



**Subject Leader of Music**  
**RECRUITMENT PACK**  
Horizon Community College

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*We are very confident that the college will go from strength to strength.*

# Welcome



Mr Nick Bowen

Horizon Community College opened its doors in September 2012 with the challenging ambition of raising achievement to a level that would put the college among the top 10% of schools in the country. With an extremely positive Ofsted report describing the college as 'Good' in every category, achievement and attainment significantly above the national average and an enviable staff base, we are well on our way to achieving this.

We have a vision for redressing the imbalance, re-shuffling the pack and giving the young people of Barnsley a better hand – a better deal - breaking the 'vicious circles' of underachievement and low aspiration and transforming the lives of every young person.

Examination results have been consistently high since Horizon Community College opened. Success in the English Baccalaureate subjects: English, Maths, Science, Humanities and Languages means that the number of students achieving the English Baccalaureate is extremely high and significantly above the national average. Examination results in other subjects: the Performing Arts, Art, Photography, PE, RE, Computing, Textiles, Sociology, Business Studies are also exceptionally high. We are extremely proud of these achievements which place the school in the top 27% of schools in the country.



Mrs Claire Huddart

It is heartening to see so many students taking on leadership roles within the college and within the wider community. We want Horizon Community College to be at the heart of this community and the impact of community enterprise activities and the full car parks up to 9.30pm in the evening highlight just how far we have come in achieving this goal too.

New Year 7 students, who start in July rather than in September, benefit greatly from having their own 'school' within the college, where they spend most of their working week. In effect, Year 7 students attend the smallest secondary school in Barnsley, but have access to the best facilities in the country.



Mrs Margaret Gostelow

We want young people to leave Horizon Community College well qualified and with a unique skill set that will enable them to stand out from the crowd. We want young people to be in possession of a passport of leadership and employability skills that will enable them to pursue exciting careers, attend prestigious universities, complete dynamic apprenticeships and play leading roles in regenerating this area.

The following pages detail our Strategic Priorities and Learner Expectations and Attributes. To get a further insight into life at Horizon, [click here](#) for our latest College video.

We are proud of the professional development opportunities that exist for all staff. A full programme of CPD runs throughout the year. This is often tailored to the particular needs and stage of staff, from ITE, NQT, RQT through to leadership programmes. Where necessary we use external trainers with national profiles. For example, we are currently working closely with Gavin Clowes in our work on Kagan Co-operative Learning, and Mark Finnis around Restorative Practice.

We are extremely proud of what has been achieved within the first five years and hope you are as excited as we are about the next five. We trust this document provides you with the information you need.

