching and effective learning
- Evidence of successfully planning and implementing curriculum developments
- Knowledge of current whole school developments in education
- Evidence of leadership skills
- Demonstrable understanding of and commitment to high-impact teaching, and the ability to model this for others and support others to improve
- Understanding of school finances
- Effective communication and interpersonal skills
- Ability to communicate a vision and inspire others
- Ability to build effective working relationships with staff, students, parents and governors

BEHAVIOURAL SKILLS

Essential

- Patient and persistent
- Tactful, respectful and sensitive to the needs of others
- Enthusiastic with a positive and optimistic outlook and a sense of humour
- Personal attributes: Positive, enthusiastic, tolerant, committed to excellence, respectful, enjoys hard work

QUALIFICATIONS	Essential (E) or Desirable (D)
First degree or equivalent	E
Evidence of commitment to own continuous professional development in leadership, current education initiatives and learning approaches	E

EXPERIENCE	Essential (E) or Desirable (D)
Significant recent experience as a senior leader in an education setting	D
Demonstrable track record of success in leading change and school improvement at secondary level	E
Experience of effective monitoring school performance at every level	E
Track record of achievement in raising standards and outcomes and achieving excellence	E
Experience and understanding of management of human and financial resources at a senior level	D
Experience of effective performance management of staff at all levels, including the ability to hold staff to account for performance and outcomes	E
Experience of using target setting, data analysis and curriculum innovation to improve performance outcomes for students	E
Evidence of successful promotion and implementation of effective teaching and learning strategies	E
Experience of working effectively with governors	D
Experience of working successfully with local community and external agencies/stakeholders and of sustaining and developing effective partnerships with other organisations	D

KNOWLEDGE, SKILLS AND UNDERSTANDING	
An up-to-date knowledge of school improvement planning and evaluation	E
Able to provide strategic and creative leadership and develop a school vision, which has learning and achievement at its core and incorporates its ethos and values	D
A detailed understanding of current educational issues, including national policies, priorities and legislation	D
A detailed knowledge of quality assurance systems (including school review self-evaluation and staff appraisal)	D
An in-depth knowledge of a range of effective strategies for maintaining and developing high standards of attainment, behaviour and attendance	E
A knowledge and understanding of legal issues relating to managing a school including Child Protection Procedures, Equal Opportunities, race, relations, Disability, Human rights, Employment and Health and Safety legislation	D

PROFESSIONAL AND PERSONAL ATTRIBUTES

Outstanding leader, committed to partnership and collaborative working	E
A commitment to the Well Being of Self and Others	E
Leadership style which reflects the importance of delegating responsibilities and empowering others	E
Commitment to the academic, personal and social development of children and families	E
Excellent interpersonal, communications and organisational skills	E
Commitment to involving others and maintaining strong and positive relationships with the whole school community	E
Strategic thinker	E
Adaptable and creative in changing circumstances	E
Shows resilience and decisiveness under pressure	E
High level of perseverance, energy and enthusiasm for the school	E

