

Head of Music Application Pack



2026

William Ellis School

A Letter to the Applicant

Dear Applicant,

Thank you for your interest in applying for our current position of Head of Music and Music Technology at William Ellis School. If you would like more information on the school, then please visit www.williamellis.camden.sch.uk.

In this pack you will find:

1. A Message from the Head Teacher
2. Information about the School
3. Job Advert
4. Job Description and Job Specification
5. Timeline of Events for this post
6. Where to find us

We currently accept application packs that can be found on our website in the vacancies section, which then can be emailed to hr@williamellis.camden.sch.uk or posted to the school address.

All candidates are welcome to contact the school for an informal conversation about the role and/or the school, as well as arranging a visit. We do reserve the right to interview suitable candidates before the closing date. We will acknowledge your application and will endeavor to contact all candidates with the shortlisting outcome. However, if you do not hear from us before the interview date you should assume you have not been successful on this occasion.

William Ellis is committed to Equal Opportunities and to Safeguarding and promoting the welfare of young people and therefore expects all staff to share this commitment. Keeping in line with KCSIE guidelines all applicants will be subject to an online media search and reference checks prior to their interview. Any position offered at the end of the interview process will also be subject to verification of Right to work in the UK, Qualifications requirements, satisfactory DBS Enhanced Disclosure with barred list checks, Teacher prohibition check and overseas checks (where applicable).

Thank you again for your interest in William Ellis School, we look forward to receiving your application.



A Message from the Headteacher

William Ellis is a close community with strong relationships between adults and young people. The staff in the school are fully committed to growing and realising the ambitions of our students and working in partnership with their families. We are a centre of excellence for boys' education and work together to bring out the best in all our students. Honest, caring and robust relationships, paying due regard to physical and mental health, are at the centre of what we do. We recognise and address the need to challenge and support boys with every aspect of their learning, including literacy.

We provide a distinctive environment for boys that guides them towards healthy, happy and successful futures. High quality learning is central to everything we do; this enables students to build their cultural capital and intellectual skills, with Modern Foreign Languages a core part of our curriculum to GCSE. We also recognise the value of innovation: Food Technology is new to our curriculum, and we pioneered Camden's approach to online learning.

We work in an emotionally intelligent way to prepare our students for the society and workplaces of the future, regardless of their starting points or the challenges they face. This is grounded in the strong foundations of our William Ellis attributes: responsibility, resourcefulness, reflection, respectfulness, resilience, creativity, and communication. Our house system allows students to develop a sense of collective endeavour and common purpose and to be positive role models for others as they move through the school.

I hope that this introduction gives you a flavour of who we are and the very special place that is William Ellis School.

