May 2023

Dear Applicant,

**Lead Teacher of Music: Application Pack**

Thank you for your interest in the position of Lead Teacher of Music at St. John Fisher Catholic Comprehensive School. Our application pack offers the following information, which we hope will assist you in deciding if you have the right qualities to work here and whether our school is the best place for you to further your development and career.

* External Advertisement
* Job Description
* About the Department
* Our History
* Mission Statement
* Our Results
* Commitment to Staff Wellbeing and Workload
* How to Apply

The following important documents are also available on our website:

* School Prospectus <https://stjohnfisher.school/wp-content/uploads/_PDF/KS3_CURRICULUM/sjf_KS3_16-Propectus-2018-web.pdf>
* Sixth Form Prospectus <https://stjohnfisher.school/wp-content/uploads/2019/11/SJF_SIXTHFORM_PROSPECTUS.pdf>
* Application Forms <https://stjohnfisher.school/home/about-us/vacancies/>

We look forward to receiving your completed application.

Yours faithfully,



Dympna Lennon

(Headteacher)

**External Advertisement: Required from September 2023**

**LEAD TEACHER OF MUSIC**

TLR 2c £3,017+ MPS / UPS; full or part time

The Governing Board is seeking to appoint an enthusiastic and well-qualified teacher to lead the Music Department as Lead Teacher of Subject from September 2023.

The successful candidate will be a Music specialist who has the leadership skills and teaching experience ready to introduce Music at Key Stage 3 and the first year of GCSE in 2023-24. They will then extend the subject through all other year groups in the school, ultimately including A Level, while developing a vibrant and extensive extracurricular music programme which is presently in embryonic stages.

The successful candidate will be a strong practitioner and keen to play a proactive part in promoting the value of learning Music across the school. They will work closely with their team and the Head of the Creative and Performing Arts faculty as their line manager to deliver a challenging curriculum to engage and inspire students of all abilities both in and out of lessons. Initially responsible for managing the work of peripatetic Music teachers, they may be called upon to recruit and line manage another academic Music teacher as the department grows in future years. A bespoke CPD programme will be tailored to meeting their needs, including NPQ programmes as applicable.

St. John Fisher Catholic Comprehensive School is a non-selective coeducational secondary school for students age 11-18. A single site school with free parking, we moved to world-class brand new buildings in the spring of 2023. This includes a suite of two dedicated Music classrooms and several collocated Music practice rooms.

Our mission statement is that ‘***St. John Fisher Catholic Comprehensive School inspires students, spiritually and educationally forming them through Faith so that they can achieve their aspirations and contribute to their community’.***  As a Catholic school, we are passionate about the formation of the whole student, making sure that we develop students into good people as well as ensure they get good results.

The school is in Rochester, Medway, a 30-minute distance from London by road or high-speed rail link. Medway benefits from a multimillion-pound regeneration programme bringing new housing developments and facilities for its inhabitants; it also has the lowest council tax rates in Kent.

We are happy to offer visits and informal discussions of the role: please contact Chris Nicholas ([c.nicholas@stjohnfisher.school](mailto:c.nicholas@stjohnfisher.school)) for further information. No agencies please.

Interviews will take place shortly after the closing date unless we receive suitable applications beforehand.

*Shortlisted candidates only will be contacted for interview which will take place shortly after the deadline. St. John Fisher Catholic Comprehensive School is an Equal Opportunities Employer, committed to safeguarding and promoting the welfare of all students. Any offer of appointment will be subject to satisfactory references and an enhanced DBS check will be required for all successful applicants.*

