



# SURBITON

HIGH SCHOOL

## Job Description

<b>Job Title:</b>	<b>Head of Preparatory Schools' Music</b>
<b>Job Purpose:</b>	To lead the Preparatory School's Music Department in achieving outstanding teaching and learning, and to inspire, encourage and empower our students to achieve their very best in the subject of Music. The Head of the Preparatory Schools' Music will work across Surbiton High Girls' Preparatory School and Surbiton High Boys' Preparatory School.
<b>Reporting Line:</b>	Head of Girls' Preparatory School
<b>Start Date:</b>	September 2018
<b>Tenure:</b>	Permanent, Full time
<b>Salary:</b>	United Learning Pay Scales

### Key Responsibilities:

#### 1. Teaching and Learning

- **Lead by example** - model outstanding teaching and learning, and be fully involved in curricular and co-curricular Music.
- **Lead** the Department in pursuit of continuous improvement through innovation, strategic planning, and sharing of best practice.
- **Monitor** the quality of teaching and learning through regular observations of department staff, work scrutiny and pupil feedback.
- **Challenge** teachers who underperform and use **coaching strategies** to help them improve, acting as a **conduit** with SLT via line manager to ensure correct support is provided. **Coach and support** members of your team to ensure skill/knowledge base along with willingness to improve/develop is high.
- **Develop** members of the team by clear and carefully planned **distribution and delegation** of suitable tasks – for example peer observation, methods for using AfL and other new initiatives. **Identifying strengths** in the team to help ensure the development of new teaching strategies, and pupil tasks.
- **Promote** the use of Digital Learning Technologies to support student achievement.
- **Ensure** that all members of department follow the Schools' rewards procedures consistently.

#### 2. Results

- **Tracking and monitoring** student progress and achievement within the subject area across all Key Stages using baseline data.
- **Lead in** taking appropriate action to tackle underachievement, this is likely to include communication with the appropriate Form Tutor/SLT member and parent/s.
- **Promote** the use of target-setting and AFL to inform teaching and learning.
- **Ensuring the development** of teachers in aspects of supporting pupil progress.
- **Review, analyse and evaluate** results throughout the year.
- **Ensure** reporting on pupil progress follows the School's policy.

#### 3. Curriculum



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- **Work collaboratively with the Senior Music Department** on continually developing and updating the Schemes of Work.
- **Use** areas of strength and expertise amongst team and beyond SHS to develop curriculum delivery.
- **Lead, with appropriate consultation,** on changes in Schemes of work.
- **Consult with the Director of Music and SLT at both Preparatory Schools** on suitable content for focus on year to insert into curriculum review.
- Keeping abreast of, and **communicating** to the Department, **changes in policies,** guidelines and other national initiatives.
- **Ensure** that written records are kept as appropriate and in accordance with the Data Protection Act 1998.

#### 4. Co-Curricular

- **Working collectively** as a team, identify suitable co-curricular activities that enrich the curriculum and broaden the pupil learning experience. Establish and maintain an effective working partnership with the Head of Instrumental Music.
- **Plan,** with the Director of Music, a co-curricular timetable which is effective and achievable, reflecting and best using the resources available to the department, including staff, teaching space and equipment.
- **Delegate,** the organisation and administration of co-curricular activities and trips appropriately amongst team.
- **Monitor** both Preparatory Schools' activities affecting Individual Music Lessons by managing the calendar which details times at which individual music lessons may not take place, and ensuring that policies agreed with SLT are followed.
- **Communicate** to pupils, through Preparatory class teachers, information concerning individual music lessons, specifically by circulating individual music lesson timetables.
- **Manage** the following aspects of the Preparatory Instrumental Programme (providing free instrumental lessons to pupils in Years 3 and 4): 1. all communication with parents, 2. hire of school and external instruments, 3. maintenance of school instruments (in liaison with the Head Instrumental Music).
- **Monitor and develop/support** the contribution made by members of your team and relevant VMTs (Visiting Music Teachers) to co-curricular activities.
- **Arrange and participate** as appropriate in the promotion of co-curricular activities to enhance the learning and development of the subject(s).
- **Ensure** accurate and up-to-date information is maintained in relevant co-curricular documentation.

