

Head of Music Information Pack February 2018



Anglian Learning and Sawston Village College are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Appointments will be subject to satisfactory references and an Enhanced DBS check.

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Sawston Village College
New Road, Sawston, Cambridge, CB22 3BP
Tel: 01223 712777 www.sawstonvc.org
11-16 mixed comprehensive academy, NOR: 1035
Principal: Mr J M Culpin

Required for September 2018

HEAD OF MUSIC

Full Time

Main/Upper scale: £22,917-£38,633 plus TLR2.2 of £4,443

Sawston Village College is a high-achieving, successful 11-16 academy, with a reputation for innovation in teaching and learning, outstanding pupil behaviour and inclusive, caring values. A founding member of the Anglian Learning group of schools, we are situated just outside the beautiful city of Cambridge, offering first class professional development opportunities to our staff and a supportive, friendly environment in which to teach.

We are seeking to appoint a Head of Music, following the retirement of the current postholder, after many years of service to the College. This is a rare and exciting opportunity to build upon the current excellent leadership, to sustain the wonderful reputation that Music at Sawston Village College has both locally and across Cambridgeshire and to take the subject to the next level in terms of performance, pupil participation and enjoyment. Music, and the arts more widely, are very much at the heart of all that we do at the College and this appointment is integral to our vision, ethos and ambition as a successful school.

To find out more about the role, please download an application form and information pack from our website at www.sawstonvc.org. Applications must be submitted on the College's application form. CVs will not be accepted.

Closing date: Monday 19 February 2018 at noon
Interviews: Friday 23 February 2018

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Dear Applicant

Head of Music

Thank you very much for your interest in the above position. I sincerely hope that the information below and enclosed within this application pack will encourage you to apply to our friendly and dynamic school.

Sawston Village College is a highly successful 11-16 academy, in a beautiful part of south Cambridgeshire. Opened in 1930, it was the first purpose-built community college in England and we are proud of the fact that it is still heralded as a model for community education, with over 1000 members of the local community visiting each week to participate in learning, sporting or leisure activities. Our main focus, however, is the achievement and wellbeing of our 1000 pupils and in this we are performing consistently amongst the very best schools in the country. In 2017, the College achieved well above national averages in the new GCSEs, putting us in the top 20% of state secondary schools in England. Alongside this academic success is an exceptional local and national reputation in the arts, the humanities and sport, and innovation in care, guidance and support for young people. Educators from around the world continue to visit the College each year to learn from us and find out what makes the College so successful. Our commitment to the arts, both within the College and through our role developing arts education in our local area, has been recognised in our designation as one of the very few Artsmark Platinum schools in the country. The arts are not peripheral to us; they are part of the identity of the College and our community of schools.

Our success is based upon the following key principles. Firstly, a firm commitment to the principle that all pupils, regardless of ability or background, are able to achieve their potential and have the best opportunities to succeed in education, employment and life. Secondly, a belief in recruiting, developing and retaining the very best staff, by providing varied and exciting personalized opportunities for professional development, and a caring, supportive environment with an emphasis on teamwork and collaboration. Thirdly, we know that teaching and learning can only flourish where pupils are well behaved and respectful. Our pupils are considerate, caring and ambitious to succeed and, as visitors to the College regularly comment, they are a pleasure to work with.

We are now seeking to appoint a Head of Music, following the retirement of the current postholder, Janet Macleod, after many years of service to the College. This is an exciting opportunity to build upon Janet's excellent leadership, to sustain the wonderful reputation that Music at Sawston Village College has both locally and across Cambridgeshire and to take the subject to the next level in terms of performance, pupil participation and enjoyment. Music is very much at the heart of all that we do at the College and this appointment is integral to our vision, ethos and ambition as a successful school.



Artsmark
Platinum Award
Awarded by Arts
Council England

If this sounds like a tempting career move then we would be delighted to hear from you. This is an exciting time to be joining the College. Since September 2016, we have been part of the Anglian Learning multi academy trust, which opens up new opportunities for professional collaboration as well as personal development and career progression. We are also a leading partner in the CASSA teaching alliance, giving colleagues access to the very best training and the chance to support system improvement.