**Job Description**

|  |  |
| --- | --- |
| **Post Title:** | Lead Teacher of Department for Music |
| **Faculty and Curriculum Leadership Role:** | To be a Lead Teacher of Department for Music within the Performing and Creative Arts faculty and to be responsible for all aspects of teaching and learning, including the progress and achievements of all students. |
| **Responsible to:** | Head of Faculty and Assigned member of the Strategic Leadership Team |
| **Responsible for:** | All teaching and support staff working within the department |
| **Grade:** | TLR 2C + MPS / UPS |
| In addition to the duties summarized in your job description please refer to:   * The current year’s statutory Guidance on School Teacher’s Pay and Conditions (issued by the DfE) which details: * Conditions of Employment of Teachers other than Head Teachers * Conditions of Employment of Deputy Head Teachers and Assistant Head Teachers * Conditions of Employment of Head Teacher’s (the duties of which you will be expected to carry out in the event of the absence of the Head Teacher from the School). * The current year’s Professional Standards for Teachers. * The Conditions of Service for School Teachers (the Burgundy Book)   The School will endeavour to make reasonable adjustments to this job description and to the working environment in order to enable access to employment opportunities for disabled job applicants and/or to enable continued employment for an employee who develops a disabling condition.  The duties summarised in your job description are indicative and we retain the right to include other reasonable duties which may be reasonably requested commensurate with the post held and duties undertaken. This job description may, after satisfactory negotiation has taken place, be modified by the Head Teacher to reflect or anticipate changes which occur over time at a local or national level As you are aware, any post working within a School includes substantial access to young people and all appointments are subject to an enhanced Disclosure and Barring Service check and a satisfactory result being received. All employees (temporary or permanent) are required to inform the School of any subsequent convictions or other matters whilst employed by the School. Failure to do so will result in the disciplinary process being invoked. All employees in posts eligible for an enhanced check are contractually required to undergo a re-check upon request. | |
| **Strategic and operational planning:** | * To formulate and maintain aims and objectives for the faculty with colleagues coherent with students’ needs and those of the School. * To lead the development, implementation and updating of appropriate curricula, specifications, resources, schemes of work, policies and strategies within the department. * To oversee the day-to-day management and operation of the department. * To monitor actively student progress and to follow up and support as appropriate in order to raise attainment. * To support appropriately the application of and monitoring of progress in cross-curricular subject areas.  To liaise with the School’s Health and Safety Officer in order to ensure that School and national Health and Safety and Risk Assessment requirements are followed. |
| **Resources:** | * To manage resources efficiently and effectively and within School guidelines and policies for the benefit of all students and all faculties. * To oversee the maintenance of a pleasant working environment within department areasand across the whole school. |
| **Staffing:** | * To deploy staff (teaching, support and classroom support) efficiently, effectively and equitably. * To identify and meet as appropriate staff development needs, including designing relevant programmes, ensuring an equitable distribution of training and liaising closely with the Professional Tutor. * To enhance effective working relations, including promoting teamwork, encouraging leadership and motivating staff. * To lead the recruitment process for all relevant staff with the specific SLT member. * To lead the successful induction of all new members of staff. * To participate in the School’s ITT programme as required. * To monitor, support and mentor colleagues and to provide references. * To ensure that appropriate arrangements are in place for the setting of work when staff are absent within the department, including liaising with cover staff such that effective learning takes place. * To oversee the Performance Management programme for teaching staff and the Personal Review System for support staff within the department as necessary, including acting as a reviewer for a small number of staff within the department. |
| **Teaching:** | * To undertake an appropriate timetable of teaching in line with current School Teachers’ Pay and Conditions Document practices. |
| **Monitoring and supervision:** | * To monitor, sample and evaluate the effectiveness of teaching and learning, including sampling the setting and marking of class work and homework, in order to encourage continuous improvement in line with current school policy. * To monitor, sample and evaluate specifications, resources, schemes of work, policies and strategies within the department. * To lead and participate in Performance Management lesson observations. * To lead the process of target setting within the department. * To supervise the review of all policies and practices within the department at least once every three years. |
| **Information:** | * To provide accurate and up-to-date information about the department. * To encourage and oversee the use of performance data to track and monitor student progress, including the relevant analysis and interpretation of prior attainment data. * To co-ordinate the collection of department performance data as required. * To report on aspects of student examination performance as required. |
| **Communication:** | * To ensure that all members of the department are familiar with department and School aims and objectives. * To lead Department meetings on curriculum and whole school issues. * To attend and actively contribute to Faculty and Curriculum Leaders’ meetings. * To contribute to the evolution of whole school policies and procedures. * To represent the views of the Department when necessary, including at Faculty and Curriculum Leaders’ meetings, and to ensure that effective two-way communication takes place. * To communicate curriculum targets in the annual improvement plan. * To produce an annual written report on the external results of the Department and to make presentations to the Governing Body as necessary. * To communicate and consult effectively and as appropriate with students and parents. * To liaise with partner schools, higher education bodies, industry, examination boards and other external bodies as relevant. |
| **Liaison and marketing:** | * To contribute to liaison and marketing activities, including the preparation of bids as necessary. * To lead the development of effective subject links with partner schools and the community, attending, if necessary, partner school liaison events. * To promote the subject area at open days/evenings and other events. * To develop relevant subject links with external agencies. |
| **Pastoral:** | * To monitor actively student progress and to follow up and support as appropriate in order to raise attainment. * To help to monitor student attendance, progress and performance in relation to individual targets. * To lead behaviour management work within the Department in line with School policy. * To write reports to parents in accordance with school policy. * To lead a daily duty team as required. * To act as a form tutor, promoting the general progress and well-being of your tutees |
| **General Requirements:** | * To play a full part in the life of the school community. * To promote the school positively within the local community and beyond. * To promote current Health and Safety provisions and policies. * To exercise proper care in handling, operating and safeguarding any equipment, systems or appliances provided or issued by the School for the post-holder’s individual or shared use in the performance of his/her duties, including computer equipment. * To support the management and administration of the examination process within the School in any way necessary. * To undertake any other tasks that may reasonably be regarded as being within the nature of the duties and responsibilities of this post, provided that, after satisfactory negotiation has taken place, any significant and permanent changes are incorporated into a revised job description. |
| **Specific Requirements** | * To liaise with the Strategic Leadership Team in the delivery of an appropriate, high quality and cost-effective curriculum. * To lead curriculum development within the department, directing the work of personnel as necessary. * To lead coordinate musical contributions to school Masses and other services. * To offer support to colleagues and to encourage the sharing of good practice between colleagues, including peer observations of teaching. * To initiate, monitor and respond to curriculum developments as appropriate at school, local and national levels. * To liaise with the Examinations Officer to maintain accreditation with the relevant examination and validating bodies. * To oversee the provision of extra-curricular events and activities which promote the School’s aims, offering an extensive programme of music opportunities, including lessons with peripatetic music teachers and termly concerts * To support and promote whole school initiatives through the work of the department. * To conduct research as necessary to further develop the curriculum. |
| **Catholic Ethos:** | * To support the Catholic Ethos of the school and create opportunities for its development within the department. |

