



Robertsbridge
Community College

Part of the



SUBJECT LEADER OF MUSIC

Candidate Recruitment Pack



Welcome



Robertsbridge
Community College

From the Headteacher Robertsbridge Community College

Dear Applicant

Thank you for your interest in joining Robertsbridge Community College. It is my absolute privilege to lead this remarkable school as we move into the next stage of our rapid improvement journey.

Robertsbridge is a small, friendly 11–16 community school set in the beautiful Sussex countryside, serving both our local village and the surrounding areas. Our size is one of our greatest strengths: it allows us to know every student as an individual, while still offering a rich and ambitious curriculum.

In March 2025, Robertsbridge proudly joined the Aquinas Education Trust, a strong family of schools based across Bromley and East Sussex. Being part of this trust provides our staff with exceptional professional development and career progression opportunities, as well as the chance to collaborate with passionate, like-minded colleagues who share our commitment to excellence.

At Robertsbridge, we are dedicated to helping every student develop the knowledge, character, and skills they need to succeed, both in school and in life. We achieve this through a combination of high expectations, strong support, and a culture where every child is encouraged to aim high and believe in their potential. You will be joining a team of staff who are deeply committed to our students, our community, and to achieving the very best outcomes for all.

Our values of Ambition, Pride, and Respect underpin everything we do. They are not simply words on a wall; they shape our decisions, our relationships, and our daily practice. We expect our students to live these values, and we hold ourselves to the same standard.

The foundation of our improvement journey is ensuring that every student experiences consistently high-quality teaching and learning. We invest heavily in a robust internal professional development programme and maintain strong behaviour systems that enable teachers to teach and students to learn. Our behaviour policy is rooted in a 'warm strict' ethos, unapologetically high standards delivered with fairness, consistency, and mutual respect.

This is an exciting time to join Robertsbridge Community College. We are ambitious for our students, our staff, and our community, and we are determined to become a school that everyone connected to Robertsbridge can be truly proud of.

Thank you once again for your interest. I warmly encourage you to visit us, meet our staff and students, and see our values in action.

Yours sincerely

A handwritten signature in black ink, appearing to read 'J Pratt'.

Mr J Pratt
Headteacher



***Our shared vision of
Life Transforming Learning
places our values at the
heart of all we do***



Contents

01

A warm welcome from our Headteacher

02

About Robertsbridge Community College

03

About our Trust

04

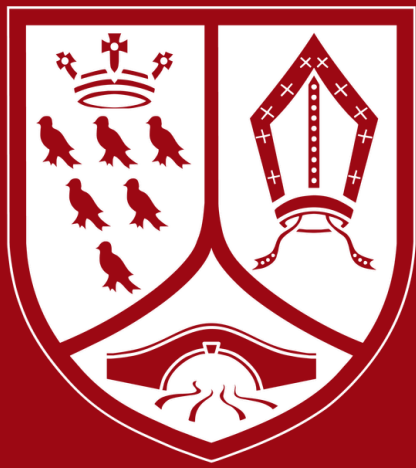
Our Subject Leader of Music Job
Description and Person Specification

05

How to apply

Safeguarding Statement

The Aquinas Church Of England Education Trust is committed to safeguarding and promoting the welfare of children. We expect all staff, Aquinas Advisory Council members, volunteers and visitors to share this commitment.



About Robertsbridge Community College

Robertsbridge Community College is a happy, welcoming and inclusive 11-16 school situated within a thriving village in a beautiful part of East Sussex. Robertsbridge lies approximately 10 miles north of Hastings and 13 miles south-east of Tunbridge Wells. The village is well connected with a main railway line from Hastings to London, and to the A21 trunk road.

Our Vision and Values

Robertsbridge Community College is embarking on an exciting new chapter in its journey of improvement. With a renewed vision and a clear focus on raising standards, we are committed to ensuring that every pupil thrives academically and personally. At the heart of this transformation are our values: Ambition, Pride, and Respect. These principles guide everything we do, shaping the culture of our school and the aspirations we hold for our young people.

