



# Job Pack

## Head of Music

September 2019

Full Time, Permanent Contract

MPS/UPS, plus TLR1b



**Weald of Kent**  
Grammar School

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## About Us

Weald of Kent is a selective Girls Grammar School for 11-18 year olds with a roll of approximately 1550 students including our co-educational 6th Form. The school is one of the highest performing schools in the Country. We aspire to excel at everything we do. Owing to our continued success we are thrilled to have been given permission by the Secretary of State to expand and mirror what we deliver at our Tonbridge site in a brand new Annexe in Sevenoaks, which opened in September 2017. In addition to the exciting new facilities, we have also invested in our Tonbridge site which now has a state of the art Sports Hall and university style 6th Form Study Centre. Both sites are situated in beautiful rural settings with far reaching views across the Garden of England with excellent transport links.

## Results

We are, once again, exceptionally proud of the magnificent performance that has led to some wonderful results both at GCSE and A level this year. 99.4% of students achieved 5 GCSEs grades 9 to 4 and A\* - C (including Maths and English). The average GCSE grade was above a Grade 7. We also enjoyed superb A Level results with 72% of our students achieving A\*-B grades. The cohort gained the highest A\*-A % for six years, at 38%. The average was a Grade B. Our aim is for students to achieve high academic results whilst still affording them a platform to extend their personal qualities, talents and interests.

## Teaching School

This is an exciting time for Weald of Kent as we continue on our journey as the Lead School of the Kaizen Teaching School Alliance. We are passionate about ensuring students and staff have an opportunity to develop and grow and because of this we are working with a fantastic group of schools on collaborative projects.

## Staff Development Opportunities

We are passionate about staff development. Individual Development Plans are tailored to help and support staff in new positions, existing posts and preparation for promotion. A whole range of developmental and capacity building training is available, supporting staff to develop their skills and professionalism. This includes opportunities such as:

A personalised induction programme	Mentoring-Coaching programme
CPD days and a range of workshops	Relevant external courses and training
Performance development programme	

## The Team

The school seeks to appoint an outstanding candidate to inspire and lead the musical community of the school, building on the significant successes of recent years. This is a key management post. We are therefore seeking to appoint a dynamic individual who will maintain the current provision and high standards and develop them further as the school moves forward, drawing on the knowledge and expertise of the music teachers, music tutors, and peripatetic staff.

The successful candidate will be an outstanding classroom practitioner and musician and will have the drive, enthusiasm, vision and capacity to develop and combine all aspects of music at Weald of Kent, embracing the curriculum and extended curriculum provision.

We have a beautifully equipped, lively and expanding Music Department which boasts two orchestras, four choirs, concert band, early music group, rock bands, ukulele band and two steel pan groups. These ensembles are directed by music staff but students are occasionally encouraged to lead and direct small groups and take on the responsibility, under guidance, of leading groups such as steel pans, chamber choir or drum workshops.

There is a very strong uptake of the subject at GCSE and results are strong with a commitment to improve them further. At GCSE, in 2018 we achieved 92%, Grade 9-5 (66%, Grade 9-7), whilst at A Level we achieved 57% A\*/B.

Two periods per fortnight of class music lessons are given in years 7, 8 and 9. Students follow a variety of topics which have an emphasis on having fun and getting “hands on” experience through class, group and individual practical work. At KS4 and KS5 students may opt for GCSE Music and A Level Music.

A large number of girls receive lessons from visiting instrumental teachers: either privately employed by the department or from the Kent Music. Lessons take place on a rota basis during the school day, thus ensuring minimal disruption of their other subject studies. Students normally hire an instrument for the first year and can then buy via the school to avoid VAT in some instances. Students often reach high standards and some later pursue music as a career. All abilities are strongly encouraged to enjoy the rewards of playing an instrument. A large percentage of our A Level students go on to study music at university.

