



CLAIRE'S COURT

Application Pack

Head of Music

Required for September 2022

Our School

Our curriculum extends far beyond the basics and offers a myriad of opportunities and stimuli. Our students experience an education which equips them really well for life in an ever changing, fast paced and challenging world.

At Claires Court our aim is to develop our boys and girls to succeed in life and we achieve this by having a strong and coherent learning philosophy, called the Claires Court Essentials. This is underpinned by our Key Values and together they help develop happy young people with deep feelings of self-worth and self-belief. As an all through diamond structure school, we offer girls and boys the unique opportunity to thrive in surroundings that suit their learning and social needs best.

It is our job as educators to ensure that we provide multiple opportunities which enables access for children, builds a have-a-go mentality and develops interests in diverse areas. Whatever a child's starting point in life, developing their internal motivations to succeed is the most effective way of ensuring they will be successful as learners and collaborative members of their society.

Junior & Senior Girls (4-16) Nursery (co-ed 3-4+) Sixth Form (co-ed 16-18) College Avenue



Junior Boys (4-11) The Thicket, Maidenhead Thicket



Senior Boys (11-16) Ray Mill Road East



Meet the Head

James Wilding Head of Senior Boys

*I am relentlessly
passionate about young
people's education,
proud to be an
advocate so they can
achieve their best.*



What makes Senior Boys a great educational experience is that we recognise achievements are the building blocks of success, so providing boys with a Multiplicity of opportunities to find themselves is our starting point. Our school day has lots of 'wow' moments, where there are opportunities for each pupil and teacher to discover something new about their learning and to enjoy taking responsibility for that moment. Our environment has respect at its core; such that pupils and teachers, whoever they are, know they will be valued for who they are and what they have to offer.

Our boys are fabulous examples of what we stand for: high achieving but modest, great friends and loyal to each other and the School. We get their engine running, so whatever their academic results, they are impressive can-do humans, willing to help, and not fazed by challenge.



The Role

We are seeking to appoint an enthusiastic and passionate Head of Music at our Senior Boys school to join our highly committed and professional team. The ideal candidate will lead and develop this flourishing department and bring real energy to the role with a genuine love for the subject. You will be working within a department of supportive and knowledgeable colleagues including an experienced Head of Music at our Senior Girls site, together with specialist peripatetic staff.

The post would suit an experienced practitioner, who is committed to raising standards at all levels; delivering excellent lessons and enthusing pupils through their passion for teaching. This is a full-time post working at our Senior Boys' School and Sixth Form, required from September 2022.

To be successful in this role, you must be:-

- Suitably qualified with QTS in the appropriate age range and experience teaching Music at KS3, KS4 and KS5.
- Enthusiastic to contribute as a Head of Music or previous experience as a Head of Music.
- An enthusiastic team player, willing to participate fully in the School's extra-curricular programme and wider school life.
- Engaged with the School's ethos, thinking creatively and reflectively within an open, honest and hardworking team.
- Ready to utilise the benefits of an independent curriculum that is innovative and flexible in terms of delivery and content.
- Appreciates the benefits of using digital technology in teaching and learning.
- Enthusiasm for initiating and supporting musical events and concerts.

Above all, you must want the very best for our pupils and be prepared to put their needs first. You recognise the importance of educating the whole child within a broad curricular and co-curricular programme, and of achieving high standards. In return, we offer a positive working environment, with supportive colleagues and regular opportunities for professional development and training. Additionally, our timetables, class sizes and school culture support a healthy work life balance.



Job Specification

Job purpose: Ensure the effective development and delivery of Music throughout Senior Boys as well as teach the subject at all levels in conjunction with Head of Music at Senior Girls.

To carry out the professional duties of a Head of Department as circumstances may require and in accordance with the school's policies.

To be an effective professional, committed to personal and professional development, who demonstrates thorough curriculum knowledge and can teach and assess effectively so that pupils achieve and thrive at school.

Main duties / key responsibilities:

A. Key responsibilities – Head of Department

Musical events and performance opportunities

1. In conjunction with colleagues, plan a diverse programme of concerts and musical events both formal and informal each year to challenge and display the work of choirs, orchestras, bands, chamber groups and other ensembles and to give performing opportunities for all musicians.
2. Oversee the range and quality of orchestras, choirs and ensembles – managing performance opportunities, rehearsals and staffing
3. Work closely with the Drama Department and Senior Girls Head of Music on the co-creation of musicals as and when this fits within the schools plans

Interaction with SLT

4. HoDs report directly to the Academic Principal on Academic matters, staffing and curriculum content & delivery. In addition, you will have a close partnership with the Head of Music at Senior Girls.
5. HOD's also have a 'home turf' where they report specifically to a nominated SLT member (site specific) on the management of their department or directly to the Head of Sixth Form.
6. The HoD role is one of leadership as well as management and facilitation, and personnel involved are required to take an active interest in the work of other departments, and contribute positively to the design, plan, implementation and quality assurance of their department in the light of that broader knowledge
7. In conjunction with the Academic Principal and site specific SLT, support regular meetings, formal and informal, to discuss departmental matters and to ensure that the department works as a team (for formal meetings, minutes must be recorded and be made available to SLT and the Academic Principal)
8. Support the Academic Principal / SLT in the production of a departmental development plan which addresses teaching and learning needs identified in the whole school development plan and provide a guidance document for departmental staff (the departmental handbook) and keep it up to date
9. Support the Academic Principal and Headteachers in regularly reviewing the course information available to parents and pupils. This will involve creating (& coordinating as appropriate) the contributions to handbooks and options brochures and being available to pupils and parents for consultation