Our Values in Action

- **Ambition** – We set high expectations for ourselves and our pupils, striving for excellence in every aspect of school life.
- **Pride** – We take pride in our achievements, our school, and our community, celebrating success and fostering a strong sense of belonging.
- **Respect** – We value diversity, kindness, and integrity, ensuring that every member of our community feels safe, supported, and respected.

Our People

Staff at Robertsbridge are passionate and committed to providing the best possible experience for our students. We are reflective, outward facing professionals committed to exploring how we can make the Robertsbridge experience even better. Every member of staff is on their own learning journey, and we are committed to growing and nurturing everyone in the school community within a learning culture



Our Journey

The school has experienced a period of change and improvement as we work tirelessly to further develop our work in response to our last OFSTED report. Our 2024 GCSE results were the best results we have achieved for five years and are clear evidence that Robertsbridge is going from strength-to-strength on our improvement journey.

About Aquinas Church Of England Education Trust



Established in 2013, the Trust was founded as a natural development of positive relationships built between neighbouring Church of England schools; initially in the Bromley area. In November 2018, we added two community schools to our family, Rye College and Rye Community Primary School in East Sussex.



We have a shared vision of Life Transforming Learning that places our values at the heart of all we do. Our values, founded on Christian principles, have excellence at their heart. We invest in teaching and leadership so that we deliver highly effective learning across the Trust. We believe in learning from and growing through the rich diversity of backgrounds and beliefs.



All Schools within Aquinas collaborate to share their professional expertise and partner with the wider community so all can flourish. We take collective responsibility for those in our schools; working together to pool our energy to find solutions to problems that arise to remove barriers that may prevent success.

At Aquinas, we work together so that our learners have an exceptional education; one where individuality is celebrated, talents are nurtured and progress is sustained from early years to Post 16.



Our Academies

Since our first primary and secondary schools came together, a further ten schools have joined us. We now have twelve academies (three secondaries), with over 700 colleagues, and almost 5000 children and young people in our care.



Bishop Justus CE School



Cudham CE Primary School



Keston CE Primary School



Parish CE Primary School



Robertsbridge Community College



Rye College



Rye Community Primary School



St George's CE Primary School



St John's CE Primary School



St Mark's CE Primary School



St Nicholas CE Primary School



Trinity CE Primary School

The Subject Leader of Music Role

Grade: MPS/UPS plus TLR2A (£3,527 per annum)

Hours: Full time

Reports to: Assistant Headteacher

Start Date: 1 September 2026

We are seeking to appoint an enthusiastic, energetic and adaptable Head of Music, who can demonstrate excellent subject knowledge.

We are driven by a pursuit of high academic standards regardless of background and a desire for all students to experience an exceptional education. We welcome applications from both experienced leaders and those seeking to progress into their first middle leadership role.



Our ideal candidate will:

- Be an excellent Head of Music;
- Have a love of the subject and desire and ability to convey this to students;
- Be enthusiastic and open to innovation;
- Possess effective communication skills and be emotionally intelligent;
- Possess effective ICT skills and be open to new uses of technology in the workplace;
- Be committed to extra-curricular activities including lunch and after-school clubs;
- Be committed to continuing professional learning;
- Have integrity, optimism and a good sense of humour;
- Hold a good honours degree along with fully qualified teacher status.

In return, we offer:

- A workplace that is future focused with potential for professional growth as we continue to grow;
- A skilled and experienced team of professionals;
- A happy community committed to the professional development of all colleagues;
- A distinctive local context ensuring we place inclusivity at the heart of all we do;
- A motivated leadership team leading rapid improvement to the pupils life chances.

Job Description

Subject Leader of Music

- To develop an annual subject improvement plan that aligns with whole-school improvement priorities and is informed by rigorous analysis and evaluation of subject performance data.
- To lead the design and implementation of high-quality curriculum, resources, schemes of work, marking policies, assessment practices, and teaching strategies within the music department.
- To contribute to the creation, monitoring, evaluation, and ongoing review of both subject-level and whole-school improvement plans.
- To ensure that all health and safety policies and practices, including risk assessments, comply with national, local, and academy requirements.
- To ensure the delivery of an appropriate, comprehensive, high-quality, and cost-effective curriculum that sets high expectations and promotes strong achievement for all students.
- To lead the continued development and delivery of the music curriculum, regularly reviewing its effectiveness in line with school and national priorities, as well as its impact on student outcomes.
- To lead and organise assemblies, contributing to whole-school ethos and student development.
- To contribute to whole-school planning, review, monitoring, and evaluation processes.
- To monitor, evaluate, and review the standards of leadership, teaching, learning, and student achievement against school, local, and national benchmarks by conducting lesson observations, sampling students' work, analysing data, and producing an annual report.
- Contribute significantly to the schools enrichment offer.