#### 5. Values

- **Engage** in on-going personal and professional development in order to provide high quality and innovative educational leadership.
- **Effectively communicate** whole school changes to team, coaching team members to develop their understanding and skill base surrounding new teaching strategies.
- **Be aligned to the School's values and be a respected and well informed conduit** to whole school change.
- **Ensure** Department compliance with agreed school policies for assessment, recording, contacts with parents etc.
- **Promote** the School's ethos of May Love Always Lead Us and the Best in Everyone.
- **Implement** all school policies.
- **Work co-operatively** with SLT and all colleagues.



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- **Promote** the School and its courses and activities, including participation in external and internal marketing activities.
- **Uphold** the good reputation of the School and of United Learning with students, parents, other schools and in general.
- **Ensure** the principles and practices of the School's Equal Opportunities Policy are promoted through the curriculum.
- **Ensure** appropriate contributions from the Department to Co-curricular and other UL activities.
- All such other duties as the Principal may reasonably require.

## 6. Staff and Resources

- **Demonstrate** and **role model** constructive leadership behaviours including:
  - Providing encouragement, support and assistance to colleagues at all levels.
  - Managing the performance of all staff in line with current legislation and United Learning policy and procedure.
  - Being aware of and able to positively influence staff morale.
- **Support** staff through coaching and mentoring to be outstanding practitioners.
- **Advise** SLT on staffing requirements, the deployment of Department staff (including technical support staff) and the timetabling of courses, classes and rooms.
- **Ensure** effective Department communication, both informally and through regular Departmental meetings.
- **Participate** in the appointment of Department staff where required.
- **Support** the Department with Performance Management Professional Development of staff, alongside SLT.
- **Monitor, review and promote** subject staff development (including their own) and the induction of new colleagues, coordinating mentoring, training and support for all colleagues as appropriate.
- **Advise** on financial and resource needs of the subject(s) and manage relevant budgets.
- **Ensure** that both subject-specific and general requirements of Health and Safety policies are met, designate a member of the team to oversee this, to ensure efficient, safe, secure and attractive use of Department accommodation, equipment and materials.

## 7. Subject Specific

- There may be particular responsibilities linked to the subject that may be added when necessary.

## 8. General

- Carrying out any such duties as may be reasonably requested by the Principal.



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## Person Specification

The successful candidate will be likely to fit the following profile:

### Qualifications

- Good Honours degree
- A postgraduate teaching qualification, including QTS would be an advantage
- Evidence of further relevant professional development

### Skills

- Be an inspiring and enthusiastic practitioner
- Possess excellent keyboard and conducting skills
- Have the ability to teach Music to 4 – 11 year olds
- The ability to lead, inspire, motivate and support pupils and colleagues
- Have a vision for and the ability to translate the Surbiton High School strategy into reality
- The ability to work in a leadership team in a successful and dynamic school
- Excellent organizational, communication, administrative and ICT skills

### Experience

- A proven track record of delivering on musical attainment
- Evidence of successful, inspiring and innovative teaching at all levels
- Experience of leading and collaborating with colleagues

### Knowledge

- Up-to-date knowledge of successful and innovative teaching and the latest curriculum developments and initiatives

### Personal Qualities

- A dynamic leader and effective manager
- High levels of personal and professional integrity and the ability to exercise discretion and confidentiality
- Positive rapport with pupils and personal warmth to gain confidence of pupils, staff and parents
- High standards of personal presence and presentation and attention to detail
- Ability to communicate concisely and sensitively, both orally and in writing, to a variety of audiences
- Be committed to co-curricular activities in Music

### Attitudes

- An enthusiastic team player with a reflective and flexible approach
- Organized, energetic, positive and able to self-direct
- Committed to the Surbiton High School's ethos
- High expectations for pupil attainment, personal development and conduct
- Committed to representing the Senior Leadership Team's strategic vision for the School
- Ambitious and aspirational for oneself and for the School
- Committed to professional development and show a willingness to undertake appropriate training for this role



