



Lady Margaret School

Director of Music Application Pack





Letter from Headteacher

Dear Candidate,

Thank you for showing interest in the post of Director of Music at Lady Margaret School.

Founded nearly 100 years ago, the school has a proud and successful heritage in educating girls. Now in our centenary year, we are also looking to the future with the expansion of the Sixth Form and a move to a permanent four forms of entry.

We wish to appoint a Director of Music to be part of shaping that future, to build on the great strengths of the school, maintaining the highest academic and behavioural standards, whilst adapting to the fast changing educational landscape.

Music is an incredibly important part of our school life. A large number of girls are involved in choirs and instrumental groups, performing to exceptionally high standards. As a Church of England School, music is central to our collective worship. We have our school services at St Dionis Parsons Green on a regular basis throughout the year.

Lady Margaret School has always been a high performing school, as testified by its most recent 'Outstanding' Ofsted rating. Recent results at GCSE have continued these high standards whilst reminding us of the challenge of building 'added value' for girls of all abilities. At A level, we enjoyed excellent results in 2017 and we continue to offer a rich curriculum for our students.

This post offers the chance to work with a committed and experienced staff as part of a learning community supporting each other to develop an innovative and exciting curriculum. This is a unique opportunity: to work in a school with a strong and proud heritage and to help lead it into the next exciting chapter in its history.

Thank you again for your interest in joining us.

Yours sincerely
Elisabeth Stevenson
Headteacher



Director of Music

Required from April or September 2018, permanent position

Inner London Teachers' Main - Upper Scale & TLR 2C (£6,450)

This is an excellent opportunity to join a thriving Music Department. Lady Margaret School is a Church of England school for girls aged 11-18. It is situated on Parsons Green in West London, and serves a diverse local community. It was founded in 1917 and became an Academy in September 2012. The school is extremely successful and over-subscribed. Staff, students and parents work together to develop each individual student within a culture of high expectations and respect. We aim to empower students to achieve high aspirations for themselves within a culture of hard work and respect for everybody.

Our exam results reflect the hard work of our staff and students. In 2017, 89% of girls attained GCSE English and Maths at grades 9-4 plus 3 or more other grades A*-C.

At A Level, our results are consistently outstanding, with high numbers of girls progressing to a wide range of Higher Education courses. In 2017 70% of grades were A*-B. Students at LMS have a very good record of securing offers from top universities.

We are seeking a talented and enthusiastic professional to lead our Music Department with a proven track record of delivering musical performances for school events. The successful candidate will teach Music across the full age and ability range and be expected to deliver an extra-curricular music programme for the whole school and raise the standard and profile of music and musical performance across the whole school community. As a member of our staff community you will have the chance to work with a strong team to build on the current successes of the school as we move forward into the next stage of our development.

Closing date for applications: Monday, 30 October 2017 (12 noon)

Interviews will be held on: Thursday, 2 November 2017

For further information about this position, and an application form, please refer to our website (www.ladymargaret.lbhf.sch.uk), contact Mrs Wendy Gainham by email (recruitment@ladymargaret.lbhf.sch.uk) or telephone 020 7736 7138 (8.30 am till 4.30 pm).

Lady Margaret School is committed to safeguarding children. The successful candidate will be subject to an enhanced DBS check.



Lady Margaret School Music Department

Lady Margaret School has long been recognised as a centre of excellence for music. Music plays a major part in the life of the school and contributes significantly to the school's ethos and its Church of England character.

Within the taught curriculum, music is a compulsory subject for all pupils at Key Stage 3. It is a subject enjoyed by girls and is a popular choice at GCSE and A Level (Edexcel). There are two full-time music teachers.

At present more than 300 pupils take individual instrumental lessons in school. There is a team of 18 visiting peripatetic music teachers and pupils take lessons in the full range of orchestral instruments, as well as drum kit, saxophone, piano and singing. There are a range of performance opportunities available to girls, including informal concerts, recital evenings and the annual House Music Festival. Pupils work towards Associated Board and Trinity music exams and we have visiting examiners in school every term.