Team Support and Staff Development

10. With the support of HR, ensure you have the necessary peripatetic staff to meet the pupils individual and collective needs
11. With the support of HR, ensure safety recruitment checks are thoroughly completed on all peripatetic staff
12. Liaise with peripatetic staff to support pupil progress and co-ordinate Music and Drama events
13. HoDs lead and execute the staff continuous performance management process, providing information for reviewing and enabling progress of departmental staff, identifying appropriate professional development and giving them opportunities to develop their skills, knowledge and understanding
14. Be responsible for ensuring sufficient materials, books and equipment are provided for the members of that department to deliver the curriculum to the pupils, ensuring that the departmental budget is not exceeded
15. Maintain a high quality learning environment within the department, ensuring that the fabric and furniture in each area is in good condition, that each area is kept tidy and free of health and safety hazards, that displays in classrooms and corridors are stimulating and that they are changed regularly and that resources are well maintained and treated respectfully (this will involve liaison with the Site Manager and those members of staff who use the facilities within the department)
16. Be a source of support for members of the department over any pupil discipline and behaviour problems they may encounter
17. Be proactively involved in the appointment of new staff (including NQTs) to the department and monitor as appropriate for their induction

Pupil development

18. The HoD is ultimately expected to analyse and act upon information on the progress and development of all of the pupils to ensure that each is learning as effectively as possible, a responsibility shared clearly with site specific teams who bear the direct reporting responsibility to their local Headteacher. This will involve monitoring the pupils' academic performance in each subject area using academic data, value-added scores, objective testing and other performance data (as provided by the Deputy Head Academic) and intervening and supporting as necessary to deal with any underperformance, liaising with the Deputy Head Academic as necessary
19. Working with the Deputy Head in charge of cover at the main site you are based at to ensure that appropriate work is set when colleagues are absent so that pupils are able to consolidate their learning and continue to make good progress. The close scrutiny of day-to-day cover is the responsibility of the site based team and Deputy Academic Lead

Quality and Continuous Improvement

20. Lead the effective development and delivery of Music throughout the Senior Boys school to Sixth Form in conjunction with the section specific leaders and in partnership with the Senior Girls Head of Music
21. Regularly review schemes of work for the department and advise on the selection of appropriate syllabuses, books, teaching materials, and the methods of teaching for the subject/key stage to ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students
22. Maintain and develop the common working methodology to ensure best professional practice amongst all members of the Music Department.

23. To keep up to date with and respond to national developments in relevant subject areas as well as teaching practice and methodology and make recommendations with their HoD colleagues to the Heads and Academic Principal.
24. Working in partnership with the Academic Principal / SLT and section specific HoD's at secondary and Sixth Form level to lead and manage the quality assurance activities of the department, including amongst others the conduct of regular lesson observations and work review to help progress each member of the team and ensure that the aims and standards of the department are being met.
25. Ensuring that the examinations policy of the school is adhered to and that appropriate action is taken to ensure the best possible GCSE and GCE grades are achieved by pupils and to be available for consultation on Exam results days (in accordance with the published calendar for A-Level and GCSE, usually each August). Policy with regards to early take of public examinations needs to take into account issues covered by 'Nil Detriment' regulation.
26. As required, prepare the department for external inspection (currently ISI) and provide inspectors with information about the work of the department and the progress made by pupils.

B. Key responsibilities – Teaching

1. Teaching Staff must also have regard for the Teachers' Standards as set out by the Department for Education.
2. Contribute to the whole school aims, values, policies and practices especially those in relation to the pastoral care of pupils.
3. Lead and/or support through participation in extra-curricular activities.
4. Effectively teach students of all abilities planning, preparing and delivering engaging and challenging lessons which enable all students to make good progress in their learning.
5. Use a range of appropriate classroom management strategies to maintain high levels of behaviour and discipline and deal promptly and effectively with misbehaviour in accordance with school policies.
6. Where appropriate, use ICT in preparation and delivery of lessons, in the tracking and reporting of pupils and in accordance with the general professional expectations of teaching staff.
7. Recognise each student as an individual, for instance liaising with the SENCO and EAL co-ordinators and supporting the gifted and talented.
8. Write and deliver regular reports on pupil progress to parents and guardians, giving clear and constructive feedback in accordance with school policies.
9. Develop own teaching practice, and support colleagues' development, in line with whole school initiatives.
10. Be responsible for identifying and participating in further professional development and continuous INSET as appropriate/required to maintain a thorough and up-to-date subject knowledge and wider developments relevant to your work*
11. Assist the HoD in the development of new schemes of work/programmes of study and in the updating of current schemes of work/programmes of study.
12. Attend staff meetings, pastoral meetings, open evenings and parents' evenings (and other functions of a similar nature) as deemed necessary by the Headteacher and/or Senior Management Team.
13. Undertake any additional responsibilities, including cover work and participation in the school's arrangements for continuous performance management, as required by the senior leadership team from time to time.

