

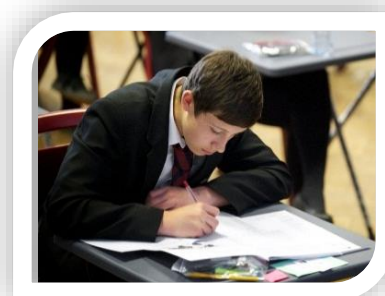
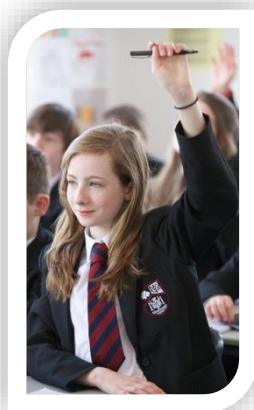
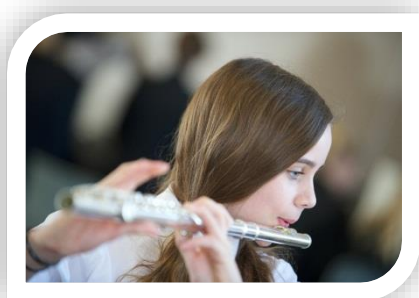


HINCHLEY WOOD SCHOOL

INSPIRING LEARNERS

Application Pack

Head of Music Department



A Co-educational Comprehensive Academy for Students Aged 11-18
Headteacher; Mr Ben Bartlett BA (Hons) MA (Educ Mgmt)

An Academy and Specialist Music College



February 2018

Dear Applicant

Re: Head of Music (TLR 2.3 £6,215)

Thank you for your interest in joining Hinchley Wood School, within this pack you will find information about the school, subject department and the application process.

If you are a talented, highly motivated musician with the energy, commitment, experience and vision to lead our Music Department we would love to hear from you. The department is a vibrant and exciting place to work and we are seeking someone to continue to develop the prominence of music is a key part of the life of the school.

Hinchley Wood is an inclusive, high achieving and highly sought after school with 1,300 students on roll including 220 in our 6th form. Located on the borders of SW London, we pride ourselves on celebrating student progress and development as well as academic achievement. In 2017 our Progress 8 score put us in the top 10% of schools nationally, and we are regularly in the 100 top performing schools in England and Wales in terms of the progress our students make between the end of Key Stage 2 and their GCSEs.

The Music Department is very well resourced with two teaching rooms, an additional ICT suite furnished with 20 new Apple Mac computers, a fully equipped recording studio and suite of practice rooms for our team of 12 peripatetic music teachers. The work of the department is supported by a part-time administrator and a full-time music technician.

This role is suitable for an experienced practitioner looking for a middle management role and able to take music to the next level in terms of academic performance, student participation and enjoyment. We offer teaching staff at Hinchley Wood School:

- a competitive salary (London Fringe Pay Scale)
- Two week Autumn half term and a minimum two week break over the Christmas period
- Friday afternoon non-contact time
- interest free travel/relocation loan
- on site gym and
- professional development support and an extensive CPD programme

If you have a strong desire to help students of all abilities achieve the best they can whilst fulfilling your own potential, we would very much welcome your interest. Please contact us if you have any questions prior to applying or would like to visit. Contact details can be found on the last page.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The position advertised is subject to an Enhanced Disclosure and Barring Service Check. Staff and governors have also established a code of conduct, included within this pack, which applies to all members of the school community.

I look forward to receiving your application by **Tuesday 27th February 2018 (9am)** and appreciate the time taken to consider and apply for this post.

Yours faithfully

Ben Bartlett
Headteacher



Background Information

Hinchley Wood School has a well-established reputation within the area for providing high quality education and excellent public examination results. This success is based on an approach which combines high expectations with sensitivity to students' individual needs.

In September 2011 Ofsted judged the school to be outstanding, highlighting the excellent progress all groups of students make as a key strength:

***“Hinchley Wood is an outstanding school – the students work exceptionally well together in this harmonious and cohesive community, and achieve outstanding outcomes.”
(Ofsted, September 2011)***

In Summer 2017, 91% of pupils achieved 5 or more A* - C 4+ grades at GCSE level and 86% achieved 5 or more A* - C grades including Grade 4+ in the new English & Maths exams (equivalent to an old C Grade). This is an excellent result and a new school record. At A Level, 60% of students achieved A* - B grades with 85% achieving A* - C. 112 students left us at the end of year 13 with 85 students going onto higher education.

Well qualified and experienced staff work together to make this school a successful and happy community. We offer a rich, varied and stimulating curriculum as well as high class purpose built accommodation.

Particular importance is placed on recognising and rewarding individual achievement. Students are actively encouraged to participate in a wide range of artistic and sporting activities; many gain recognition at local and national level for their achievements. We have an enthusiastic and effective school council, a very active school sustainability group and a long-standing and popular tradition of student involvement in charity and community work.