Lady Margaret has a thriving extra-curricular music provision, including four choirs, an orchestra and various instrumental ensembles. There is a busy programme of performances and there are several concerts each year, including the main school concert in the Spring Term. This year, as we celebrate our Centenary, our choirs and orchestra will perform in our service of Thanksgiving at Westminster Abbey on 17 October 2017, and later this year will perform in a special concert at Cadogan Hall.

There is a strong tradition of choral music and all pupils sing in assemblies, in music lessons and in church. The various choirs lead the school in worship at Eucharist services in St Dionis' Church (our local parish church) twice a term.

The Music department is extremely fortunate to be housed in new, purpose-built accommodation. This comprises the Busby Auditorium with a grand piano and tiered seating to accommodate up to 180; a state of the art recording studio; a classroom equipped with 25 Apple Mac computers; and a range of practice rooms, each equipped with a piano. Concerts are held in the Busby Auditorium, the School Hall and St Dionis' Church on a regular basis.



Job Description — Director of Music

Job Title: Director of Music

Reports to: Deputy Headteacher

Responsible for: Delivering the highest quality learning experiences to pupils learning Music

Start date: April 2018 or September 2018

Salary: Main Scale—Upper Scale, dependent on experience & TLR 2C £6,450 (Inner London)

Disclosure level: Enhanced

Roles included: Head of Department

Job purpose:

To actively support the school's ethos and vision and to:-

- Ensure that standards of pupil attainment and achievement in Music are sustained and developed so that all girls make expected or more than expected progress.
- Be accountable for pupil progress and development within Music and hold staff to account for this.
- Develop the teaching practice of staff within the department.
- Ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for all pupils studying Music.
- Be accountable for the leadership, management and development of Music across Key Stages.
- Effectively manage and deploy teaching and support staff, financial and physical resources within the Music Department to support the curriculum.
- To minimise the performance gap for vulnerable students, eg those in receipt of Pupil Premium.

Main Duties and Accountabilities:

Strategic Planning:

1. To meet with SLT to establish how the work of the Music Department will support the development of the school.
2. To devise an annual DDP and implement strategies within the Department in support of the School's Development Plan (SDP).
3. To implement strategies to ensure the efficient running of the Department, in support of school policies and procedures.
4. To liaise with SLT and other HODs to maximise the Music department's contribution to positive progress and performance.



Job Description— Director of Music cont'd

Quality Assurance:

1. Establish a process of setting targets with staff within the department and to work towards their achievement.
2. Establish consistent standards of practice within the department
3. Contribute to lesson observations and give developmental feedback to teachers.
4. Implement school procedures on quality assurance and ensure these are following by members of the department.
5. Monitor and evaluate standards and progress in teaching and learning within the department, in order to sustain high standards of achievement and provide job satisfaction for colleagues.
6. Monitor and evaluate the quality of marking and feedback in the department.
7. Support and challenge colleagues who are performing below expectations.
8. Ensure that the department's internal monitoring procedures are in line with the school's SEF and SDP.

Information Management:

1. Evaluate performance data provided.
2. Complete the Department Self-Evaluation Form to set targets based on data.
3. Produce reports on examination performance—including value added data.
4. Plan how to address, monitor and evaluate identified areas for development.

Pastoral System:

1. Monitor and support the overall progress of pupils within the department.
2. Ensure the School's behaviour policy is implemented to support excellent learning and outcomes.

Curriculum Provision and Development:

1. Liaise with SLT to ensure delivery of an appropriate, comprehensive, high quality and cost-effective curriculum which complements the SDP.
2. Organise department meetings so that professional dialogues can be achieved, information disseminated and good practice shared.
3. Monitor and respond to curriculum development and initiatives at national and local level.
4. Organise departmental CPD so that all colleagues can be engaged in relevant and meaningful activities in support of their own teaching, the development of schemes of work and the implementation of key school learning strategies.
5. Maintain department teaching resources.