To apply, you must complete our application form in full, paying close attention to the guidance, and submit it with a covering letter. Please confine your letter to no more than two pages of A4, font size 11. Please pay particular attention to the job description and person specification in writing your letter. CVs will not be accepted.

Your application should reach the College no later than noon on Monday 19 February 2018 and interviews will take place on Friday 23 February. If you have not heard from us two weeks after the closing date, you should assume your application has not been successful.

As you would expect, the College is committed to the safeguarding of children and young people. If you are invited to interview, you will be asked to provide the following:

- original evidence of qualifications;
- evidence of the right to work in the UK;
- verification of your current address;
- a completed disclosure of criminal record form;
- notification of any relationship with any pupil, employee, governor or trustee;
- details of any child protection investigation that you may have been subject to;
- a signed and dated hard copy of your application form and covering letter if you originally submitted them via email.

Full details of the documents required will be sent with your invitation to interview. If you are appointed to the post, you will be asked to complete a medical questionnaire and to undergo an Enhanced DBS check.

Sawston Village College is an incredibly friendly, caring and enjoyable place to work and teach. I have spent 16 years of my professional life at the school because of the opportunities that have been available to develop my career, the chance to contribute to the high quality of work that the school does for its young people and the community and, finally, because of the opportunity to work with such a dedicated group of staff, close to a city that offers so much. I very much hope that you will consider joining me and my colleagues as we look to take the school to the next level of success over the next five years.

Thank you, in anticipation, for the time you will give to your application.

Yours sincerely



Mr J Culpin
Principal

The Music Department



Music matters at Sawston Village College. Over the past years, the Department has established an enviable reputation for excellence in the County and we enjoy consistent support from our Senior Leadership Team, the Governing Body and our Arts Development Manager as well as from parents. We are pleased that our contribution to the ethos and the reputation of the College is recognised and appreciated. We have 2 staff in the Department alongside a large team of visiting instrumental teachers.

Accommodation and resources

In September 2004, the Music Department moved into purpose built accommodation in the Performing Arts centre. There is a large room used for both teaching and rehearsals, a second sizeable teaching room, an instrumental teaching room, 5 practice rooms (some of which are equipped with pianos), a small Music Technology room, 2 storerooms and an office. The drama/dance studio is located within the same building.

Pupils have ready access to a wide range of percussion during lessons and many choose to supplement the choice by using their own instruments where appropriate. The Department has an enthusiasm for World music so, in addition to the usual classroom instruments, there are a good number of djembes, a large set of steel pans, a good-sized Samba kit and an authentic Balinese gong. Although the emphasis is on practical music making throughout the school, many GCSE students make use of music technology to realise and present their composition coursework. The Department is equipped with 12 Apple computers.

Curriculum

Music is studied as a discrete subject by all pupils in years 7, 8 and 9. The curriculum is essentially practical, aiming to extend the experience of all pupils in the central activities outlined in the National Curriculum and to help pupils sing and play their way into an understanding of key musical concepts. Pupils are taught in mixed ability groups throughout KS3 with class sizes of between 25 and 32 students. Every pupil receives a one-hour lesson each week.

Music is a popular option at KS4. The broad scope of the OCR syllabus encourages pupils with a wide variety of musical interests and strengths to continue their study of the subject and over 50 pupils are currently working towards this examination, with an almost equal balance of boys and girls. Results have been consistently high in recent years with over 60% of candidates achieving A and A* grades. Each year a pleasing number choose to pursue the subject further when they move on to Sixth Form College or higher education.

In addition to the GCSE qualification, the Department also offers a twilight class that works towards the RSL Level 2 Certificate in Technology for Music Practitioners.

Instrument lessons

The Department benefits from the services of an excellent team of 14 visiting teachers, some of whom come to us from Cambridgeshire Music. Nearly 200 pupils are receiving tuition in school this year on a wide range of instruments. Singers and instrumentalists are prepared for Associated Board, Trinity Guildhall and Rock School examinations when appropriate.