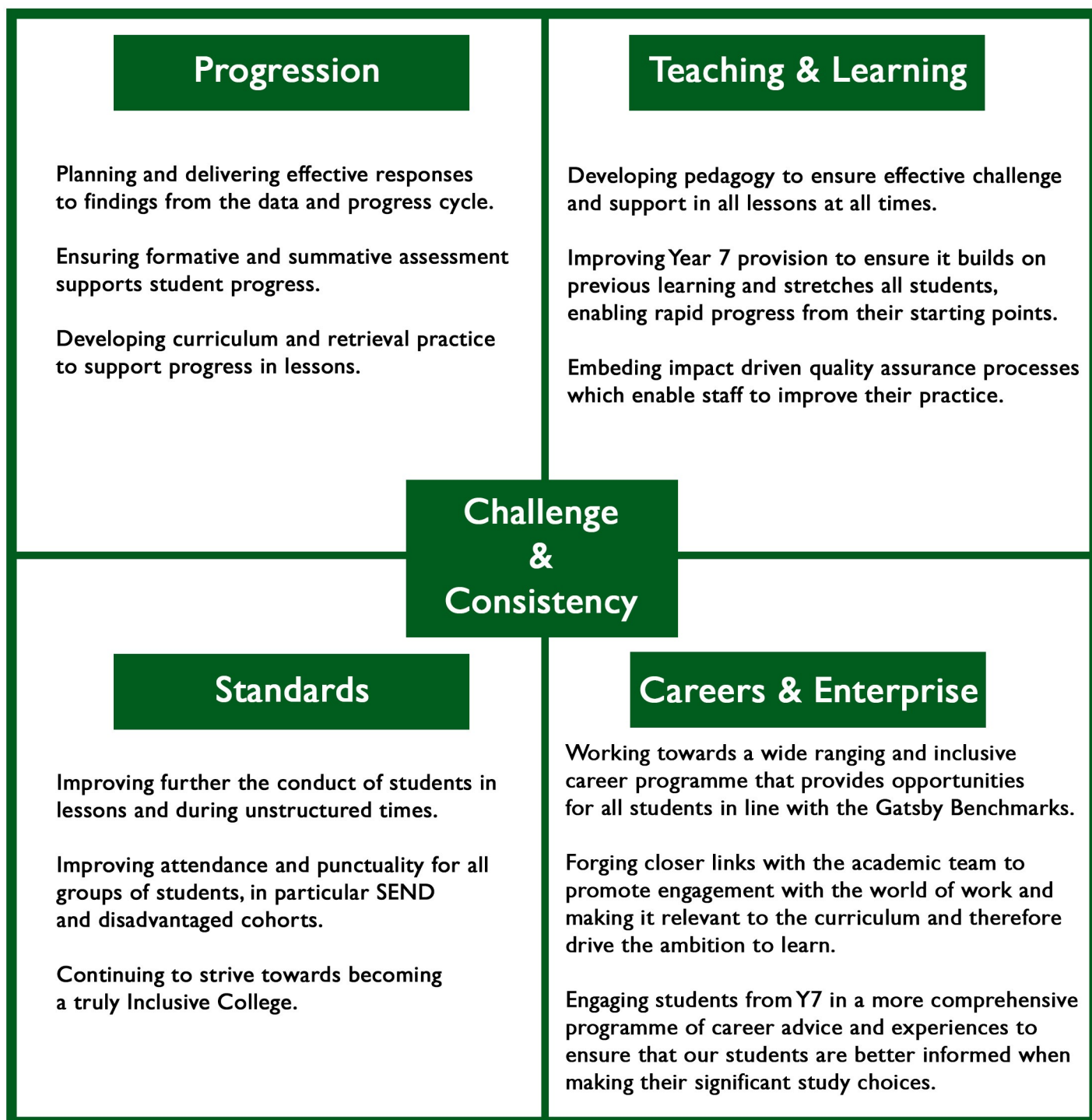
Nick Bowen  
Executive Principal

Claire Huddart  
Principal

Margaret Gostelow  
Chair of Governors



# Strategic Priorities 2018-2019



Our strategic priorities summarise our plans here at Horizon community college as we continue on the journey to achieve our ambition of being a school placed in the top 10% of all schools nationally and where students are positive role models.

**Claire Huddart (Principal)**



# Learner Expectations and Attributes



## Expectations

## Attributes

### Approach

### Relationships

### Ready to Learn

**Pride**

- Be smartly dressed, in correct uniform
- Take pride in all you do, especially with written tasks

**Organisation**

- Bring correct equipment to every lesson
- Organise your study time and complete homework to the best of your ability

**Effort**

- Be conscientious - go above and beyond with tasks set
- Actively look to improve your work

**Engagement**

- Be focussed and attentive in lessons
- Act on advice and feedback at all times

**Questioning**

- Contribute in every lesson
- Ask questions to deepen your knowledge and understanding

**Honesty**

- Take ownership of what you say and do
- If you make a poor decision, own up to it and learn from it

**Respect**

- Follows staff instructions straight away and without argument
- Be polite and courteous to others

**Kindness**

- Be considerate and supportive of others
- Treat others as you would expect to be treated

**Teamwork**

- Engage with Kagan cooperative learning
- Take on an active role within the team, readily sharing ideas and information

**Tolerance**

- Value others regardless of sexuality, race, faith, gender or disability
- Accept the quirks of others

**Independence**

- Demonstrate dedication & commitment
- Be self-disciplined and evidence self-direction

**Resilience**

- Persevere and recognise it is alright to make a mistake
- Respond well to constructive criticism

**Communication**

- Be able to explain your point of view
- Communicate clearly so others can understand

**Inquisitiveness**

- Demonstrate a love of learning
- Seek to discover new things and be prepared to take risks

**Confidence**

- Approach all challenges with a positive mindset
- Be willing to take on leadership roles

4

Rarely meets expectations and demonstrates few of the attributes.

3

Sometimes meets expectations but is inconsistent, and demonstrates some of the attributes

2

Meets expectations most of the time and demonstrates some of the attributes.

