



TOWNSEND
CHURCH OF ENGLAND SCHOOL

Head of Music

Responsible to: A member of the Senior Leadership Team

Core Purpose of Head of Music

An exciting opportunity has arisen for an excellent secondary music teacher to lead the music department at Townsend Church of England School in St Albans and to be part of an innovative school / Hertfordshire Music Service partnership.

We are looking for someone to lead music education at Townsend, delivering high-quality and engaging lessons and offering a comprehensive range of co-curricular activities. The successful candidate will also need to liaise effectively and creatively with the St Albans Music School (part of Hertfordshire Music Service), where a thriving mutual partnership will benefit the school community and the Music Service. The extended role with the Music Service could include a range of opportunities from instrumental teaching to partnership work with local schools.

As a Church school, Townsend holds four Cathedral services a year and, as Head of Music, the candidate would be expected to play a lead role in these, by sharing the planning with the Head of Religious Education and Worship and by organising and preparing the musical content. Leading, developing and monitoring the work of the peripatetic music teachers in the school would also be an expectation of the role.

Currently, music is taught at Key Stage 3 to all students and is a GCSE optional subject. The school is committed to protecting the arts subjects at GCSE and is very keen on the development and growth of music at GCSE level and the possible future introduction of A Level music as numbers build.

The successful candidate will be committed to high academic standards, and have a full appreciation of the importance of Music at Townsend. To succeed in this role, you must be an exceptional classroom practitioner, with the ability to lead, motivate and inspire students. We offer an excellent Continuing Professional Development programme for all staff. We are committed to developing high-quality and effective teachers. Continuous training and professional development are embedded within our school culture and ethos.



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About the Role:

1. To ensure the school's Music curriculum enables all our students to achieve to the very best of their ability.
2. To secure and sustain high-quality teaching, learning and assessment in Music. Leading moderation and standardisation of work across the range of qualifications offered by the department.
3. To organise the effective grouping of students and allocation of classes to teachers.
4. To plan co-curriculum opportunities to make the best use of facilities available within the constraints of the school calendar. The school has termly shows, some of which are arranged in conjunction with the drama department.
5. To routinely undertake self-evaluation of the performance of the department and use this to inform improvement planning and guide short, medium and long-term decisions.
6. To ensure that the schemes of work and resources used for the teaching of Music are high quality, appropriate, accessible and secure good progress for students of all abilities and backgrounds.
7. To ensure consistent record keeping and data analysis across the department in order to identify and intervene to address the underachievement of individuals or identified groups.
8. To use department meetings effectively.
9. To support the professional development needs of members of the department and support the development of new and student teachers where relevant.
10. To work with staff, students and parents and use the school's systems to manage student behaviour and to reward effort and achievement in the department.
11. To promote Music and to maintain a high profile for the subject and the department in the school and local community.
12. To line manage members of the department.
13. To represent the Music Department at meetings inside and outside the school.
14. To liaise with key staff such as the SENCO, Exams Officer, the Pastoral Team and SLT to ensure that the needs of students are best met, and the department contributes towards the smooth running of the school.
15. To plan effective use of the department resources ensuring that they provide value for money and manage the department budget.
16. To oversee the day-to-day work of the Music Department including ensuring cover work is set if required.



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Safer Recruitment

1. This role will require the post holder to have an enhanced DBS check.
2. It is the individual's responsibility to promote and safeguard the welfare of children and young people s/he is responsible for or comes into contact with.

General

1. Play a full part in the life of the school community; support the school's priorities and ethos and encourage students to follow this example.
2. Undertake continued personal professional learning activities, as agreed with your Line Manager / CPL coordinator.
3. Participate in subject team activities arranged for open evenings.
4. Undertake duties as per the published rota.
5. Undertake a reasonable share of cover lessons in accordance with the published cover policy.
6. To be a form tutor as required.
7. Undertake any other responsibilities or tasks as reasonably requested by the Headteacher.

Upper Pay Spine

1. In addition to the above, teachers who have progressed to the Upper Pay Spine will be expected to undertake additional responsibilities. The scope of these should increase along with UPS progression.
2. Teach consistently good or better lessons, with the aim of improving to deliver an increasing number of outstanding lessons.
3. Contribute to developments within the subject/year team and lead on appropriate aspects, as agreed by their line manager.
4. Undertake induction, coaching and mentoring of identified staff or trainees, in line with the school's policy.
5. Contribute to the whole school's professional development programme as appropriate.
6. Provide guidance, support and mentoring for identified students, as agreed with their line manager.

Notes

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder must use Directed Time.



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3. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.



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Head of Music Person Specification

Attributes	Essential	Desirable	Evidence
Qualifications & Experience			
QTS (or training towards QTS)	✓		A
Successfully completed Induction Year	✓		A
Evidence of recent Professional Development	✓		A
Further study or qualification		✓	A
Evidence of contribution to staff training and development		✓	A
Knowledge & Skills			
Excellent classroom practitioner	✓		IP
Ability to articulate characteristics of effective teaching	✓		IP
Knowledge and understanding of current and future initiatives in education		✓	A/IP
Understanding of the learning needs of all students	✓		A/IP
Ability to lead and implement new ideas	✓		A/IP
Use of ICT, particularly to promote teaching and learning	✓		A/IP
Ability to enthuse, inspire and motivate others	✓		A/IP
Experience of, ability to, use student performance data to raise achievement		✓	A
Excellent people management skills and the ability to build a team		✓	A
Ability to communicate effectively with a range of audiences	✓		A
Good administrative and organisational skills	✓		A



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Personal/Professional Qualities			
Self-motivated, with ability to use initiative	✓		R/IP
Approachable, caring, flexible and supportive	✓		R/IP
Ability to contribute to and be part of a team	✓		R
Can work under pressure, with a high level of commitment and determination	✓		R
Ability to lead by example, and make decisions	✓		R
Commitment to extra-curricular activities	✓		A/R
Safer Recruitment			
Knowledge and understanding of requirements and responsibilities for safeguarding and promoting the welfare of children and young people (including an enhanced DBS check)	✓		A/R/IP
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		A/R/IP
Emotional resilience in working with challenging behaviours	✓		A/R/IP
Appropriate motivation to work with young people	✓		A/R/IP

A = Application Form

IP = Interview Process (this will include teaching a lesson)

R = Reference

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____