

Tomlinscote School



Dear Applicant

May 2022

Appointment of Head of Music

Thank you for your interest in this post at Tomlinscote School. I am after a high-quality teacher and leader who will join our team of enthusiastic members of staff. Tomlinscote is a successful school where you can flourish and develop your career. It is a school where you can teach effectively in classrooms with students that have a thirst to learn. Furthermore, it is a place where you will be valued, and your well-being is considered as being of great importance. We believe the most effective learning takes place when staff feel happy, supported and appreciated. If you would like to know more about the role please contact me via email (rmajor@tomlinscoteschool.com).

The Department

Music is an integral part of Tomlinscote School and our Creative & Performing Arts curriculum. You will be expected to work within the Creative Arts Faculty (Music, Drama, Art, Photography and Creative Digital Media) in order to deliver high quality music lessons to all KS3 pupils and offer GCSE Music to Year 10 and 11. Results at GCSE are excellent.

The music department is a very well-resourced department that consists of two main teaching classrooms, with one that is currently equipped with a mac suite. There are currently 3 practice rooms attached to the main building. The department is fully resourced with a range of equipment to enable all learners to creatively access music in the classroom and in extra-curricular activities.

At KS3, all students use GarageBand and are given Schemes of Work on their iPad devices or iMacs to learn, perform and compose music. Whilst at KS4, students are able to use additional software; Sibelius 8 or Logic Pro X. There are also a range of instruments, keyboards and other musical gadgets available.

The music department offers a wide range of extra-curricular ensembles in the school each week which the peripatetic teachers and students assist with. These include:

- Year 7 Wind Band scheme
- Jazz Band/ Brass Ensemble
- Choir
- Advanced Flute Group
- Beginners Flute Group
- Student lead Rock Band
- String Group

The successful candidate will be responsible for the organisation of the annual Christmas and Summer concerts and after school clubs. Every two years, the music department teams up with the drama department to put together a musical. It will be the responsibility of the newly appointed Head of Music to organise and run band rehearsals in the lead up to the show's performances, and will be responsible for the vocal auditions and rehearsals.

All students at Tomlinscote have an iPad to enhance learning inside or outside of the classroom. Therefore the ideal candidate will have a good grasp of technology (iPads) and keen to develop this within their teaching.

The School

Tomlinscote is a highly successful, over-subscribed mixed comprehensive school of approximately 1500 students. Our staff enjoy working here because our standards, facilities and staff well-being are excellent. Our students are a pleasure to teach and make excellent progress as shown by the positive examination data. Tomlinscote is part of The Prospect Trust which provides an opportunity to teach in a Sixth Form in the future.

Support for staff is strong. The school is fully staffed, partly because staff report that they can concentrate on teaching and are supported by widely shared and regularly reinforced expectations. We have a well-established programme of support for newly appointed staff, which enables them to settle into the school routine quickly and effectively.

As an employee of The Prospect Trust, we offer an excellent benefits package:

- Induction day
- New staff training and mentor
- Individual iPads
- 1:1 iPad support & training
- Excellent training and professional development opportunities,
- Generous Pension Scheme
- Free annual eye test
- Excellent onsite catering facility
- Discounted membership to the onsite gym
- Free counselling service.

Please contact the HR department at recruitment@prospecttrust.org.uk, for further details.

The attached Job Description summarises the main responsibilities of the post. To apply, please complete the application and equality monitoring forms which are available on the school website under the vacancies section – C.V.s are not required. Please refer closely to the Person Specification when writing your accompanying 'Statement of Application'. Use a maximum of two sides of A4 to describe how your knowledge, skills and experience have prepared you for this post. Please give brief examples where possible.

Please return the application form electronically to recruitment@prospecttrust.org.uk.

Thank you for your interest in this post and the school. I look forward to reading your application.

Yours sincerely

Rob Major
Principal

The Prospect Trust is committed to safeguarding and promoting the welfare of all children and young people within our care and requires all staff and volunteers to share and demonstrate this commitment, Any future offer of employment remains subject to satisfactory pre-employment checks, including enhanced DBS clearance, a health check and references.

Job Description – Head of Music

The appointment is subject to the current conditions of employment for teachers contained in the School Teachers' Pay and Conditions Document (STPCD), other current education legislation and the policies of the governing body. The teacher shall carry out these professional duties as circumstances may require, under the reasonable direction of the Principal. This document does not aim to specify all the details of the responsibilities and key tasks of the post holder and specific duties are subject to annual review with the Principal. It is in addition to the separate job description for a subject teacher which applies to all teaching staff.

All posts within school are subject to an enhanced DBS disclosure.

The purpose of the post:

- To lead the faculty in raising standards of student attainment and achievement for all students following courses they offer.
- To be accountable for student progress and development within the faculty and to develop and enhance the teaching practice of those teaching within the faculty.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students.
- To secure and manage a wide range of resources and opportunities to support the broad curriculum, in accordance with the aims of the school and the curricular policies.

Responsible for: All staff within the Music Department.

The post holder reports to: Link member of the Senior Leadership Team.

Key Leadership Accountabilities

1 - To be accountable for the leadership, management and development of the subject within the school:
<ul style="list-style-type: none">a) Provide a role model as a classroom teacher for faculty staff and to represent the school positively in the public arena.b) To oversee, plan, resource and implement appropriate schemes of work that challenge each student in their learning.c) To monitor actively and respond to curriculum development and initiatives at national, regional and local levels.
2 – Assessment and Progress:
<ul style="list-style-type: none">a) Ensure feedback and assessment practice follows school policies and helps students make at least good progress.b) Ensure students are grouped appropriately in line with school and department policies taking account of their needs and prior attainment so that all make appropriate progress.c) To be responsible for the preparation and professional completion of examination board requirements regarding external assessment.d) To liaise with staff and support them in ensuring that an appropriate curriculum is successfully delivered and that all students make appropriate progress.
3 - To have line management responsibility for staff delivering the curriculum:
<ul style="list-style-type: none">a) To ensure that staff development needs are identified and met.