1

Consistently meets expectations and demonstrates most or all of the attributes.

# Child Safeguarding Policy

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A Disclosure and Barring Service (DBS) check will be undertaken for the successful applicant.

The College pays full regard to DfES guidance 'Safeguarding Children and Safer Recruitment in Education' Jan 2007. We ensure that all appropriate measures are applied in relation to everyone who works for Horizon who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check.

Please visit:

<http://www.horizoncc.co.uk/safeguarding/>

# Subject Leader of Music

**Location: Horizon Community College, Barnsley**

**Salary: MPS/UPS + TLR2b (£4,396)**

**Type: Permanent**

**Closing Date: Monday 17 September 2018 at 12 noon**

**To Start: January 2019 or earlier**

The College is delighted to be able to offer the right candidate the opportunity to lead our highly successful Music team within the Performing Arts Department, at a time of momentous national change, in shaping the provision of secondary education and lifelong learning opportunities.

The department boasts exceptional state of the art facilities that includes a 420 seater Theatre, 2 music classrooms with practice rooms, a music technology suite equipped with industry standard hardware and software, a recording studio, a drama studio, a dance studio and 3 other performance spaces.

We are looking for a highly motivated, creative and inspiring leader to drive forward the success in this department, during this exciting period of change in education nationally. We are looking for an enthusiastic leader, with a passion for their subject, who can bring out the best in this committed and hard-working team.

Horizon also offers the successful candidate a whole-hearted commitment to professional learning that places individual development at the heart of its ethos. The College provides an excellent in-house training programme of Continuing Professional Development for NQTs, RQTs and beyond, enabling staff to benefit from excellent opportunities to enhance their practice and realise their career potential.

*This College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A disclosure and barring services check will be undertaken for the successful applicant.*

# Job Description

## *Job Description*

**BARNSLEY**

Metropolitan Borough Council

**DIRECTORATE/DEPARTMENT:** Children, Young People and Families

**SERVICE AREA:** Horizon Community  
College

**SECTION:**

**JOB TITLE:** Subject Leader

**JOB REFERENCE NO:**

**GRADE:** Teachers Terms and Conditions

**RESPONSIBLE TO:**

**Principal and Principal's Team Link**

**EMPLOYEE SUPERVISION:**

**Assistant Subject Leader (if applicable) and Subject  
Teachers**

**DATE AGREED:**

**BY WHOM:**

### **Purpose of Post:**

Responsible for the teaching, learning and development of the subject throughout the school, ensuring that each student is positively encouraged to develop his/her potential to the full.

### **Key Areas:**

- To implement the whole College Teaching and Learning Strategy within the subject area of every School.
- Develop and maintain high quality teaching and learning throughout the subject area for which the teacher is accountable.

### **Duties and Responsibilities:**

**Duties to be performed in accordance with the provisions set out in the School Teachers' Pay and Conditions Document and the relevant standards for teaching staff.**

1. Ensuring the whole College Teaching and Learning Strategy is implemented by all teachers within this subject area in every School.
2. Ensuring that there are high standards of teaching and learning through lesson observation and ensuring appropriate CPD for department members, having a commitment to your own development.
3. Ensuring the majority of students achieve challenging targets and implementing effective intervention as appropriate.
4. Having up to date knowledge of subject, pedagogy, classroom management, research/inspection findings  
Planning, implementing and reviewing the subject curriculum within the framework of the National Curriculum, ensuring that appropriate schemes of work are in place.
5. Encourage and model collaborative planning.



# Job Description

6. Ensuring that assessment is both regular and thorough and that full records of work done by teachers and students in the department are kept.
7. Ensuring that department members monitor and evaluate student progress using comparative data.
8. Having appropriate knowledge of how ICT can be used to enhance learning.
9. Assisting the Principal in the performance management and the threshold assessment process.
10. Contributing to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new teachers and teachers serving induction periods.
11. Representing the department in all matters in the school relating to the curriculum.
12. Attending curriculum/CPD meetings.
13. Liaising with the Learning Resource Centre Manager in the task of supporting learning in the school.
14. Assisting the school's SENCO in ensuring that students who have special learning difficulties follow appropriate teaching and learning programmes.
15. Maintaining and developing links with partnership feeder schools, colleges, universities and appropriate employers.
16. Ensuring educational enhancement (e.g. booster classes, visits).
17. Preparing and monitoring the departmental budget, ensuring value for money.
18. Ensuring that the stock and equipment is well cared for and efficiently used.
19. Ensuring that the teaching spaces present a safe and stimulating environment conducive to learning and that appropriate risk assessments are carried out.
20. Organising all external examination entries with the Examinations Officer for the department.
21. Ensuring that accurate subject levels are recorded for all students at the end of KS3 where necessary implementing such policies as determined by the College's Governing Body.
22. To comply with policies and procedures relating to the Code of Conduct, safeguarding, health and safety, security, confidentiality and data protection etc.

