



**Director of Music**  
Job Profile and Person Specification

## About the school

Cobham Free School is an independently run, publicly funded school, which opened in September 2012 with its first infant cohort and has now grown to admit pupils up to - and including - Year 10 across the all-through school.

The school is popular, consistently oversubscribed and will now continue to grow year on year to admit pupils up to and including sixth form.

The school achieved a "Good" rating in all areas for its Ofsted inspection in September 2017. One of the report's many highlights included the inspector comment: *"Leaders have created a culture of high aspirations for all. Staff are committed to the ambitious ethos of the school and provide good support for their pupils."*

Cobham Free School Junior and Senior Departments will move to a large modern campus in the heart of Cobham in the next few years, the Senior Department is currently temporarily located in Molesey, where this position will be based initially.

Music is a key strength of the school; pupils in both Junior and Senior Departments enjoy group instrumental tuition. The school operates a 'music scholar' scheme for talented pupils on admission to the Senior Department. GCSE Music is a popular course choice and there is a full suite of Mac computers and keyboards for students to use to support their studies.

## About the role

The Governors and Senior Leadership Team wish to appoint a well-qualified, dynamic individual as a Director of Music.

We seek a highly committed, professional teacher to join our talented team and contribute to our vision - to provide an excellent, balanced education to every child, irrespective of background. As a growing school, we can offer opportunities for development in a supportive and innovative environment.

Applications should be made using the application form available on our website <http://www.cobhamfreeschool.org.uk/jobs> and should be submitted *before 22<sup>nd</sup> January 2018*.

You are encouraged to research the school thoroughly; generic letters of application that fail to address the job and person specifications are unlikely to be successful.

Visits to the school are warmly welcomed.

***Cobham Free School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.***

***All appointments are subject to an enhanced DBS check.***

# Job Profile

## Director of Music

### **Purpose of the role:**

- To work collaboratively with the senior leadership team and other teaching and peripatetic staff to lead the Music department across the all through school and contribute to the school's shared vision and strategic plan.
- To take responsibility for the teaching of Music throughout the Senior Department, providing a high quality educational experience for all pupils.
- To be responsible for the overall delivery of the school's musical programme, to include planning and delivery of a variety of musical events.
- To inspire and motivate students, parents and all other members of the school community through the delivery of the music programme and excellent teaching.

### **Accountable to:**

Head of Senior Department, Executive Head

### **We can offer:**

- A strong vision based on innovation and best practice from the state and private sector.
- Small class sizes of 24 pupils, in a happy and busy environment, where standards of pupil behaviour are high.
- A competitive salary dependent on experience.
- Free school lunches and holidays generally aligned to the independent sector.
- A real commitment to Continuous Professional Development.
- A supportive senior leadership team who are passionate about education and welcome ideas.
- An innovative approach to ICT where all students have access to Chromebooks and use the Google Apps for Education platform.
- A unique opportunity to have the freedom to develop a modern curriculum based on our in-house Cobham Free School Learner Profile.

# Key Accountabilities

## Director of Music

### Music Leadership, Delivery and Development

- To assist the Executive Head, Extended Leadership Team and Board of Governors in developing and maintaining a vibrant, thriving music department;
- To work with colleagues across all key phases to deliver the vision for the music department for the all through school;
- To actively promote music throughout the school by arranging and contributing to events, concerts, trips, assemblies, the extracurricular programme and school website;
- To collaborate with colleagues throughout the school in the planning and moderation of the subject;
- To secure strong and sustainable partnerships with external tuition providers, peripatetic staff and the wider community;
- To manage the appointment and deployment of peripatetic staff and assist with timetabling;
- To audit resources on a regular basis and work with other staff to assess further requirements taking account of budget constraints;
- To maintain ordered attractive classrooms and contribute to high quality, frequently updated displays;
- To arrange and administer external examinations as required;
- To act as accompanist for individual and group performances.

### Teaching and Learning

To teach students by planning teaching to achieve progression through:

- Identifying clear teaching objectives and specifying how they will be taught and assessed;
- Setting tasks which challenge students, ensure high levels of interest and are appropriately differentiated;
- Setting clear and personalised targets that build on prior attainment;
- Making provision for students who have special education needs or disabilities, are gifted and talented or who have other specific individual needs;
- Providing well structured lessons that have pace, motivation and challenge;
- Maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework;
- Using a variety of teaching methods to create a dynamic, engaging and enjoyable learning environment;
- Ensuring students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- Evaluating own teaching critically to improve effectiveness;
- Use ICT and Google Apps platform to effectively support teaching and learning;
- To promote the CFS Learner Profile and values.

# Key Accountabilities - continued

## Director of Music

### Planning

- To ensure that all lessons are thoroughly planned and explicitly linked to the Cobham Free School learner profile;
- To produce dynamic, detailed schemes of learning for current and future cohorts based on guidance from Director of Studies/SLT;
- To plan how subject specific trips and other opportunities to learn beyond the classroom can be built into schemes of learning;
- To ensure planning effectively uses the potential of the Google apps platform;
- To review medium and long-term plans in collaboration with other staff, taking into account school policy and advice, together with guidance and directives from Department of Education.