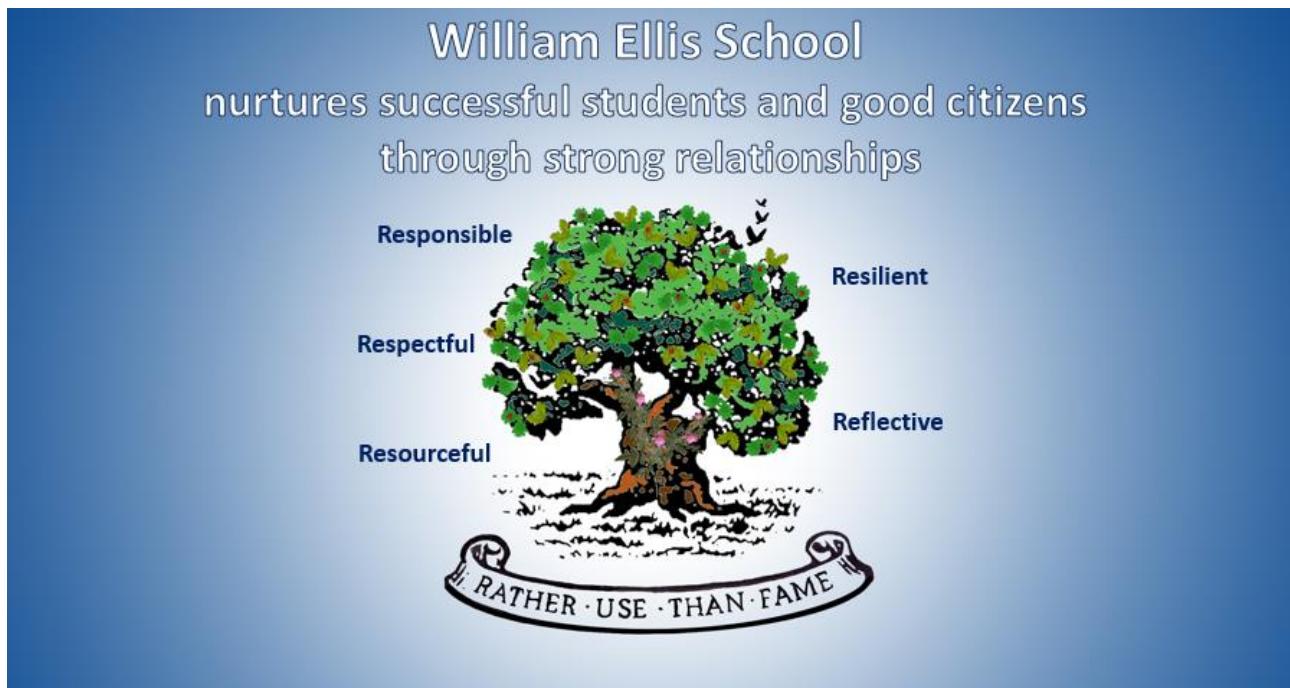
Yours faithfully,

Izzy Jones
Headteacher



About the School

Our Purpose and Vision



Our Aims

We are a school where students:

1. have ambition, work hard and make excellent progress
2. believe that by applying themselves they can get better
3. are involved in their own learning and help drive school decisions
4. feel supported, welcomed and respected for their individuality
5. know their rights and responsibilities and are prepared to be responsible, global citizens in a democratic society
6. possess an informed understanding of the world of work and how wealth is created with an awareness of ethical behaviour, respect for the environment and social justice
7. cultivate creative skills and an appreciation of art, music, drama and design
8. develop an interest in the wider world and other cultures
9. have pride in their school and have high expectations for themselves and their peers

Our Values

We...

1. promote the highest achievement in our students
2. are committed to excellent teaching in a well-ordered, stimulating learning environment as this is a right for all students
3. build strong relationships with students and each other
4. continuously evaluate the progress learners are making
5. demonstrate and articulate social and moral values and respect for others
6. challenge fixed mindsets because we believe that through focused effort and constructive feedback individual (and collective) capability will develop
7. listen to student voice and act on it
8. celebrate a broad range of achievements: academic, artistic, sporting, leadership



William Ellis and the History of the School

The school's founder, William Ellis, was born on 27th January 1800. He was respected in the City as a man of outstanding business ability and acumen and he combined this with a gentle manner and perfect politeness.

Not only was William Ellis successful in business but he was also distinguished in two fields of learning: education and economics. He became inspired in these areas when he joined a philosophical group in 1820. The group were united in their search for intellectual truth and upheld political liberalism, religious tolerance and legal reform. He became absorbed in the ways and means to promote 'progression of the human race in the career of improvement' and the need for a national system of education.

In 1848 he founded the first "Birkbeck School" and by 1852 he had founded five of these schools at his own expense, naming them after George Birkbeck. Dr Birkbeck, a man who was greatly admired by Ellis, was the founder of the Mechanics Institute (now called Birkbeck College, University of London). Our school was the last he founded but unlike all the others it bore his name. This was in October 1862. One of the chief aims of the Birkbeck Schools was the development of the thinking powers of children, quite radical at the time, rather than merely cultivating their memory.

William Ellis stood out as an innovator on a grand scale in founding schools where the sciences, including social sciences, formed the main basis of tuition and the development of the faculty of reason was regarded as the basic function of education. He valued, as he himself said, his conscience and his feelings for human wellbeing above all else.

The link between Birkbeck College remains and it has representation on the school's governing body.

William Ellis School was first established in 1862 in Gospel Oak and catered for girls and boys of a wide age range. In 1889 it was reconstituted as a boys' secondary school. The school moved to its present site, backing onto Hampstead Heath, in 1937.

Since then classrooms have been adapted and extended, parts of the building have been converted and there has been a great deal of building to provide the specialist classrooms required. The most recent building programme gave us a new school hall and fully computerised learning resource centre, library and office.