We were one of the first schools in the country to be designated a Music College and to set up an education trust for the benefit of students. Trustees include representatives from local and international businesses, a university, a national charity and a local arts charity to help develop the creative potential of all students. In February 2012 the school acquired academy status. All of these initiatives have enabled us to offer a much wider range of learning opportunities to students.



Our effectiveness is dependent on developing good relationships with students and parents; the respect shown between staff and students is regarded as a particular strength of the school.

***“There is a highly positive ethos of behaviour for learning and achievement”
(Ofsted, September 2011)***



Location



Hinchley Wood is located on the borders of south-west London with good road and public transport links. The M25 and A3 provide convenient road links to other areas.

Hinchley Wood railway station offers a regular service to London Waterloo Monday to Saturday at 06 and 36 minutes past the hour and to Guildford via Cobham at 01 and 31 minutes past. The K3 bus service links the school to the nearby towns of Surbiton, Kingston and Esher.

Hinchley Wood is approximately 4 miles south from Kingston upon Thames, a buzzing market town, with extensive venues such as multiplex cinema, leisure centre, an excellent regional shopping centre and a large selection of bars restaurants and night clubs. Surbiton, with regular fast rail links to London is 2 miles away and further south are the towns of Esher, Cobham and Walton upon Thames which offer a further selection of recreational facilities.

For more information regarding Hinchley Wood click on this link: <http://hinchleywood.org.uk/>



HINCHLEY WOOD SCHOOL
INSPIRING LEARNERS

Mission Statement:

'Mission Statement

'Committed to sustainability – caring for ourselves, each other, the environment and the future.'

...in order to take on the challenges of an ever competitive and changing world. All students will develop creative and entrepreneurial skills, be financially aware and able to use technology in all aspects of their lives. They will take an interest in and contribute to a wide range of creative, artistic and sporting activities.



Vision

To inspire all students to be ...

Confident

Have self belief, communicate clearly in any situation

Considerate

Respect others' views and values

Determined

Work hard to achieve the highest possible standards in all aspects of life

Enthusiastic

Willing to learn from mistakes and maintain a positive outlook

Independent

Take responsibility for themselves and their learning



Key Principles

The governors are committed to securing the well-being of all members of the school community by creating a safe, secure and stimulating learning environment. This code sets out the key principles which govern the way in which we work together; it draws on guidance, the Equality Scheme and a range of school policies.

The code underpins the school's behaviour policy which includes guidance on the way in which the school promotes positive attitudes to learning, good relationships with all members of the school community and strategies to tackle discrimination, harassment and bullying. We are committed to ensuring the welfare of all students. Vulnerable students, including looked after children, those with SEN, physical or mental needs, will receive behavioural support according to their needs.

All members of the school community including students, staff, parents, governors and visitors should:

1. Have high expectations of themselves and of others.
2. Treat one another with dignity and respect at all times.
3. Display the characteristics they want others to show including honesty, patience and a genuine concern for others.
4. Recognise others' achievements.
5. Respect the boundaries in their relationships with each other and not abuse their position or age by:
 - entering into inappropriate relationships
 - committing such acts against an individual which are illegal, e.g. physical assault, harassment
 - undermining, bullying or intimidating any other member of the school community
6. Work within set deadlines and arrive on time for meetings, lessons and events.
7. Take into account others' work pressures and commitments.
8. Dress in an appropriate manner as set out in the school's dress/uniform code.
9. Ask for support whenever needed.
10. Report incidents or actions of others which they feel threaten the welfare and security of any member of the school community.



Department Information



The HWS Music Department is a vibrant and exciting place to work. We are looking for an inspirational Head of Department to join the Department and continue to raise standards across all Key Stages. We are looking for someone who can motivate and inspire students to engage in the musical life of the school. This is an excellent opportunity for someone looking to work in an outstanding school where there are opportunities both to develop as a middle leader and for progression as we are fully committed to supporting professional development. If you promote high levels of engagement and enjoyment of music amongst students of all ages, both within the classroom and across a wide range of extra-curricular activities, we would welcome your application.

The department is accommodated in a purpose built suite, comprising 2 main classrooms, a music ICT room with newly purchased 20 Apple Mac computers, a 24-track recording studio, 8 practice rooms and an office. The classrooms are equipped with keyboards, tuned and non-tuned percussion. We also have a number of orchestral instruments, guitars and drum kits. All 20 computers in the ICT suite are equipped with Sibelius 7, Logic and Logic Pro X. The work of the department is supported by a part-time administrator and a full-time Music Technician.