- b) Assist in the appointment of new staff.
- c) Ensure department is represented at appropriate school meetings and provide opportunities for information/ideas to be fed back to and discussed with all department staff.
- d) Take responsibility for safety of all who use rooms and to carry out regular safety audit.
- e) Ensure all responsible staff follow the school's Appraisal requirements.
- f) As delegated, to undertake appraisal for staff within the faculty.
- g) Ensure all staff in the department follow the school's policies, systems and procedures.
- h) To take responsibility for the setting of relevant work for staff who are unexpectedly absent from school.
- i) To support the school's involvement with training of beginning teachers

4 - Quality Assurance:

- a) To ensure the effective operation of self-review and other quality assurance procedures.
- b) To oversee and contribute to the school procedures for lesson observation.
- c) Maintain a programme of regular standardisation of work between staff.
- d) To ensure the regular use of student assessment information to monitor the quality of teaching and learning.

5 - Management Information:

- a) To ensure that accurate and up to date information on SEN students is maintained and available to staff.
- b) To analyse and evaluate performance data provided and take appropriate action on issues arising.

6 – Professional Requirements

- a) To ensure that students are safe and protected whilst at school and that all suspected child protection incidents are reported to the Child Protection Officer.
- b) Establish effective working relationships and set a good example through dress, communication and conduct
- c) To participate in appropriate scheduled departmental, pastoral, staff and parent meetings
- d) To undertake supervision of students as detailed in the published duty lists
- e) Take responsibility for their own professional development
- f) To communicate as necessary with persons or bodies outside the school
- g) Have a working knowledge of teachers' professional duties and legal liabilities

7 – Communication

- a) To ensure effective communication/consultation as appropriate with the parents of students.
- b) To liaise with link and Trust schools / colleges to enhance learning & teaching and professional development

8 - Other:

- a) In addition, carry out other duties as reasonably required by the Principal.

Person Specification – Head of Department

Essential	Desirable	Evidence
1. Education and training		
<p>1.1 Graduate and Qualified Teacher</p> <p>1.2 Evidence of commitment to professional development</p> <p>1.3 Successful teaching at all Secondary Key Stages</p>	<ul style="list-style-type: none"> • Additional qualifications or academic experience. • Evidence of preparation for department leadership 	<p>Application Form</p> <p>Certificates</p> <p>References</p>
2. Leadership and Management		
<p>2.1 Ability to set high standards and engender a desire for learning in students and adults.</p> <p>2.2 Ability to articulate a vision for the department, leading to clear aims and direction.</p> <p>2.3 Can demonstrate the ability to lead change and adapt readily.</p> <p>2.4 Creative approach to curriculum and school development.</p> <p>2.5 Ability to evaluate the quality of classroom teaching.</p> <p>2.6 Use assessment data to monitor and evaluate progress and use this as the basis for setting targets for improvement.</p> <p>2.7 Ability to review departmental practice and develop appropriate improvement plans.</p>	<ul style="list-style-type: none"> • Evidence of the planned acquisition of leadership skills. • Ability to identify professional development needs and encourage continuing professional development, plan and organise CPD. • Evidence of the management of resources. • Evidence of training in leading Performance Management 	<p>Application Form</p> <p>References</p> <p>Interview</p>
3. Teaching Experience		
<p>3.1 Established as an effective teacher across the age and ability range with the ability to consistently teach 'good' lessons.</p> <p>3.2 Knowledge of the subject curriculum and its relationship to the curriculum as a whole.</p> <p>3.3 Ability to recognise and describe the characteristics of high-quality learning in the subject and the main strategies for securing at least 'Good' progress for all.</p>	<ul style="list-style-type: none"> • Experience of leading a curriculum development. 	<p>Lesson observation</p> <p>Application Form</p> <p>References</p> <p>Interview</p>

<p>3.4 Evidence of good classroom management skills in an inclusive environment.</p> <p>3.5 Successful experience working with young people in a pastoral capacity (eg as form tutor).</p>		
<p>4. Professional knowledge & skills</p>		
<p>4.1 An ability to inspire and manage students effectively, thereby developing positive working relationships.</p> <p>4.2 Well developed interpersonal and communication skills.</p> <p>4.3 Ability to communicate clearly in writing.</p> <p>4.4 Good organisation and proven administrative abilities.</p> <p>4.5 Good personal ICT skills including the ability to use ICT effectively to engage students.</p>		<p>Application form, teaching & Interview</p>
<p>5. Personal qualities</p>		
<p>5.1 A desire to make a difference to the lives of young people</p> <p>5.2 Energy, enthusiasm and creativity</p> <p>5.3 Able to work as part of a team</p> <p>5.4 Excellent time management and self-organisation</p> <p>5.5 Resilient and an ability to work calmly and effectively under pressure</p>	<ul style="list-style-type: none"> Evidence of commitment to working with students outside lesson time. 	<p>Application Form</p> <p>References</p> <p>Interview</p>
<p>6. Safeguarding & promoting welfare of students</p>		
<p>6.1 Motivation to work with students</p> <p>6.2 Ability to form and maintain appropriate relationships and boundaries with students</p> <p>6.3 Emotional resilience in working with challenging behaviours</p> <p>6.4 Attitudes to use of authority and maintaining discipline</p>		<p>References</p> <p>Interview</p>