The school has been fully comprehensive since 1984, having admitted its first mixed ability intake in 1978. It has a large joint sixth form with Parliament Hill School, which is part of the highly regarded La Swap Consortium with La Sainte Union and Acland Burghley School. The school has a long history of success and in 1997 became one of the three boys' schools in the country to earn specialist Language College status.

William Ellis is unusual in being a non-denominational 'Voluntary Aided' school within the London Borough of Camden. There are not many of these schools, and they are mostly attached to the Roman Catholic and Anglican Churches, a Jewish community or a Livery Company. We stand on our own, supported by the William Ellis and Birkbeck Schools Trust, a registered charity whose funds are solely for the purpose of assisting the school. The Trustees work closely with the Governors and appoint the Foundation Governors. Many of our Governors are parents of current or former students of the school, and a few are former students.



Job Advert

We are currently Recruiting for

Role: Head of Music

Salary: Main/Upper Scale + TLR2b, Inner London

Contract: Full-Time or 0.8 FTE, Permanent

About the role

We are currently looking for an enthusiastic **Head of Music** to lead the teaching of Music and Music Technology across all key stages. We require a well-qualified musician who is passionate about music education and committed to managing an extensive programme of extra-curricular, enrichment and performance opportunities.

About the Department

Music at William Ellis has a strong history of excellent results at GCSE and A Level in Music and Music Technology, with at least one class in each examination year group and sometimes 40% of a year group opting for Music at GCSE. There is a thriving programme of extra-curricular and enrichment provision, with ensemble groups within the school and with neighbouring girls' schools – some of whom perform at external venues and events. We have a strong relationship with the school's Parents' Association who support regular fundraising efforts for musical equipment. We are proud to be part of a strong schools' Music partnership in Camden. As a school, we offer up to 10% of our places each year to students who show a strong aptitude for Music and support these students to achieve highly and enjoy Music throughout their time here. For more details, please see [**William Ellis School - Music**](#)

The successful candidate will be:

- be an outstanding teacher with excellent subject knowledge
- be an inspirational leader with the skills and determination to make a significant difference to the lives of young people
- have a record of securing excellent student progress

If you are seeking a challenging and highly rewarding position, enriching the lives of students and the local community, we look forward to hearing from you.

Application packs can be downloaded from the school website www.williamellis.camden.sch.uk, emailing the HR team HR@Williamellis.camden.sch.uk or calling the school office on **020 7267 9346**

Closing Date: Friday 20th February 2026, Midday

Interview Date: week beginning 2nd March 2026

Interested Candidates are welcome to contact the school for an informal conversation about the role, the school and to arrange a visit. We reserve the right to interview suitable candidates before the closing date.

William Ellis School is committed to Equal Opportunities and to safeguarding and promoting the welfare of young people and therefore expects all staff and volunteers to share this commitment, all appointments are subject to DBS checks and excellent references and an online media search



Job Description

| | | | |
|--------------------|---|----------------------|---------------------------------|
| Post title: | Head of Music | Grade: | Main/Upper Scale + TLR2b |
| Contract: | Part-Time (0.8)/Full-Time, Permanent | Reporting to: | SLT |

William Ellis School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regards to sex, race, religion belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

The contribution of middle management is vital to the general success of a school. The Head of Music will lead by good example, by taking responsibility for all aspects of the work within the subject area and by playing a full part in encouraging a positive, secure, and pleasant working environment throughout the school.

The Head of Music will also contribute to the formation and implementation of school policy and will participate in appropriate meetings with colleagues and parents. The Head of Music works under the general direction of the Headteacher and is responsible to a Deputy/Assistant Teacher for Academic responsibilities and to a Head of Year for Pastoral responsibilities.

Specific responsibilities include

Curriculum

- Developing the subject, devising and up-dating teaching schemes which match, where appropriate, programmes of study and attainment targets.
- Co-ordinating the work of all staff teaching within the subject area.
- Ensuring the use of suitable teaching materials always bearing in mind the school's
- Equal Opportunities Policy.
- Keeping and ensuring other members of the department keep up to date with current thinking, e.g. new examination procedures, the requirements of the National Curriculum etc.
- Ensuring that departmental practices are responsive to the individual needs and ability of each student.
- Ensuring effective day to day teaching including suitable cover work.
- Implementing assessment, monitoring and recording procedures which enhance the learning of students and reflect school policies.
- Liaising effectively with the curriculum deputy and providing information as required.
- Liaising effectively with inspectors, advisors, librarian, and other agencies.
- Exploring and engaging in cross curricular work and links.
- Ensure there is a full range of extra-curricular musical activities

Staff

- Giving support and advice to all staff teaching within the subject area including supply cover teachers.
- Ensuring the team's awareness of and adherence to school policies.
- Keeping senior management informed of particular achievements of staff or problems they may be facing.
- Inducting any new members of staff in the department, including support for any early career teachers and the liaison entailed.