GCSE results are consistently well above the national average with the department achieving 95% A* - C including 29% A*/A grades in Summer 2017. Numbers studying Music in Key Stage 4 are vibrant with over 60 students currently studying Music GCSE or BTEC Music Technology. The Department also offers A2 level Music. All students are able to access instrumental lessons within school, with over 250 students currently taking lessons with a team of peripatetic instrumental teachers.



Our on-going commitment to music across the wider school community (following our previous specialism as a Music College) sees us run a wide range of projects whereby students work with professionals in many different styles of music. From the annual school orchestra workshop at the Royal College of Music to Japanese Drumming for students in Year 8 and our hosting of the largest Gamelan Orchestra outside Indonesia, our students really do get to experience working with some of the very finest musicians in the local area. A highlight of the year is always the workshops for our Junior and Senior Brass Bands with our resident brass quintet, The Big Shake Up. Made up of professional musicians, the group have previously led music and science projects with students in KS3 and hands-on Induction Day workshops with Year 6 pupils from our local primary schools.



Extra-curricular activities are thriving; over 150 students take part in a range of activities over the course of the week including choirs, two jazz bands, an orchestra, string ensemble, samba band, brass group, guitar group and DJ club. There are regular concerts every term, both in school and in the wider community and an annual tour abroad for all groups.

Music Staff/Peripatetic Instructors List 2017/18

Mike Glover	Head of Music
Anna Lush	Teacher
Michael Williams	Teacher
Krisztina Lakatos	Music Co-ordinator
Alastair Beveridge	Music Technician



Peripatetic
Instructors:

Alex Glover / Dawn Hardy/ Eloise Marson / Mike Poyser / Jenny Randall
Claire Dixon / Fiona Thurston / John Park/ Ben Tompsett/ Robert Woolley/Heidi
Felton/Jane Cooper



Why join Hinchley Wood School?

Hinchley Wood School offers a positive and innovative learning ethos supported by students, staff, parents and governors. We value our staff and the professionalism and experience they bring to the school, and wherever possible we have tried to anticipate and build in holistic support, we offer:

- Two week Autumn half term
- A minimum two week break over the Christmas period.
- Early finish to the school timetable on Fridays.
- Free use of our on-site gym before and after the school day.
- Complimentary tea and coffee every day and a fully equipped and pleasant staff room.
- Parking on site
- Free lunch and refreshments on INSET days.
- Free lunch for colleagues if they are staying later to attend parents' evenings.
- Time off for celebration of close family events eg child's nativity play, graduation etc.
- Every Colleagues Matters – a group to represent and discuss staff matters.
- A supportive Staff Association which covers a range of events including provision of end of term food and drinks and sending small gifts to colleagues at times of celebration or loss.
- Concessionary/franked postage rates at Christmas for staff and the school can be used as a delivery point for online personal purchases.

Job Satisfaction and Progression

HWS has a very good record of staff retention & job enhancement opportunities, we offer a pleasant and supportive working environment and have established excellent staff:student working relationships. To improve working environments for staff we are committed to an on-going programme of investment. Over the last year this has included a rolling programme of classroom and corridor decoration, Premises, ICT and Science Preparation Room and Curriculum offices.

NQT and Post NQT programme

We have a successful and established programme of support for newly qualified teachers, and those in their second year of teaching. This includes regular support meetings, a dedicated mentor, CPD sessions including a residential weekend and NQT support network.

For NQTs joining HWS we offer a 'Golden Hello' for NQTs in shortage subject areas (up to £750 at the end of each of the first two years).

CPD

We have an excellent CPD programme and many opportunities in school for staff to extend their professional knowledge and develop their skills. As a result, we have a very good record of staff gaining internal and external promotions and sharing good practice across departments.

There is a warm convivial atmosphere among the staff and mutual support between teaching and associate staff to ensure effective teaching and learning and the best outcomes for our students.

Staff have opportunities to work on cross curricular projects with students and colleagues, and this is actively encouraged.



Wide range of educational visits and extra-curricular activities

Staff are able to assist on a number of day/residential visits to extend their own experience and support students' personal growth and also encouraged to get involved in extra curricular clubs. These have included:

- Trips as part of curriculum enhancement eg New York
- Skiing
- Duke of Edinburgh – Bronze, Silver, Gold
- World Challenge trips
- Combined Cadet Force
- Various sports clubs including tennis, hockey, football, rugby, netball and athletics.

Secure School Finances

In this time of uncertainty within education, the school is well placed to weather the storm including:

- Robust school finances during a period of much financial uncertainty
- 1% pay rise approved each year to date
- Performance Related Pay outcomes funded

Other Benefits include:

- Salary sacrifice schemes including:
 - Cycle to Work
- Reduced rates at local service providers, eg Colets Health Club, Esher Tyre and Exhausts, Tolworth Recreation Centre.
- Membership of either of the following pensions schemes, including a generous employer contribution;
 - Teachers Pension Scheme
 - Local Government Pension Scheme
- Occupational Health support.
- Recognition of previous maintained school or Academy continuous service.