The extended curriculum

Music is highly valued at Sawston and the Department offers a wide range of regular music making opportunities for enthusiastic players and singers. The current programme includes Junior Choir (mixed), Senior Choir (girls), Barbershop Choir, Chamber Choir (SATB), Senior Concert Band, Junior Concert Band, Brass Band, Jazz Band, Samba School, String Orchestra, Folk Fiddle Group, Guitar and Ukulele Group, and Flute Choir. Most of these groups are open to all; membership of others is by audition or invitation. Less formal groupings are encouraged too and several independent bands and ensembles meet regularly to rehearse. There is also an after school class leading to qualifications in Music Theory. Trips to concerts, gigs and workshops, both local and further afield, are a regular feature of our provision.

There are many opportunities for public performances during the year. Highlights include the College Carol Service in Great St Mary's Church, Cambridge, the College Concert held each spring at the University Music School and the Summer Concert presented by musicians from years 7, 8 and 9. We have strong links with the nearby Stapleford Granary Arts and Music Centre, providing us with the perfect professional venue for chamber performances.

The strong reputation established by the Music Department has resulted in a number of invitations to take part in events further afield. The past few years have seen musicians from the College performing in venues such as Trinity College Chapel, Corpus Christi College Chapel and Ely Cathedral. We have been invited later this year to join with the Cambridge Philharmonic Society in Ely Cathedral, performing the *Knabenchor* part in Mahler's 8th Symphony. We have provided the Children's Choir for the Cambridge University Musical Society on several occasions and have performed with the choir of King's College, providing the Ripieno Choir for Bach's *St Matthew Passion* and the Gallery Choir for Britten's *St Nicolas*. We were delighted subsequently to be invited to take part in the King's recording of this work. Musical theatre is not overlooked; under the umbrella of Sawston Youth Drama, part of the College's youth provision, 3 groups (Seniors, Juniors and Year 7) mount musical productions each year. Recent shows have included *Barnum*, *High School Musical*, *Aladdin*, *Guys and Dolls* and *West Side Story*.

Job Description

Head of Music



Anglian Learning and Sawston Village College are 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 is set in the context of the Teachers' Standards which may be found at <https://www.gov.uk/government/publications/teachers-standards>.

Core Purpose	To be responsible for raising the standards of achievement for all pupils in Music through the development of high quality teaching and learning, and to contribute significantly to whole school improvement at a strategic level.
Core accountabilities	<ul style="list-style-type: none"> • Responsible for raising standards of attainment and levels of progress • Responsible for self-evaluation and strategic development • Responsible for staff deployment and development • Responsible for pupil wellbeing and their social, moral, spiritual and cultural development • Responsible for efficient use of resources
Reporting to	Assistant Principal
Responsible for	Music teaching team and other relevant personnel within the department, such as peripatetic teachers
Liaising with	Principal, Senior Leadership Team, other subject leaders, pastoral leaders and relevant staff with cross-school responsibilities, relevant non-teaching support staff, parents
Salary/Grade	To UPS 3 plus TLR 2.2

Key Tasks	
Responsible for standards of achievement levels of progress and competency in Music	<p>Ensure that the quality of teaching and learning is the main focus for all work in Music, implementing best practice in the subject and whole school policies and initiatives so that all teaching is at least good and in many cases outstanding.</p> <p>Ensure that targets for pupil attainment are met in line with performance indicators (school and national) including those eligible for the Pupil Premium, with special educational needs and able, gifted and talented.</p> <p>Evaluate the standards being achieved by forensically analysing the performance of all pupils.</p> <p>Implement intervention strategies as appropriate to ensure all pupils make</p>