The School is committed to independent learning, encouraging students to think for themselves and take risks in order to develop into lifelong learners. Music teachers are encouraged to be imaginative and flexible in their teaching skills. This is student led learning at its best. The Department works as a supportive team, sharing skills and resources, everyone has a voice and expertise to share. Students see Music as a lively and exciting place to be.

## About the Post

<b>Job Title:</b>	Head of Music	<b>Reports to:</b>	Assistant Headteacher
<b>Team:</b>	Music Department	<b>Start date:</b>	September 2019
<b>Grade:</b>	MPS/UPS, plus TLR1b		

### Purpose

The Post Holder is committed to delivering the school's vision and the high ambitions for the school's future. Their clear strategic and operational activity leads to sustained improvements and raised standards across the organisation. The Post Holder communicates to others clearly and regularly to their team and those they may work with about the strategic direction of "development and standards" policy and the operational functions for which he/she is accountable. In addition, they ensure that the systems they introduce are understood and embedded in the every-day work of their Department. The Post Holder seeks to challenge underperformance and remove barriers to inclusion and achievement. The Post Holder is an outstanding teacher and tutor who consistently models Professional Standards. They actively seeks out best practice and inspires others also to continue to improve. The Post Holder actively supports the activities of the school community and the wider community it serves.

### Areas of Responsibility and Key Tasks

#### General

The Post Holder's role and responsibilities will be reviewed and negotiated annually to meet the needs of the school community and in order to support the colleague's on-going professional development. The areas of responsibility will include a range of strategic and operational activities.

The Post Holder will:

- take on any specific task or additional responsibility which might from time to time be determined.
- create and maintain positive and supportive relationships with students, staff, parents, the PTA, Governors and all other stakeholders.
- engage with appropriate professional development opportunities to promote professional effectiveness in their role.

#### Strategic Responsibilities

The Post Holder will:

- secure the commitment of others to the vision, ethos, ambitions for the school's future and policies of the school in order to accrue high levels of performance from the team for which they have accountability.
- carry out routine, rigorous and robust self-evaluation in order to contribute to the creation, implementation and monitoring of the school strategic plan.
- facilitate opportunities for all staff to contribute to achieving the school's priorities and targets.

## **Teaching, Tutoring and Learning**

The Post Holder will:

- determine, organise and implement “developmental” and “standards” policy in line with teacher standards.
- establish a learning environment that extends students’ academic, personal, learning and thinking skills in order to increase their independence and prepare them to take their place as responsible adults.
- ensure classroom practice is always engaging and challenging and that student behaviour is well managed and safe.
- monitor the quality of learning, tutoring and teaching.
- analyse performance data to inform improvement strategies.
- promote opportunities to share and develop best practice.

## **Leading and Managing Staff**

The Post Holder will:

- foster positive working relationships across the school community.
- lead groups of staff in development and self-evaluating activities.
- actively promote rigorous and developmental performance development processes.
- inform the Headteacher and Governors of future development needs that will help to realise the school’s vision.

## **Effective Deployment of Staff and Resources**

The Post Holder will:

- effectively and efficiently deploy staff and support those staff in carrying out their duties.
- advise on priorities for expenditure and in monitoring the effectiveness of spending and usage of resources to ensure value for money.

## **Specific Strategic & Operational Responsibilities including related policies.**

### **Strategic Responsibilities:**

- Provide strategic direction for the Department.
- Establish short, medium and long term plans to meet the Department’s and school’s priorities.
- Maintain overview of all students’ progress and identify appropriate intervention strategies to secure student targeted outcomes at the end of each Key Stage.
- Contribute and support the Head of Year and PSHCE Coordinator with Tutor based activities.

### **Operational Responsibilities:**

1. Day to day management and development of Department.
2. Monitoring of progress of students taught in the Department ensuring achievement of targets.
3. Maintain an understanding of and accept accountability for the contribution the Department makes to realising the school’s overall academic and attendance targets.

