



# Sutton Coldfield Grammar School for Girls

## Application Pack for Teacher of Music

Start date: **September 2025**

Closing date for applications: **9.30 am on Wednesday 7th May 2025**

Interview date: **Monday 12th May 2025**

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**Permanent, Part-time Post (0.4 - 0.5 fte)**

Teachers' Main Pay Range or Upper Pay Range

*Applications from both ECTs and experienced teaching staff welcome*

Jockey Road, Sutton Coldfield, West Midlands, B73 5PT

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Dear colleague,

Thank you for your interest in our vacancy for a Teacher of Music at Sutton Coldfield Grammar School for Girls. We are seeking an enthusiastic and dedicated Music specialist to join our thriving department. Music is very much at the heart of our school, with over 230 students currently taking instrumental and vocal lessons. There is an extensive range of extracurricular music activities for students including Sinfonia Orchestra, Gospel Choir, Chamber Choir, Swing Band, Rock Band, String Orchestra, Clarinet Group, Brass Group, Flute Group, and a student-led Staff Orchestra! In addition to our annual Christmas, Spring and Summer Soloists' Concerts, we also have an annual musical production (with recent performances of Frozen JR, Annie, Legally Blonde and Matilda).

We have recently been chosen by Birmingham Music Education Hub as a Lead School and will be working in partnership to enhance the music provision for all students in Birmingham during the 2025/26 academic year. This will provide our staff with the opportunity to collaborate with colleagues in schools across Birmingham to share expertise in both curricular and extra-curricular development of music. As we are joining at the start of this initiative we will be contributing to the planning and delivery of a CPD programme aimed at enhancing music provision across all schools in Birmingham.

There are over 1200 students in the school, including 316 students in our Sixth Form comprised of a mixture of students who were with us in Year 11 at Sutton Girls and others who joined at the start of Year 12. We are currently planning a new two-storey building to add to our existing excellent facilities to enhance the provision for our Sixth Form students and provide additional classrooms.

Ranked the 45th best state secondary school nationally in the recent Sunday Times Parent Power Survey, we take pride in offering students an inspirational environment. We provide high quality teaching and learning, strong pastoral support and a wide range of extra-curricular opportunities within a caring environment that values character development and wellbeing. Our students are highly motivated, have a thirst for knowledge and a desire to learn. Whilst we have a long history of excellent GCSE and A-Level results, we provide students with so much more than mastery of examination syllabuses; we have a wide ranging and developing super-curricular offer. Our vision is for all students to have a love of learning, a positive and resilient approach with a strong sense of community. Every individual will be encouraged to be aspirational, prepared for their future and inspired to make a difference.

Our culture is one which celebrates the diversity of the school's intake and through the assembly, tutor time and Personal Development programme we build an understanding, kind and respectful ethos. Our wide variety of extra-curricular activities enable students to develop their existing skills, discover new ones and broaden their horizons. There are numerous opportunities including sport, music, drama, DoFE, STEM, various student led clubs and many residential trips, including CERN, World Challenge expeditions to Tanzania and ski trips to Canada. Our students are drawn from across the city of Birmingham, with many travelling long distances to be a part of Sutton Girls.

These are exciting times for the school; we have fantastic results, and we continue to reflect on ways we can improve and support students to make further progress and realise their ambitions.

	<b>GCSE Grades 9/8</b>	<b>GCSE Grades 9/7</b>	<b>Progress 8</b>	<b>A-Level Grades A*/ A</b>	<b>A-Level Grades A*/ B</b>
<b>August 2024</b>	66%	86%	1.04	51%	73%
<b>August 2023</b>	61%	83%	0.94	56%	83%

We are embedding a culture of development across the whole staff. There is a wide variety of CPD that colleagues can opt into, teaching and learning sessions are included in most staff meetings, and these are led by a variety of colleagues. We are informed by educational research; this year we are focussed on increasing student engagement and participation by developing our questioning, using positive language and modelling constructive responses to mistakes. We are continuing to refine our approach to assessment, monitoring and intervention and are embedding the VESPA approach within our Sixth Form. Growth mindset strategies and character development are central to our day-to-day activities as we continue to enhance our practices whilst maintaining staff and student well-being.