Job Description— Director of Music cont'd

Staffing:

1. To support the professional development of department staff, providing feedback for them in such a way that supports their progress against performance management objectives.
2. Ensure staff development needs are identified and that appropriate programmes are designed to meet their needs.
3. Have responsibility for appropriate and effective deployment of teaching staff.
4. Make appropriate arrangements for classes when staff are unexpectedly absent, liaising with the Cover Supervisor/relevant staff to arrange adequate cover.
5. Participate in interview processes when required and ensure effective induction of new staff in line with school procedures.
6. To ensure appropriate support, guidance and advice is provided for NQTs and student teachers within the department.
7. Where a member of staff is under allocation to do cover lessons where necessary.

Director of Music-specific Responsibilities:

1. To organise the work of 18 peripatetic music teachers and oversee instrumental tuition in the school.
2. To organise and oversee all extra-curricular instrumental ensembles and choirs
3. To produce an annual Christmas Carol Service, a large-scale concert in the Spring term and various informal concerts and recitals throughout the year.
4. To liaise with the Chaplain over collective worship, accompany the hymn in assembly and provide choral music for church services.
5. To organise Associated Board/Trinity examiner visits once a term.

Notes

1. All the responsibilities outlined in this job description are subject to the general duties and responsibilities contained in the statement on conditions of employment under the Teachers' Pay and Conditions Act 1987.
2. This job description allocates duties and responsibilities but does not direct a particular amount of time to be spent carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder must use directed time in accordance with the school's published time budget policy and have regard to Clause 4 (1F) of the teacher's conditions of employment.
3. This job description is not necessarily a comprehensive definition of the post it will be reviewed at least once each year and may be subject to modification or amendment at any time after consultation with the holder of the post.
4. Staff are required to wear business dress and to be professionally presented.
5. Candidates must be in sympathy with the aims and objectives of a Church of England school and its ethos. (See prospectus for guidelines). Members of staff must support the church ethos of the school, including taking part in religious education and acts of worship.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken has not been identified.



Person Specification— Director of Music

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Qualified to at least degree level• Qualified to teach in the UK• Qualified to work in the UK• QTS or equivalent	<ul style="list-style-type: none">• Further professional qualifications
Experience	<ul style="list-style-type: none">• Ability to deliver consistently outstanding lessons in this subject to pupils of all ages and abilities.• Successful teaching of Music up to A Level.• Proven record of significantly raising achievement with all groups of pupils across the age and ability range and of helping them achieve impressive examination outcomes.• Proven commitment to continued professional development and a readiness to reflect and self-evaluate to change, improve and develop.• Experience of having designed, implemented and evaluated effective, imaginative and stimulating schemes of work.	<ul style="list-style-type: none">• Experience of having worked successfully in at least one school in an urban, multicultural setting, teaching pupils from backgrounds of socio-economic disadvantage.• Experience of having led and managed a high-performing team, ideally, but not necessarily, in an educational context.• Successful experience of working particularly with high ability and SEN pupils.
Knowledge	<ul style="list-style-type: none">• Thorough knowledge of the requirements of the subject.• An understanding of the ways children learn and how individual needs may be assessed and met.• Good knowledge of current educational developments and initiatives relating to the subject and their implications.• An understanding of the strategies needed to establish consistently high aspirations and academic / behavioural standards in an urban school setting, and a commitment to relentlessly implementing these strategies.	<ul style="list-style-type: none">• Actively informed of developments in your subject area, and of broader pedagogic developments at local, national and international levels.



Person Specification— Director of Music cont'd

	Essential	Desirable
Skills	<ul style="list-style-type: none">• Excellent interpersonal and listening skills; a high degree of emotional intelligence; and an effective oral and written communicator with children, staff and parents.• The ability to develop positive relationships with all young people• Well-developed planning & organising skills including time management, prioritisation, delegation and administration.• Ability to plan, monitor, evaluate, review and lead by example.• Sound judgement and problem solving skills.• Excellent piano skills• A high level of musicianship	<ul style="list-style-type: none">• An ability to use data confidently to inform planning.• Competent user of ICT
Motivation	<ul style="list-style-type: none">• Willing to support LMS school ethos as a Church of England school• Willing to be fully engaged in the whole life of the school including extra-curricular activities.• Committed to working collaboratively with colleagues.• A commitment to the safeguarding and welfare of all pupils.• Experience of leading successful extra-curricular activities which inspire and motivate learners.• Experience of preparing high quality performances for events.	