Subject Teacher and Form Tutor

This job description has been compiled in accordance with School Teachers Pay and Conditions of Employment.

Curriculum

- Ensure the programme of study is followed and work is planned well in advance of delivery.
- Plan and prepare lessons and resource materials that lead to an appropriately scaffolded curriculum to meet the needs of all students.
- Ensure the progress and achievements of each student is monitored and recorded.
- Oversee details of individual and group assessments with reports and references being provided as necessary to agreed deadlines.
- Take account of students' prior levels of attainment and use them to adapt teaching.
- Set and monitor homework assignments regularly in accordance with school policy.
- Monitor and assess student achievement in accordance with school policy.
- Ensure students are entered for appropriate examinations consistent with their achievements to date and their potential.
- Prepare constructive and developmental reports for parents, attending relevant parent's evenings and meet parents at other times necessary to maximise achievement.
- Scaffold work to meet individual needs and promote equal opportunities.
- Set appropriate and challenging work for all students.
- Identify and work appropriately with students with special educational needs and disabilities, the disadvantaged and high attainers.
- Communicate effectively with form tutors, parents and leaders to maximise opportunities for effective learning to take place.
- Set work when required for absent students via Arbor.
- Establish a purposeful working atmosphere during all learning activities.

Job Description

Students

- Ensure the student safety and welfare is accorded top priority in the planning and delivery of each lesson.
- Ensure that any sanctions imposed are in accordance with school policy.
- Ensure that each lesson begins and ends punctually and that students are properly always supervised.
- Maintain good conduct by following the school's behaviour management policies and procedures.
- Ensure that students' work is marked, corrected and returned promptly. Provide constructive comments and feedback as appropriate, promoting high standards of content and presentation in accordance with appropriate faculty criteria.
- Monitor any concerns with student achievement and take the appropriate action.

Colleagues

- Work in line with trust, school and department policies.
- Responsibility for writing department specific policies.
- Support ECT work in the school as appropriate.
- Welcome, support and encourage new members of staff.
- Share new ideas and suggestions, reflect on good practice and be involved in lesson observations to improve professional practice.
- Produce evaluation reports of all training attended.
- Participate in department reviews and work with external consultants and trust colleagues to develop practice.

Resources

- Create and maintain a classroom that is a pleasant, tidy and well organised working environment.
- Promote the use of display of work as a means of encouraging students, celebrating success and raising levels of achievement and recruitment to Music at KS4.
- Ensure that books, equipment and other resources are properly cared for and that their use is effectively controlled and efficiently organised.
- Take care of equipment, instruments, and furniture with any damage or defects to fabric or equipment being reported to the Site Manager as appropriate.

Other Duties

- Attend meetings, scheduled training activities and workshops as published.
- Work in support of the trust, school, faculty and related strategic improvement plans.
- Support school activities that benefit the community (e.g. concerts, open evenings, events etc.).
- Take time to read notices, keep to deadlines and carry out duties to the best of your ability.

Role of the Tutor

- Monitor absences, lateness and uniform and maintain accurate details of attendance in accordance with school policy.
- Monitor student planners on a regular basis.
- Ensure that the tutor programme is delivered in accordance with the programme of study.
- Complete individual reports for parents and maintain regular contact.
- Promote students' achievements using praise and rewards effectively in line with school policy.
- Maintain effective communication with students and their parents, and with associates, other teachers and leaders as necessary.
- Assist leaders and directors in the organisation of activities and events.
- Ensure that students new to the school are properly inducted.

Responsibilities are likely to change over time and you will be expected to perform duties of a similar nature such as the Headteacher may reasonably require.