**About the Department**

Music will be a new discrete subject at St John Fisher from September 2023. Previously covered within the subject of ‘Performing Arts’ at Key Stage 3, we are committed to developing it as a discrete subject, initially throughout Key Stage 3 and in the first year of GCSE, then extending into A Level.

The subject will lie within the larger Creative and Performing Arts faculty (comprising Drama, PE, Engineering, Design Technology and Food); this will give the successful applicant a supportive community of staff to work and collaborate with.

Many of our students have musical talents and we offer a modest extracurricular curriculum to cater to these. SJF has a thriving choir and there is a small, but growing, programme of lessons offered by peripatetic teachers. This is funded by the Medway Music Association, with which we have developed a good working relationship. Our vision for music includes a broad extracurricular offer, both for students who study Music academically but also for those who just enjoy it, and we would like to schedule termly public performances to showcase their talents.

While it is partly in response to student demand that we are introducing the subject, Music is also integral to our curriculum offer and to our Catholic values. We believe that Music education gives students an appreciation of beauty and a way to express themselves; there is also no doubting that student performances add to the spirituality of our Masses and other services.

As such, all Year 7 students will have a lesson of Music once a week. This subject offering will be developed in future years to spread up throughout the school. While we are open to a part time candidate, we would prefer for this to be a full time post, with the remainder of the post holder’s teaching time allocated to offering individual music lessons (in the teacher’s specialist instrument) in their first years in post. As the academic curriculum teaching commitment grows, we will recruit additional peripatetic teachers to replace the Lead Teacher of Department’s one-to-one classes. Once the subject is fully established throughout Years 7-11, we would be open to recruiting an additional Teacher of Music to provide additional capacity.

The new build, which opened in Spring 2023, includes a large dedicated Music suite including two full-size classrooms and a suite of smaller practice rooms. These would be equipped in consultation with the successful candidate once appointed. As such, the Lead Teacher of Department role is truly a once-in-a-career opportunity for a Music teacher to bring their vision to life, implementing a completely new curriculum in a completely new building.

**Our History**

St. John Fisher Catholic Comprehensive School has a proud history of educating our local Medway community. Established in 1964, we are the only Catholic secondary school in the local authority. One of seven secondary modern schools in the area, we are a diverse community, proud to educate Catholic students as well as those of other faiths and none.

Our students often refer to us as their second family, and it is a great place to work as a teacher. Our community of staff is incredibly supportive of each other, and our personalised CPD programme means that everyone’s career development is supported in a way that is specific to them. We are passionate about work-life balance, finishing lessons early on a Wednesday afternoon so that CPD and meetings can largely take place during normal school hours, and we provide counselling services free of charge to those who need them. In addition, our feedback policy asks that staff read student books and then get the class to respond collectively in the next lesson in purple pen, rather than requiring that every set of books be deep marked on a frequent basis.

The school has been on a trajectory of improvement since the appointment of the Headteacher, Dympna Lennon, in September 2016. This was recognised in our ‘Good’ Ofsted in May 2019, with inspectors commenting that ‘standards across the school have improved since the last inspection’ and ‘Teaching, learning and assessment are strong across subjects.’ We were proud to be recognised as an ‘Outstanding’ Catholic school in our 2021 Diocesan Inspection. SJF’s sixth form offers a wide range of academic and vocational qualifications. It has a comprehensive intake, ranging from students who are re-taking Level 2 qualifications all the way to those who are enrolled in our Oxbridge programme which helps students to reach the top universities.