- Leading team and as necessary cross curricular meetings to ensure efficient communication throughout the school, organising agendas and completion of minutes, copies of which, must be passed to Senior Management.
- Liaison with relevant deputy or senior teacher with oversight of the subject/curricular area.
- Monitoring all record keeping of the curriculum team, including student attendance, lesson planning,
- Homework, discipline, rewards, report writing, profiles, assessments.
- Ensuring curriculum staff help the smooth running of the school by meeting deadlines, by being punctual to lessons.
- Bringing staff attention to relevant INSET provision.
- Providing curriculum INSET as necessary and contributing to whole school INSET.
- Delegating responsibility within the subject area as appropriate.
- Performance and Line Management of relevant staff, including peripatetic music teachers.

Students

- Allocating students to teaching groups as necessary, and according to school policy.
- Providing up-to-date class lists.
- Preparing adequate and useful career and course guidance for students.
- Devising a curriculum core policy on lesson routine and discipline in line with that of the school.
- Taking responsibility for student behaviour within the subject area.
- Ensuring adequate liaison with specialist staff, form tutors and Teachers of year, to meet student needs.

Parents

- Ensuring parents have adequate knowledge of the work of the curriculum team with reference to their child's stage of learning.
- Ensuring that all departmental correspondence with parents is polite and enlists the support of parents.
- Informing Teacher of Year of intended correspondence to ensure a co-ordinated approach to parents.
- Ensuring copies of all correspondence are given to relevant personnel.

Administration and Environment

- Administer the Music Aptitude Assessment process
- Ensuring teaching rooms / areas are attractive, litter and graffiti free.
- Ensuring good display in and around teaching areas.
- Ensuring that the work of students within the subject area is adequately represented about the school.
- Ensuring all damage is reported to the caretaker.
- Ordering all curriculum stock and equipment.
- Ensuring the security of stock and equipment and maintaining efficient stock control.
- Liaising regularly with the relevant deputy concerned with building and finance.
- Ensuring subject staff are aware of the importance of key security.
- Taking delegated responsibility for health and safety.
- Ensuring efficiency in all aspects of internal and external examination administration within the subject area.

The above responsibilities are subject to the general duties and responsibilities contained in the Teachers' Conditions of Employment.



This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent carrying them out and no part of it may be so construed.

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.



PERSON SPECIFICATION

The person specification outlines the sort of person you need to be.

| CRITERIA | QUALITIES |
|------------------------------------|--|
| Qualifications and training | <ul style="list-style-type: none">➢ Qualified teacher status➢ Successful teaching experience➢ Evidence of professional development relevant to this role |
| Skills and knowledge | <ul style="list-style-type: none">➢ Good knowledge of legislation and guidance on curriculum requirements➢ Outstanding classroom practice, constantly showing a positive and resilient approach to pupils and staff➢ Excellent communication and organisational skills➢ Knowledge of effective teaching and learning strategies➢ A good understanding of how children learn➢ Ability to adapt teaching to meet pupils' needs➢ Ability to build effective working relationships with pupils➢ Knowledge of guidance and requirements around safeguarding children➢ Knowledge of effective behaviour management strategies➢ Good IT skills, including previous use of➢ Effective communication and interpersonal skills➢ Ability to communicate a vision and inspire others➢ Ability to build effective working relationships with staff and other stakeholders |
| Personal qualities | <ul style="list-style-type: none">➢ High expectations for all pupils and belief in bringing out the best in all➢ Commitment to upholding and promoting the ethos and values of the school➢ Commitment to always act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school➢ Ability to work under pressure and prioritise effectively➢ Commitment to maintaining confidentiality at all times➢ Commitment to equality |

Notes:

This job description may be amended at any time in consultation with the postholder