### Assessment

- To systematically assess, monitor, record and report on the learning needs, progress and achievements of students to ensure each child has the opportunity to maximise their potential;
- To diagnostically mark and monitor students' work and set targets for progress;
- Assess how well learning objectives have been achieved and use this information to inform planning and improve specific aspects of teaching;
- To provide the SLT and Director of Studies with relevant information relating to pupils and progress;
- Undertake assessment of students as required by examination bodies and school procedures;
- Prepare and present informative reports to parents.

### General School Duties

- To contribute to the development, implementation and evaluation of school policies, practices and procedures to support the school's values and vision;
- To be responsible for promoting and safeguarding the welfare of students and liaising with the designation Child Protection Liaison Officer(s) as required;
- To carry out break and supervisory duties as designated by the Senior Leadership Team;
- To attend school staff, parent and other meetings outside normal school hours as required;
- To take part in marketing and liaison activities, such as open evenings and events with partner schools;
- To participate/lead off site activities including residential trips as required
- To offer up to two after school extra-curricular activities each week;
- To have a commitment to equality of opportunity and inclusion.

### Other Responsibilities

- To secure a good standard of student behaviour and manage behaviour in a firm but caring way, taking into account the personal, social and emotional needs of pupils;
- To encourage good manners on and off-site;

# Key Accountabilities - continued

## Director of Music

- To be a point of contact for pupils and parents in regards to subject related issues;
- To work with other staff to identify relevant school improvement issues and continue to develop the curriculum;
- To participate in arrangements for the review of own performance and in opportunities for professional development;
- To have a working knowledge of teachers' professional duties and legal liabilities;
- To establish effective working relationships and set a good example through personal and professional conduct;
- To liaise effectively with SLT, staff, parents and governors;
- To cover for absent colleagues if required.

### *Form Tutor Responsibilities (if applicable)*

To promote the general progress and well being of individual students and of the Form Tutor Group as a whole;

Liaise with Heads of Year and pastoral teams to ensure the implementation of the school's pastoral system;

Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life;

Contribute to the preparation of action plans, progress files and other reports;

Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved;

Communicate as appropriate with parents/carers of students and persons or bodies outside the school concerned with the welfare of individual students, after consultation with staff;

Contribute to PSHE, citizenship, collective worship and enterprise as required and according to school policy.

**Whilst every effort has been made to outline the key duties and responsibilities of the post, every task undertaken may not be identified in this job description. Staff will be expected to act in a professional capacity and be receptive to any reasonable request.**

# Person Specification

## Director of Music

	Essential	Desirable
<b>Qualifications &amp; Training</b>	<p>A good undergraduate degree relevant to subject specialism</p> <p>Qualified Teacher Status</p> <p>Experience of recent professional development</p>	<p>A first or 2:1 Degree</p> <p>Evidence of commitment to continuous professional development</p>
<b>Knowledge &amp; Experience</b>	<p>Experience of teaching subject specialism in a private or state secondary school</p> <p>Knowledge of what constitutes high quality teaching and learning in the subject area</p> <p>Thorough, up to date knowledge or a range of teaching, learning and behaviour management strategies and how to implement these effectively</p> <p>Knowledge of approaches to assessment and experience of using data effectively to raise achievement</p> <p>Experience of integrating ICT into subject delivery</p>	<p>A track record of achieving outstanding GCSE and A Level results</p> <p>Experience of writing schemes of learning</p> <p>Knowledge of the current OFSTED framework for secondary schools</p> <p>Knowledge of ICT software relevant to subject area</p> <p>Experience of developing subject specific SEN and Gifted and Talented provision</p> <p>Able to use a VLE to enhance the learning experience</p>

<p><b>Skills &amp; Abilities</b></p>	<p>High standard as a performing musician, able to accompany pupils</p> <p>Able to deliver high quality differentiated and challenging lessons that meet the specific needs of students and facilitate good progress</p> <p>Able to cater for students with a range of abilities, learning styles and needs</p> <p>Able to communicate to a high standard orally and in writing</p>	<p>Recently been rated as good or outstanding</p> <p>Confident in use of ICT to enhance the curriculum</p> <p>Has the skills to engage with parents and members of the wider community</p>
<p><b>Personal Qualities</b></p>	<p>Flexible; Innovative; Collaborative; Hardworking; Organised; Energetic</p> <p>Positive attitude</p> <p>Good interpersonal skills</p>	<p>Inspirational, dedicated and goes extra mile</p> <p>Someone who wants to make a difference to the lives of student and sees teaching a more than just a job</p> <p>Reflective with a relentless desire to develop as a practitioner</p>
<p><b>Equal Opportunities</b></p>	<p>Has a clear commitment to equal opportunities and inclusive education</p>	
<p><b>Safeguarding</b></p>	<p>Has a clear knowledge and understanding of relevant legislation and guidance in relation to working with, and the protection of, young people</p> <p>Displays a strong commitment to the protection and safeguarding of students</p> <p>A satisfactory enhanced DBS check</p>	