Having been the recipient of a multimillion-pound grant from the Department for Education’s Priority Schools Building Programme, we moved into world-class, purpose-built facilities in Spring 2023. Situated at the top of City Way looking down across Rochester and the River Medway, the school is equipped with enviable sporting and academic facilities, including a large Science department on the top floor.

SJF undoubtedly has a proud history, but we are even more excited about the future. We hope that you’ll want to be part of it.

**Our Mission Statement**

St. John Fisher Catholic Comprehensive School inspires students, spiritually and educationally forming them through Faith, so that they can achieve their aspirations and contribute to their community.

**Our Results**

**Key Stage 4 Overall**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **2016** | **2017** | **2018** | **2019** | **2022** |
| Progress 8 | -0.44 | -0.09 | -0.2 | +0.13 | -0.29 |
| Attainment 8 | 37.76 | 37.87 | 37.69 | 41.4 | 40.1 |
| English and Maths 5+ | N/A | 22% | 21% | 30% | 34% |

**Commitment to Staff Wellbeing and Workload**

At SJF, we are committed to excellence in a sustainable way. This means we value our staff, devise policies with workload in mind and believe that everyone working in education should have the opportunity to enjoy the highest possible standard of wellbeing and mental health. We recognise that working in a deprived area is never going to be easy, but we are committed to ensuring it’s not any harder than it needs to be. Our approach to staff wellbeing and workload is underpinned by research and best practice.

***Ensuring efficient working practices regarding data, marking and feedback, behaviour management and curriculum planning (as outlined in the DFE school workload reduction toolkit:*** <https://www.gov.uk/guidance/school-workload-reduction-toolkit#wellbeing>)

1. Clear behaviour policy and support including centralised interventions and rapid response on call
2. Marking policy devised by teachers on a full timetable whereby staff read books every 4-6 lessons and then teach a feedback lesson, rather than time consuming deep marking on all work
3. Strategic placement of inset days including one at the end of the year to finish early for summer
4. Progress reports limited to twice a year for each year group
5. Wellbeing events held at the end of each half-term, not a work meeting
6. Break duties consolidated to two per week, taking place near the teacher’s room where possible
7. Lunchtime supervisors employed so teachers do not have to supervise at this time
8. Teaching timetables below the national upper limit of 90%.

***Ensuring communication is streamlined and effective***

* 1. One weekly briefing email to keep you informed of school-wide developments
  2. No expectation to answer work related email at evenings and weekends
  3. All deadlines are staggered, agreed with middle leadership annually, and published well in advance

***Ensuring staff are supported throughout the day***

* 1. Your own dedicated teaching room (for all full-time teaching staff except SLT)
  2. Free parking at the front of the school site, less than a minute’s walk from Reception
  3. Free breakfast for staff teaching exam classes during exam seasons
  4. Staff room onsite for rest and relaxation
  5. Workrooms in each departmental area with tea, coffee, water, fridges, and microwaves
  6. Food during all day events
  7. Fully staffed admin team, reprographics service and pastoral care leaders to support your work with students
  8. Staff treats provided in the last week of term at Christmas, Easter and Summer

***Investing in staff development***

* 1. At least fortnightly line management meetings with the first question focusing on wellbeing
  2. Investment in development of staff through a programme of personalised CPD and learning walks
  3. Opportunities to work across local Catholic schools to share good practice and strategy
  4. Non-punitive appraisal process that focuses on supporting staff to do everything they can to meet their targets, rather than penalising them if they are not reached despite this

***Bringing joy into the workplace and giving back***

* 1. Investment in the staff room and staff reflection space
  2. Staff clubs/socials (social secretary)
  3. Staff Christmas and summer parties
  4. Christmas and Birthday card for each staff member from the Headteacher
  5. Gifts for staff on weddings and new births
  6. Staff wellbeing coordinator

**How to Apply**

To apply, please complete our application form, downloadable from our website <https://stjohnfisher.school/home/about-us/vacancies/>. As part of this application, please include a supporting statement of no more than 1300 words, outlining your suitability for the role and stating how your qualifications and previous experience have prepared you for this position.

Your completed application form should be returned to:

Mrs. E. Liffen, Headteacher’s PA

St. John Fisher Catholic Comprehensive School

Ordnance Street

Chatham

ME4 6SG

Or by email to [e.liffen@stjohnfisher.school](mailto:e.liffen@stjohnfisher.school)

*Early applications are encouraged. We reserve the right to close the vacancy early if a suitable candidate is found. Interviews will take place shortly after the closing date.*