General Responsibilities

14. Work safely for own protection and the protection for others (see also Health and Safety policy).
15. Be responsible for safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security.
16. Complete and attend all safeguarding and child protection training as required by the school.
17. Ensure compliance with the requirements of the General Data Protection Regulation (GDPR) and the School's Privacy Notice for Staff.

(*NB: this is in addition to the in-house INSET sessions held at the beginning and end of each term which all staff are expected to attend in accordance with the published staff term dates calendar)

CO-CURRICULAR

The School has a vigorous and varied co-curricular programme and, subject to timetable arrangements, the successful applicant will be expected to deliver two or more After School Activities.

After school activities take place each Monday to Friday during term-time. The programme is wide-ranging but a few examples of what we offer are sports coaching, sailing, drama, arts and crafts, and music and study groups.

Activities are usually agreed at the beginning of each term – please note that full time members of staff are expected to offer at least two activities and part-time members of staff are usually expected to offer at least one, depending on their timetable arrangements.

Due to the nature of the work the post holder will be engaging in regulated activity with children.

All responsibilities outlined in this job specification are subject to review and change from time to time.

Person Specification

The School will seek evidence of the following criteria from:-

- Application form
- Letter of application
- References
- Interview
- Qualification certificates
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Education, training and qualifications	Essential	Desirable
Qualified to degree level (or equivalent), holding QTS in the appropriate subject and age range.	✓	
Experience using sequencing software		✓
Knowledge and understanding	Essential	Desirable
High level of subject knowledge and current senior and sixth form curriculum requirements.	✓	
Up to date knowledge of the characteristics of high quality teaching and the main strategies for improving and sustaining high standards of learning and achievement for all pupils.	✓	
Thorough understanding of current education policies and practice, in particular relating to Safeguarding and Health and Safety.	✓	
Ability to play piano for concerts and musical events.		✓
Experience	Essential	Desirable
Applicants must have experience teaching Music for KS3, KS4 and KS5	✓	
Skills	Essential	Desirable
Create a happy, challenging and effective learning environment.	✓	
Able to teach pupils of all abilities and ages to a high standard, utilising excellent classroom teaching skills to enhance pupil learning.	✓	
The ability to deliver the curriculum in an imaginative and exciting way.	✓	

Personal qualities	Essential	Desirable
Show kindness and empathy towards all.	✓	
Strong interpersonal skills to effectively communicate with staff, parents and pupils.	✓	
Good team player, willing to make a full contribution to the work of the department and the extra-curricular programme.	✓	
Enjoy leading within your role and keen to take on additional responsibilities and progress towards a management role in the future.		✓
Committed to the protection and safeguarding of children and young people.	✓	
Understands and is willing to uphold, the core values of Claires Court.	✓	
Well organised with high expectations of achievement and behaviour.	✓	
Must be willing to comply with all School policies and procedures.	✓	
Other		
Ability to travel other sites, as required.	✓	

Further Information

EQUAL OPPORTUNITIES

It is the policy of Claires Court Schools to ensure equality of opportunity for all members of staff, both teaching and non-teaching.

SAFEGUARDING STATEMENT

We are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo Child Protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

In addition to an assessment of their ability to perform the duties of the post applied for, candidates invited to attend for interview should expect further discussion relating to safeguarding and promoting the welfare of children.

PRE-EMPLOYMENT CHECKS

In accordance with our Recruitment of Ex-offenders Policy, you are advised that all posts within the School will have the opportunity for unsupervised contact with children and therefore all shortlisted candidates will be required to complete a self-declaration form to declare any convictions, cautions, reprimands or final warnings that are **not “protected”** as defined by the [Rehabilitation of Offenders Act 1974 \(Exceptions\) Order 1975 \(as amended in 2013\)](#). This is regardless of whether any such convictions, caution, reprimand or final warning is considered ‘spent’ or ‘unspent’.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are “protected” and not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the [Disclosure and Barring Service website](#). **Having a criminal record will not necessarily bar you from working with us:** this will depend on the nature of the position and the circumstances and background of your offence(s).

APPLICATIONS

To apply, please download an application form from our website. Completed application forms may be emailed to recruitment@clairescourt.com (no agencies, please). Alternatively please post completed forms to the following address:-

HR Department
Claires Court Schools Ltd
1 College Avenue
MAIDENHEAD
SL6 6AW

Applications must be received by 9am on Monday 21 March 2022. Please apply early as applications will be considered upon receipt; we reserve the right to interview/appoint prior to the closing date.

NB: CVs will not be accepted in place of an application form, but may be submitted as additional supporting documentation.



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CLAIRES COURT HR

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