4. In consultation with the relevant SLG member responsible for day to day take a proactive role in the organisation and delivery of key events and moments planned for the relevant year groups.
5. In consultation with the SLG member responsible for Reporting and Assessment take a proactive role in the organisation and delivery of the reporting and assessment process including consultation and information evenings for the relevant year groups.
6. In consultation with the relevant SLG link responsible for curriculum and the PSHCE Coordinator, take a proactive role in the decisions and delivery of curricula and 'beyond the classroom' based activities.
7. Develop links with all parents and carers of students in the school and ensuring they are well informed about the curriculum, targets and all other relevant matters relating to their child's progress.

**Direct Line Management Responsibilities for the strategic direction, work and policies of:**

1. Direct Line Manager Music Staff.

## About You (Person Specification)

	Essential	Desirable
<b>Qualifications</b>		
Qualified Teacher Status	✓	
Degree or equivalent	✓	
Evidence of further professional development relevant to post		✓
<b>Experience</b>		
Outstanding classroom teacher and tutor	✓	
Teaching Music successfully in Key Stage 3, GCSE and A Level	✓	
Sustained performance securing very good student outcomes	✓	
Evidence of successful leadership of an aspect of Standards or Developmental related strategy and work	✓	
Confident user of new technology as a management tool		✓
Able to communicate effectively, orally and in writing	✓	
<b>Skills and Knowledge</b>		
Able to demonstrate outstanding planning and teaching skills	✓	
Able to present confidently to a large group of students or staff	✓	
Able to use / analyse assessment data systems to raise standards	✓	
Able to provide clear direction and to inspire, motivate and enthuse others	✓	
Confident in own ability to be effective and to take on challenges	✓	
Ability to relate well to students, colleagues, parents and Governors	✓	
Builder of teams, networks and collaborations to secure the best outcome	✓	
Effective behaviour management	✓	
Able to support staff and students in maintaining high standards	✓	
Up to date awareness of the National Curriculum and specifically within individual specialism	✓	
Efficient and effective administrative, organisational and personal management skills	✓	
<b>Personal Attributes</b>		
Ability to inspire, challenge and motivate colleagues	✓	
Able to motivate others and to adopt a positive approach to education	✓	
Energy, enthusiasm and perseverance	✓	
Reliability and integrity	✓	
Good interpersonal skills	✓	
Able to perform well under pressure	✓	
Clear vision and educational philosophy	✓	
Positive commitment to individual personal development	✓	
Capacity to work hard, under pressure, to meet deadlines	✓	
Ability to work independently and be a team player	✓	
Suitable to work with Children	✓	
<b>Equal Opportunities</b>		
Understanding of equal opportunities issues and an ability to demonstrate strategies to challenge discrimination and prejudice	✓	
A commitment to inclusive education	✓	

## The Package

**Salary:** MPS/UPS plus TLR1b

**Benefits:**

Generous Pension Scheme (TP / LGPS)	Health Care Cash Plan *
Priority Admission for Staff Children **	Free On-Site Parking
Kent Reward Scheme	Free refreshments

Weald of Kent Grammar School is located on two sites; Tonbridge and Sevenoaks. The successful candidate will be required to work across both sites.

\*Available upon successful completion of probation

\*\*See Admission Policy on the School Website

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## The Application Process

Application forms can be found on our website and should be sent to Human Resources, [HR@wealdgs.org](mailto:HR@wealdgs.org) or posted to the school. Please include a 1-2 side of A4 application statement or letter of application. The communication should set out how your proven relevant experience relates to this role.

References may be taken up before being short-listed please indicate on your application form if you have any objection to us contacting the referee prior to interview.

### Dates:

Closing date for applications: Wednesday 24 April 2019, 9am

Interview day: w/c 29 April 2019

*\*Interviews and appointments may be arranged where a suitable candidate is found prior to the closing date.*

*The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.*