Please visit our [website](#) to find out more about life in our Sixth Form and discover the opportunities we offer. This link to [our Spring 1 newsletter](#) gives you a flavour of what has been happening in school recently. Having joined Sutton Girls in September 2017, I can testify to the fantastic support offered to new staff, with the formal induction programme and buddy system alongside the daily informal help readily offered by colleagues to each other.

Thank you for taking the time to consider Sutton Coldfield Grammar School for Girls; we look forward to receiving your application.

Yours sincerely,



Dr B. Minards  
Headteacher





# The Music Department

## Facilities and Curriculum

The Music Department is housed in a purpose-built teaching classroom with five separate practice rooms. The music room has 19 PCs which run Sibelius Ultimate software. There are also keyboards and a range of percussion instruments. The department has a set of samba drums, and all students complete a module of Brazilian samba drumming in Year 8.

Music is taught for two hours per fortnight in Years 7-9, delivered to classes of 30. The course is wide ranging and introduces students to a variety of musical styles and genres with the emphasis very much on practical music making. All Year 7 students have the opportunity to attend an afternoon concert in Birmingham's Symphony Hall performed by the CBSO.

Music is a popular option at GCSE and take-up is higher than the national average. The current Year 10 group has 19 students. The department follows the Edexcel Music GCSE syllabus. A-Level Music is taught to a combined Year 12 and 13 group, following the Edexcel A-Level syllabus.

In recent years students have gone on to study Music in a variety of higher education institutions including The Royal Birmingham Conservatoire, The Royal College of Music, The Royal Northern College of Music, The Universities of Birmingham, York, Liverpool, and Sheffield. The department has welcomed guest speakers to describe their careers in Music, and recent talks have been given by freelance musicians and composers.

## Peripatetic Lessons

Instrumental and vocal tuition is delivered by members of Services for Education with twelve visiting teachers each week. There are currently around 230 students in the school who take instrumental and vocal lessons.

Students are mostly taught in pairs and receive a twenty-minute lesson each week. Instruments offered are:

- Strings (violin, viola, cello)
- Woodwind (flute, recorder, oboe, bassoon, clarinet, saxophone)
- Brass (French horn, tenor horn, cornet, trumpet, baritone, euphonium, trombone, tuba)
- Percussion (drum kit and orchestral percussion)
- Guitar (acoustic)
- Singing
- Sitar and dhol



# The Music Department

## Extra-Curricular Opportunities

There is an extensive range of extra-curricular music activities, and all students who receive instrumental/vocal are expected to attend a minimum of one activity each week:

- Sinfonia (for orchestral players approximately Grade 4 and higher)
- Gospel Choir
- Brass Group
- Clarinet Group
- Flute Group
- Violin group
- Guitar Ensemble
- Chamber Choir
- Vocal groups

There are two large concerts in school each year, Christmas and Spring, and also a soloists' concert in the summer term. Groups also perform in external venues from time to time, including The Royal Birmingham Conservatoire, The University of Birmingham, choir concerts at local rest homes and the Good Hope Hospital Christmas lights switch-on ceremony. Many of our students are also in central ensembles run by the Services for Education, CBSO Youth Orchestra, CBSO Youth Chorus, Ex Cathedra Academy of Vocal Music, and local theatrical companies. Two of our students were selected to play movements from concertos with The Royal Sutton Coldfield Orchestra in February 2025.

## GCSE Music results

		Percentage of students achieving grades			
Entries		Grade 9	Grades 9 - 8	Grades 9 - 7	Grades 9 - 6
2024	19	37	53	84	100
2023	16	6	63	81	100

## A-Level Music results

		Percentage of students achieving grades			
Entries		A*	A* - A	A* - B	A* - C
2024	2	-	50%	100%	100%
2023	6	-	-	83%	100%



## Subject Teacher Job Description

The subject teacher is under the guidance and leadership of the Head of Department in teaching the subject and in undertaking additional responsibilities, which can be reasonably assigned in respect of the subject.