	<p>progress towards their targets.</p> <p>Ensure that assessment for learning procedures in Music are robust, follow agreed College policy to support pupil learning and achievement and are used consistently by all staff.</p> <p>Take responsibility for recording and reporting pupil attainment including the preparation of data for examination and test entries in good time.</p> <p>Ensure that the work of the faculty is stimulating and engaging for all pupils.</p>
Responsible for self-evaluation, quality assurance and strategic development	<p>Maintain and act upon accurate self-evaluation of the department's performance through regular lesson observations, work samples, pupil voice and other mechanisms.</p> <p>Produce, cost and implement a Department Development Plan that reflects whole school improvement priorities while remaining abreast of local and national developments in the teaching of Music.</p> <p>Evaluate and develop the Music curriculum to ensure effective progression, success in public examinations and to incorporate whole school initiatives including literacy, and also develop in pupils a lifelong passion for Music.</p> <p>Develop, maintain and promote strong partnerships with parents to support teaching and learning.</p>
Responsible for staff deployment and development	<p>To maintain and develop a shared ethos, vision and ambition for Music and whole school improvement with the department team, establishing the department as a beacon of best practice in the school and locally.</p> <p>Act as a role model for outstanding classroom practice for other teachers and maintaining personal expertise in Music, sharing knowledge, understanding and skills with colleagues.</p> <p>Plan and implement individual and department training programmes to ensure that teaching and learning is of high quality and high impact.</p> <p>Review the performance of staff, recognising and celebrating success and being prepared to address robustly any underperformance.</p> <p>Plan for the deployment of staff into the curriculum in the most effective and efficient manner, and leading the recruitment of new staff as appropriate.</p> <p>Have full consideration for staff wellbeing and morale, promoting teamwork and supporting colleagues as required.</p> <p>Demonstrate positivity, professionalism and the ability to motivate colleagues and pupils.</p>
Responsible for pupil wellbeing and their SMSC development	<p>Maintain a safe and productive learning environment for all pupils, dealing with discipline issues in accordance with the College's behaviour policies.</p> <p>Implement faculty and whole school behaviour management sanctions as required and develop the relevant skills in colleagues to ensure effective behaviour for learning takes place.</p> <p>Instil a sense of pride, worth and achievement.</p> <p>Promote and lead social, moral, spiritual and cultural opportunities, including those which are extracurricular in nature.</p> <p>Promote and maintain the College's child protection and safeguarding policies and procedures at all times.</p>

Responsible for efficient use of resources	<p>Use the available accommodation to create a stimulating environment to support teaching and learning, planning for future development.</p> <p>Monitor the use of the Music teaching areas to ensure a high standard of condition is maintaining taking action as necessary to improve provision.</p> <p>Prepare and oversee the budget for the Music department, adhering to the principles of best value at all times and acting always with probity and integrity.</p> <p>Contribute to the development and maintenance of the College health and safety policy.</p>
Leadership	<p>Contribute to the strategic development of the College, helping to develop, implement and evaluate systems, policies and procedures.</p> <p>Actively promote the academy, attend meetings and events as required and liaise with outside agencies to support the delivery of the school's aims.</p> <p>Maintain a presence around the College site to ensure that the highest standards of behaviour are upheld, supporting and contributing to the operational needs of the school as required.</p> <p>Evolve and develop personal leadership skills, contributing and leading whole school initiatives as appropriate.</p>
Additional duties	<p>To play a full part in the life of the school community, to support its distinctive ethos and to encourage staff and pupils to follow this example.</p> <p>To promote Music as an extra-curricular activity</p> <p>To lead, organise and participate in whole school music concerts, including West Road and the Carol Concert.</p> <p>To take responsibility for a form group as appropriate, actively promoting the whole school and specific house and year group aims and objectives.</p> <p>To be aware of and comply with policies and procedures related to child protection and safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person, and attend compulsory safeguarding training as a priority of your role.</p>

Other Specific Duties
<ul style="list-style-type: none"> • To continue personal development as agreed • To engage actively in the performance management process • To undertake any other duty as specified by STPCD not mentioned in the above <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>This job description is current at the date shown but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.</p>

Person Specification Head of Music



Anglian Learning and Sawston Village College are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Education	Essential	Desirable
Good honours degree in Music	✓	
Higher degree at Masters level or above		✓
PGCE or recognised teaching qualification	✓	
GCSE grade C or higher in Maths and English	✓	
Leadership qualifications, e.g. Leading from the Middle/ Leadership Pathways		✓
Qualifications and experience in a range of musical instruments	✓	