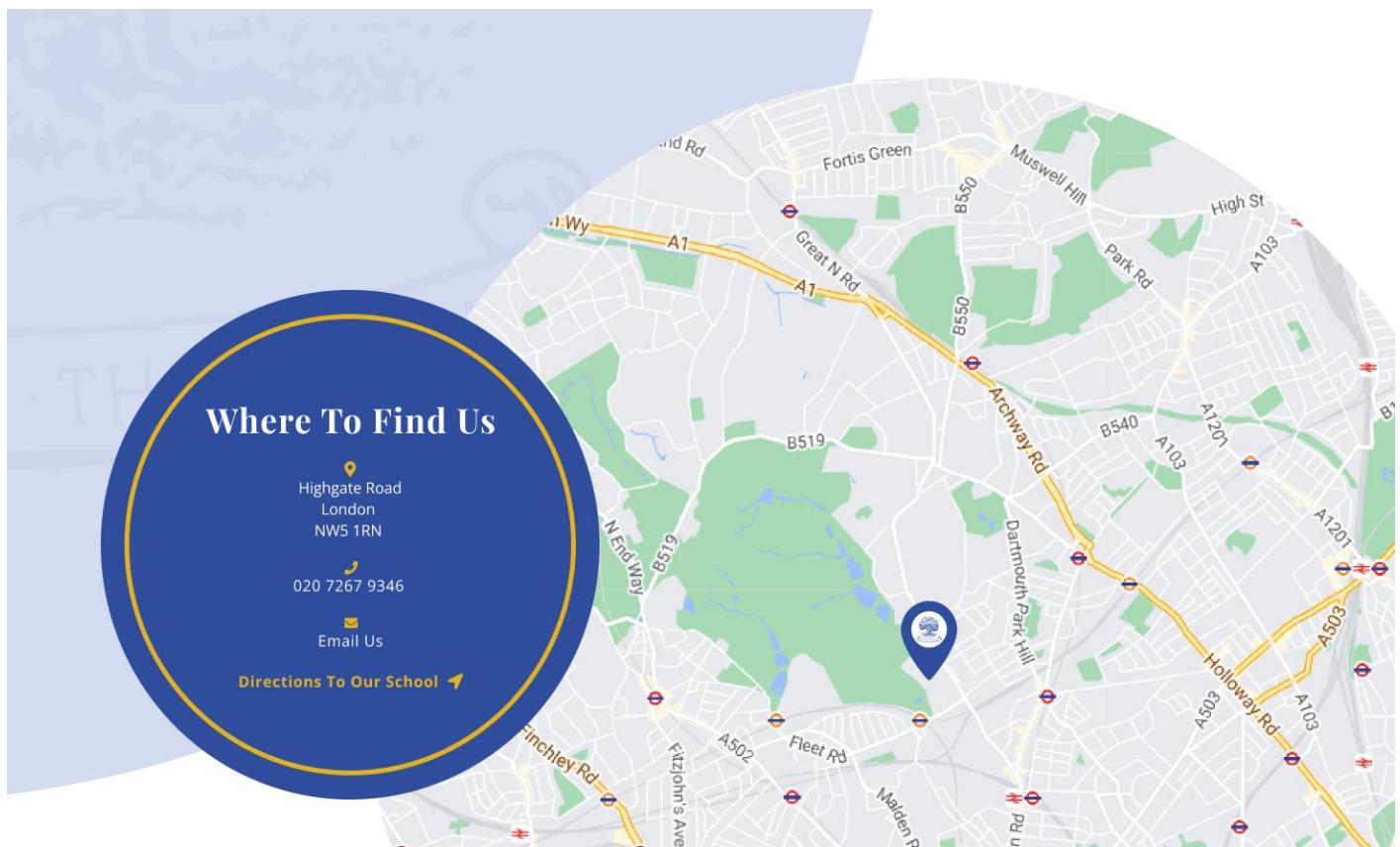
Timeline of events for this post

| Date | Event |
|--|-------------------------------|
| 20 th February 2026, Midday | Closing date for applications |
| Week Commencing 2 nd March 2026 | Interviews to take place |

Where can I find out more?

You can contact the HR department on hr@williamellis.camden.sch.uk or call on **0207 267 9346**

How to find us



Our nearest Tube station is currently **Tufnell Park** which is on the **Northen Line**.

Kentish Town Station is also nearby (**Northen Line and National Rail Thameslink**).

Our nearest overground station is **Gospel Oak** on the **London Overground**

The buses **88, C11 and 214** stop outside the school