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## To Apply

Please apply online by clicking on the following link:

<https://unitedlearning.current-vacancies.com/Jobs/Advert/1159072?cid=1567>

**Closing date for Applications:**

**8:00am, Monday 12<sup>th</sup> March 2018**

**Interviews to be held week commencing:**

**Tuesday 20<sup>th</sup> March 2018**

*Please note that the School reserves the right to appoint at any stage during the recruitment process. For any queries relating to the role or your application, please email [recruitment@surbitonhigh.com](mailto:recruitment@surbitonhigh.com)*



## The Benefits of Working for Surbiton High School

- Competitive Salary
- Extensive CPD Opportunities
- Flexible Working
- Complimentary School Lunches
- Fee reduction for children attending the School
- Contributory Pension Scheme
- Sabbaticals for long service
- Generous Rewards Programme
- Excellent transport links
- Working as part of a motivated and committed team



## About Surbiton High School

***We aim to inspire, encourage and empower our staff and pupils to be the very best they can be.***

Surbiton High School is a friendly and vibrant community where people matter, results count and where a passion for excellence drives everything we do. We are a School with a real heart and soul, where we look beyond the A\* to offer a breadth of opportunity which allows every pupil to flourish and every staff member to develop and succeed.

Our inspirational Teachers are committed to delivering a rich curriculum and programme of co-curricular activities which challenge our pupils to explore ideas for themselves. We feed our pupils' minds, but we also care passionately about their character development and happiness. Our approach to education means that Surbiton High School pupils achieve the very best exam results and are also compassionate, authentic young people with strong values, keen to make a positive difference in the world. Our Educational Support Staff are the backbone of the School, and are dedicated to supporting our aim of creating an intellectually rigorous and challenging academic environment which runs smoothly and efficiently.

Surbiton High School has approximately 1495 pupils aged between 4 and 18. Our Junior Schools are divided into the Girls' Preparatory School and Boys' Preparatory School, and the Senior School is girls only from age 11 upwards.

We are looking for applicants who are passionate about inspiring those around them, bringing out 'The Best in Everyone' and working with us to become the number one School of choice in South West London.

Read more on our website: [www.surbitonhigh.com](http://www.surbitonhigh.com)



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## Additional Information

### **Equal Opportunities**

*Surbiton High School is a member of the United Church Schools Trust, Charity Number 1016538 and is an equal opportunity employer. We expect all employees to act in a manner which is consistent with the Trust's principal objective: to provide education based on Christian principles. While we recognise that employees may come from other faith groups (as indeed do many of our pupils), we expect everyone in our community to conduct themselves appropriately in the light of this objective. As a School we, in turn, respect the different faiths of our colleagues and pupils, and welcome them and their contribution.*

*In Surbiton High School, male colleagues and those from ethnic minorities are under-represented among our staff; we would therefore wish to encourage them to apply. However, the aim of the selection process is to appoint the best possible candidate, and gender and ethnicity are not criteria for selection.*

### **Eligibility for Employment**

*Surbiton High School is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the School to share this commitment. Successful applicants will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment is thus conditional on clearance from the above, on the receipt of: two satisfactory references, a satisfactory medical questionnaire, proof of qualifications, overseas checks where applicable, and on proof of right to reside and work in the UK.*

### **Choice of Referees**

*We wish to have someone who can write knowledgeably about your abilities to perform professionally in a position similar to this one. We also need to have the most recent possible references. Your referees should therefore normally include your current – or most recent – employer. If you are unable to supply referees who fit into the above categories, please explain this in your application. We shall carry out such further reference checks as are necessary to ensure the safety and welfare of children. Please provide professional, rather than home addresses for your referees, and supply email addresses in all cases.*



### **United Learning**

*United Learning is a unique group of independent and state schools working together to achieve the best in everyone. Our vision is to provide excellent education so that all young people are able to make a success of their lives and, if we are to realise this vision, we need to make sure we attract, develop and reward the key ingredient – you.*