### **A Planning, teaching and class management**

Achieve progression of learning for allocated students through:

- ensuring students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught, and in line with schemes of work;
- setting tasks which challenge students and ensure high levels of interest;
- conveying appropriate and demanding expectations to students which are based on targets set using baseline data;
- providing clear objectives and structures for lessons, maintaining pace, motivation and challenge;
- making effective use of assessment and ensuring coverage of schemes of work;
- monitoring and intervening to ensure students behave in a manner which maximises teaching and learning;
- using a variety of teaching methods;
- sharing good practice with others in the department;
- establishing a safe working environment which supports learning and in which students feel secure and confident;
- contributing to planning and development within the department;
- participating in the development of appropriate departmental materials and schemes of work.

### **B Monitoring, assessment, recording, reporting**

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- mark and monitor students' work and set targets for progress;
- assess and record students' progress systematically and keep records to:
  - check work is understood and completed,
  - monitor strengths and weaknesses,
  - inform planning and recognise the level at which the student is achieving;
- prepare and present informative reports to parents;
- contribute to the setting and marking of all forms of departmental assessment.

### **C Other professional requirements**

- have a working knowledge of teachers' professional duties and legal liabilities;
- operate at all times within the stated policies and practices of the school, especially those relating to the safeguarding of, and promoting the welfare of, children;
- establish effective working relationships and set a good example through personal presentation and professional conduct;
- contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;
- take responsibility for their own professional development and duties in relation to school policies and practices.



## Person Specification

- Good honours degree in a relevant subject area and a love of the subject.
- Qualified Teacher Status.
- Ability to teach Music in the secondary phase to Year 13 is essential. Experience as a piano and /or choral specialist desirable but not essential.
- An excellent classroom teacher, who can demonstrate high levels of expertise in assessment for learning, differentiation and meeting the needs of every student.
- Ability to demonstrate clear exposition, low stakes assessment, retrieval practice and providing feedback.
- Reliability and integrity.
- Keen to be involved in curriculum development.
- Ambitious for own career.
- Ability to embrace and be part of a fast paced, dynamic environment.
- Willingness to learn and use Microsoft Teams.
- Recent relevant professional development.
- Evidence of excellent relationships with young people and adults.
- Excellent communication skills and ability to work calmly and effectively under pressure.
- A shared approach to problem-solving and achieving goals.
- Strong organisational, personal time management and planning skills.
- Committed to the ethos of Sutton Coldfield Grammar School for Girls.
- Ability to motivate and enthuse students, especially very able individuals.







## **What you can expect as a teacher at Sutton Coldfield Grammar School for Girls**

Sutton Coldfield Grammar School for Girls is a vibrant school where there are endless opportunities for you to get involved in a range of activities, and where you will be well supported in taking any initiatives of your own. It is a place where you should always feel confident to try something new to enhance the learning environment.

### **As a teacher you can expect:**

- The initial support of a Buddy
- Full access to the induction programme
- The support of your line manager in curriculum and class management matters
- Full support in your duties as a Form Tutor
- Guidance for career development and professional development opportunities
- Information on issues relating to your job
- An annual review of your overall performance. The opportunity to be a member of the Teachers' Pension Scheme
- The opportunity to join the BHS Healthcare Plan and/or sign up to our Cycle to Work Scheme.

### **As a member of the teaching staff, SCGSG expects you to:**

- Act in accordance with safeguarding and child protection procedures
- Observe a smart, business-like code of dress
- Follow the school rules and codes of practice, including the staff code of conduct
- Ensure that students observe the rules and codes of practice
- Ensure your public attitude and behaviour gives positive messages to those around you
- Attend parents' evenings, open evenings, INSET days as required
- Take part in department, pastoral, and other staff meetings as required
- Be aware of the aims of the school and the areas being developed in the current School Development Plan
- Keep up to date with developments in your own subject
- Ensure your classroom practice is inclusive and reflects a full awareness of the requirements of the Teachers' Standards.