JOB DESCRIPTION - HEAD OF DEPARTMENT

TLR: In addition to the Head of Department's salary, a TLR will be paid in accordance with the School's Pay Policy.

Line Management

The Head of Department is responsible for the performance of all staff within the department, including acting as team leader for performance management.

Job Content

Purpose to:

- Lead, manage and develop the subject area.
- Achieve the highest possible standards of teaching and learning and ensure the wellbeing of staff and students.
- Ensure the effective deployment of staff and resources, including the use of Learning Support Assistants
- Take part in the appointment of new staff.
- Use the Department's budget effectively to procure the best possible resources for the Department.
- Contribute to the school's vision and strategic plan.
- Continue to meet, maintain, and build upon, as appropriate the Teacher/Threshold Standards.

Operational Responsibilities to:

- Co-ordinate appropriate professional development and support for all team members and induct new staff.
- Provide regular feedback for colleagues in a way which recognises good practice and supports their progress against performance management objectives.
- Work with team members to formulate an annual subject improvement plan and self review (SEF).
- Coordinate and promote the use of ICT and new technologies within the Department.
- Ensure students are able to achieve in line with agreed targets and co-ordinate support for those who are underachieving or experiencing difficulties.
- Co-ordinate aspects of the school's enrichment programme in conjunction with other subject areas.
- Ensure all curriculum requirements are met and research new courses, where appropriate.
- Ensure all team members understand and are actively implementing the School policies.
- Maintain a vibrant learning environment within the department through high quality displays and well ordered classrooms.
- Represent the interests of the department, attending meetings and preparing reports as required.
- Ensure the Department's health and safety assessments are in line with School policy.

General

- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- To uphold the school's policy in respect of child protection matters.
- The postholder may be required to perform any other reasonable tasks after consultation.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed once a year and it may be subject to modification at any time after consultation with the postholder.
- All staff members participate in the school's performance management scheme.



PERSON SPECIFICATION – HEAD OF DEPARTMENT

Qualifications

Essential	Desirable
<ul style="list-style-type: none">• Qualified teacher status.• Degree in subject area of responsibility	<ul style="list-style-type: none">• Accredited or certificated further CPD or training• Higher Degree

Experience

Essential	Desirable
<ul style="list-style-type: none">• Have met the Teacher Standards and continue to meet them.• Evidence of being able to lead, manage and be responsible for initiatives/ developments.• Evidence of taking responsibility for own professional development.• Evidence of good teaching skills, leading to consistently high standards of achievement.• Evidence of leading high quality extra-curricular activities.• Experience of teaching across all Key Stages.• Knowledge of current developments in teaching and learning.• Evidence of working with other professionals as part of a team.	<ul style="list-style-type: none">• Successful experience in raising student achievement and adding value.• Experience of teaching a second subject.• Experience of using ICT for subject development.• Experience of personal involvement in the wider curriculum.

Knowledge/Skills (Ability to)

Essential	Desirable
<ul style="list-style-type: none">• Lead, develop and enhance the department team.• Develop a broad and imaginative range of teaching skills.• High-level communication and presentation skills applicable to a range of audiences.• Think creatively and imaginatively to solve challenges.• Make effective use of assessment for learning in the classroom.• Analyse information and data to raise achievement.• Develop, monitor and evaluate an action/ improvement plan.• Able to model high quality performance skills.	<ul style="list-style-type: none">• Ability to anticipate problems and identify opportunities.• Ability to manage resources and work within a budget.• Effective coaching/ mentoring skills



Personal Attributes

Essential	Desirable
<ul style="list-style-type: none">• Enthusiasm for the subject and a desire to communicate that to others.• Commitment to running and leading extra curricular activities, where appropriate.• Commitment to the highest standards of child protection.• Enjoy working with young people.• Demonstrate energy, vigour and perseverance and promote an 'I can' philosophy.• Ability to prioritise, plan and organise own work and that of students.• Effective interpersonal skills.• Self-motivated and a desire to achieve the highest possible standards.	<ul style="list-style-type: none">• Involvement in creative and innovative teaching developments.• Willingness to take on delegated responsibility.• Ability to build on the experience, advice and contribution of others.



The Application Process

Please download, complete and return the application form by the closing date specified. This can be emailed to the address below or sent by post to:

Personnel Department
Hinchley Wood School
Claygate Lane
Esher
KT10 0AQ

For further information please contact Heather Morey on 020 8339 3902 or via email hmorey@hinchleywoodschool.co.uk

Hinchley Wood School is committed to equal opportunities and to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post is subject to an enhanced check by the Disclosure and Barring Service (DBS).