Experience	Essential	Desirable
Recent experience of teaching Music to at least GCSE or equivalent level	✓	
Experience of involvement in extra-curricular Music activities	✓	
An excellent knowledge of primary and secondary curriculum developments	✓	
Evidence of the successful use of ICT within teaching, learning and strategic leadership and management	✓	
Experience of a range of music software packages including Sibelius and Garage Band		✓
Evidence of ability to develop positive and effective relationships with pupils, staff, governors, parents/carers and other stakeholders/pupils	✓	
Proven record of raising standards of achievement and sustaining improvement and eliminating underachievement	✓	
Experience of working with and effectively leading and managing staff	✓	

Professional Qualities	Essential	Desirable
High standards of literacy and the knowledge, understanding and skill to develop similar standards with staff and pupils	✓	
An excellent communicator who is able to work effectively with pupils, parents, colleagues and outside agencies	✓	
Ability to establish productive working relationships and work well in a team	✓	
Excellent subject knowledge and aware of best practice in Music teaching	✓	
An excellent communicator, both orally and in writing	✓	
Commitment to the promotion of equal opportunities for all	✓	
Evidence of a commitment to the safeguarding of all young people	✓	
An awareness of new technologies, their use and impact		✓

Personal Qualities	Essential	Desirable
Enthusiasm, resilience, energy and personal dynamism	✓	
Approachable, friendly and patient	✓	
Good sense of humour		✓
A liking and respect for young people	✓	
Appropriate professional relationship with colleagues, parents and children	✓	
High level of integrity, honesty and fairness	✓	
Demonstrate personal enthusiasm for the learning process	✓	

Teaching & Learning	Essential	Desirable
Excellent teaching, pastoral and behaviour management skills leading to evidence of excellent pupil outcomes	✓	
Excellent use of AfL strategies in teaching and learning within the classroom	✓	
A personal commitment to the continuing development of teaching skills in order to have a positive impact on student outcomes	✓	



Leadership & Management	Essential	Desirable
Able to clearly articulate a sense of ambition and ethos	✓	
An inspirational leader who is imaginative, creative and visionary	✓	
Able to plan, implement and manage change to effect improvement		✓

Leadership & Management	Essential	Desirable
Able to hold self and others to account	✓	
Able to challenge underperformance and offer support or other action when appropriate	✓	
The ability to lead, manage and enthuse a team to become outstanding in terms of provision and ambition to push themselves and pupils to be the best they can be	✓	
Can use comparative data for benchmarking, target setting and intervention purposes		✓
Evidence of leading and managing whole school development		✓
Has an understanding of budgetary control and resource management		✓

Further information



Sawston
Village College

How to submit your application form and letter to the Principal	<p>By post: for the attention of: Mrs L Rogers, HR Officer, Sawston Village College, New Road, Sawston, Cambridge, CB22 3BP</p> <p>Enclose your application form and your letter to Mr Culpin. Write the vacancy job title in the top left hand corner of the envelope.</p> <p>By email to: Mrs L Rogers, HR Officer, at jobs@sawstonvc.org</p> <p>Attach your application form and your letter to Mr Culpin in pdf format or as MS Word documents, and include the vacancy job title in the subject line. Do not send hyperlinks or other file formats.</p>
Find us	Directions to the College can be found at www.sawstonvc.org/contact
Ofsted	Read our most recent Ofsted report at www.ofsted.gov.uk or www.sawstonvc.org
Local housing	Search local housing at www.rightmove.co.uk or www.cambridge-news.co.uk
Professional development	<p>Sawston Village College is a member of:</p> <ul style="list-style-type: none"> the Anglian Learning multi academy trust www.anglianlearning.org and CASSA - the Cambridge and Suffolk Schools Alliance www.cassateaching.co.uk <div style="display: flex; justify-content: space-around; align-items: center;">   </div>