**The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.**

# Person Specification

## EMPLOYEE SPECIFICATION

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

When filling in the application form, please demonstrate with clear, concise examples how you meet the requirements of the post. You will be assessed in relation to the Essential and Minor criteria. Please bear in mind that you must possess the Essential Criteria on day 1 to be able to do the job. If there are large numbers of applicants for the post then all of the criteria will be used for shortlisting. Under the Disability Discrimination Act (DDA), we recognise and welcome our responsibility to remove any barriers in our recruitment and selection process. We have tried to assess this in our Job Description and Employee Specification, however if you feel that there are barriers, please tell us in the application form. As part of the DDA, we are committed to making reasonable adjustments, wherever possible and it would help us to know your needs in order to do this.

<b>Post Title</b> Subject Leader	<b>School:</b> Horizon Community College	<b>Grade:</b>
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Criteria No	Attributes	Criteria	How Identified (either Application Form or Interview)	Rank (Essential/Minor)
	<b>Relevant Experience</b>	<p>Experience of Middle Leadership within a secondary school context</p> <p>Experience of using school data effectively to raise achievement</p> <p>Experience of leading teams of staff in supporting and ensuring subject knowledge to enable learning</p> <p>Experience of developing and improving the quality of teaching and learning within a subject area</p> <p>Experience of turning Inadequate and Satisfactory Teaching and Learning into Good and Good into Outstanding</p>	<p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
	<b>Education and Training Attainments</b>	Qualified teacher	Application form/certificates	Essential
	<b>General and Special Knowledge</b>	<p>Excellent subject knowledge</p> <p>Knowledge of latest developments in Teaching and Learning.</p> <p>Knowledge of Accelerated Learning Cycle, Collaborative/Co-operative Learning and Assessment for Learning</p> <p>Knowledge of school data – RAISEonline, FFT etc and how to analyse this data and then effectively use what the data tells us in order to support department members in raising achievement</p> <p>A clear understanding of benchmarks/estimates, predictions and targets and how to use these appropriately and effectively to support all department members in raising achievement</p>	<p>Application form/Interview</p> <p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
	<b>Skills and Abilities</b>	<p>Ability to model good/outstanding teaching and learning</p> <p>Ability to ensure a whole-school positive behaviour culture and lead department members to do the same</p> <p>Ability to work on own initiative and prioritise work to given deadlines.</p> <p>Ability to present information clearly and concisely to prescribed formats.</p> <p>Ability to develop and motivate teachers to become outstanding practitioners</p>	<p>Lesson Observation</p> <p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

# Person Specification

		Ability to accurately assess quality of Teaching and Learning	Application form/interview	Essential
		Excellent written and verbal communication skills.	Application form/interview	Essential
		Ability to work accurately and methodically under pressure.	Interview	Essential
		Ability to respect and maintain confidentiality.	Application form/interview	Essential
		Ability to work individually and as part of a team.	Application form/interview	Essential
		Commitment to the safeguarding and promotion of the welfare of young people.	Application form/interview	Essential
		Ability to maintain appropriate relationships with staff and students	Application form/interview	Essential
		Ability to deal appropriately with a range of sensitive issues.	Application form/interview	Essential
	<b>Additional Factors</b>	A willingness to take part in training and development opportunities as required.	Application form	Essential

In compiling this, please refer to the Section 'Review Job Description and Employee Specification' in the Recruitment and Selection Code of Practice.

# Further Information

Should you wish to discuss the role further please contact us on 01226 704230.

Please read the [Guidance Notes for Applicants](#) before completing an application form.

This is an exciting and rewarding role and we look forward to receiving your application.

## **The Application Process**

The candidates selected for interview will be informed after shortlisting and full details of the interview process will be provided.