Job Description

Child Protection and Safeguarding Policy

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with the College's Child Protection and Safeguarding Policy, and the requirement to report to the Child Protection Officer any concerns relating to the safety or welfare of children.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Subject Leader of Music Person Specification

All criteria listed below are considered essential, unless explicitly marked as desirable.

Qualifications

- Qualified Teacher Status
- Degree or equivalent
- Commitment to professional learning activities

Experience of Teaching

- In a secondary school
- As a highly effective practitioner
- Experience as a Head of Department (desirable)

Leadership Competencies

- Have high expectations of themselves and their students
- Hold positive values and attitudes, and adopt high standards of behaviour in their professional role
- Have commitment to ensure every student achieves their full educational potential
- Use student data to inform progress and attainment
- Have a commitment to progress and enthusiasm for learning
- Have diligence, drive and focus to boost standards
- Have high quality organisational and communication skills
- Have a commitment to collaboration and co-operative working
- Demonstrate exemplary professional and personal standards in all their actions
- Be able to establish fair, respectful, trusting, supportive and constructive relationships with students
- Have the ability to inform, advise and guide students to ensure progression
- Know how to make effective personalised provision for those they teach, including those who have SEN, disabilities, or English as an additional language

Professional Knowledge and Understanding

- Excellent, secure knowledge of their subject and related pedagogy
- Good, up-to-date working knowledge of a range of teaching, learning and behaviour management strategies
- Skills in literacy, numeracy and ICT to support their teaching and wider professional activities
- A range of approaches to assessment, including the importance of formative assessment
- Assessment requirements and arrangements for the subjects they teach, including public exams and qualifications
- How to make effective personalised provision for those they teach
- Up-to-date safeguarding procedures, and the ability to identify and support students

Subject Leader of Music Person Specification

All criteria listed below are considered essential, unless explicitly marked as desirable.

Personal and Professional Qualities and Attributes

- Inspire, challenge and motivate colleagues and students towards a shared vision
- Teach challenging and well organised lessons across the age and ability range
- Promote and maintain effective relationships
- Prioritise, plan and organise self and others
- Think creatively in order to anticipate and solve problems
- Listen to and reflect positively on feedback
- Demonstrate an ability to communicate to a range of audiences
- Willing to be flexible to meet the needs of the school

Subject Leader of Music Person Specification

Health & Safety Functions

This section is to make you aware of any health and safety related functions you may be expected to either perform or to which you may be exposed in relation to the post you are applying for. This information will help you, if successful in your application, to identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Function	Applicable to role
Using display screen equipment	Yes
Working with children/vulnerable adults	Yes
Moving & handling operations	No
Occupational Driving	No
Lone Working	No
Working at height	No
Shift / night work	No
Working with hazardous substances	No
Using power tools	No
Exposure to noise and /or vibration	Yes
Food handling	No
Exposure to blood /body fluids	No

How to Apply



Please send your application, outlining your suitability for the role against the Subject Leader of Music person specification and job description, by email to Lauren Myburgh (HR Manager) on Imyburgh@robertsbridge.org.uk.

Closing date for applications: **Tuesday 5 May, 9am***

Interviews will be held on Wednesday 13 May 2026

Alternatively, submit your application to the HR Officer, Aquinas, Magpie Hall Lane, Bromley, BR2 8HZ.

Visits to the school are welcomed. For further information about the role or to arrange a visit please contact Lauren Myburgh (HR Manager) on Imyburgh@robertsbridge.org.uk

Shortlisted candidates will be asked to bring appropriate identification with them to interview.

For the purpose of DBS clearance, only copies of the successful applicant's identification will be retained.

All candidates should provide two references.

Permission should be sought prior to including any referee on your application form. Shortlisted candidates may have their references taken-up before any interview – unless explicitly requested in their application.



*We reserve the right to interview and appoint at any stage during the recruitment process.



Thank you for your interest in becoming a Subject Leader of Music in our school.

Contact Details

Robertsbridge Community College
Knelle Road
Robertsbridge
East Sussex
TN32 5EA
Telephone Number: 01580 880360

www.robertsbridge.org.uk

aquinas.recruitment@aquinatrust.org