**At Sutton Coldfield Grammar School for Girls we work hard to promote an open and positive environment for teaching and learning. We look forward to your contribution as a member of staff to this rich culture.**



## How to apply

To apply for the post of Teacher of Music at Sutton Coldfield Grammar School for Girls, please complete the application form and enclose a letter supporting your application. In your letter you should:

1. Explain your reasons for applying for this post
2. Address the requirements of the job description and person specification to outline your professional experiences, skills, and strengths and how they are suited to the demands of this role.

The application form must be completed in full. It is not sufficient to substitute a C.V. for all or any part of the form. Completed applications should be emailed to [recruitment@suttcold.bham.sch.uk](mailto:recruitment@suttcold.bham.sch.uk) for the attention of Dr Barbara Minards, Headteacher.

**Closing date for applications:** 9.30am on Wednesday 7th May 2025

**Interview date:** Monday 12th May 2025

If you would like to arrange an informal visit prior to the application deadline, or require clarification on any matters regarding this vacancy, please telephone our HR team, Alison Forshaw or Allie Jones (0121 354 1479 ex 1236/1256) or email them at [recruitment@suttcold.bham.sch.uk](mailto:recruitment@suttcold.bham.sch.uk).

## References

Please note that it is our practice to take up references before shortlisting for interview. If you would prefer us not to do so unless you are shortlisted, please indicate this clearly in your application. When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your most recent employer. References from relatives or friends are not acceptable.



## Safeguarding

Sutton Coldfield Grammar School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to all necessary pre-employment checks. This includes enhanced DBS, barred list clearance, medical fitness, identity and right to work; and where applicable prohibition check, qualifications, certificate of good conduct and letter of professional standing from the regulating authority in the country in which the applicant has worked. An online search will also be carried out as part of due diligence on all shortlisted candidates.

Candidates for teaching and support staff posts will be assessed at interview for their suitability to work with children. Appointment is conditional upon at least two satisfactory references which include specific comments on working with children and young people. All staff at the school have a responsibility to promote and safeguard the welfare of students at the school. In addition to the ability to perform the duties of the post the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- motivation to work with children and young people.
- ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- emotional resilience in working with challenging behaviours.
- attitudes to the use of authority and maintaining discipline.
- any relevant issues arising from references.
- any gaps in time not covered by details in the application form.

## Rehabilitation of Offenders Act

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Please refer to our policy statement on the recruitment of ex-offenders.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement of the role.



## Summary of Child Protection Information for Visitors and Volunteers

Sutton Coldfield Grammar School for Girls is committed to the highest standards in protecting and safeguarding the students entrusted to our care. Our school supports all students by:

- Promoting a caring, safe and positive environment within the school
- Encouraging self-esteem and self-assertiveness
- Effectively tackling bullying and harassment

We recognise that some students may be the victims of neglect, physical, sexual or emotional abuse. Staff working with students are well placed to identify such abuse.

In order to protect our students, we aim to:

- Create an atmosphere where all our students can feel secure, valued and listened to.
- Recognise signs and symptoms of abuse.
- Respond quickly, appropriately and effectively to cases of suspected abuse.

If you have a concern that a student is being harmed, is at risk of harm, or you receive a disclosure (intentionally or unintentionally), you must contact the following staff member as quickly as possible.

**Designated Senior Lead (DSL) and Single Point of Contact (SPOC) for safeguarding and child protection: Mr Neil Eaton.**

If this person is not available please contact

**Deputy DSL/SPOC:** Mrs Samantha Hart  
Mrs Lisa Neal  
Mrs Meg Mahoney  
Miss Rebecca Pegg  
Dr Barbara Minards

**Headteacher:** Dr Barbara Minards

Everyone working with our students their parents and carers should be aware that:

- Their role is to listen and note carefully any observations which could indicate abuse.
- They should not attempt to investigate once the initial concern is raised.
- They should involve the Designated Senior Person (DSL) immediately.
- If the DSL is not available the Headteacher or the Deputy DSL should be contacted.
- Disclosures of abuse or harm from students may be made at any time.

***If anything worries you or concerns you, report it straight away. The main office will direct you to the appropriate member of staff to report your concerns.***

***The school's Safeguarding and Child Protection Policy and procedures will form part of the induction for the successful candidate.***

