

# Head of Music and Performing Arts

Full time, permanent

August 2024



## Job Specification

Due to retirement, we are seeking a dynamic, enthusiastic and well-qualified Head of Music and Performing Arts to lead our highly successful and very busy Music Department from August 2024 or sooner. The successful candidate will be required to lead the whole school music curriculum (3-18), as well as the extra-curricular programme, and to manage a team of peripatetic teachers.

Salary will depend on experience and will include a St Columba's enhancement to the SNCT scale. A generous fee discount is available and membership of either the Scottish Teachers' Pension Scheme or St Columba's School Pension Scheme is offered.

### CURRENT MUSIC DEPARTMENT STAFFING

Director of Music

1 Full-Time Teacher of Music

1 Part-Time Teacher of Music

Peripatetic Music teachers

### MUSIC AT ST COLUMBA'S SCHOOL

Music plays a vital role at St Columba's School with a significant number of our pupils taking extra-curricular lessons in at least one instrument. Our Music Department occupies two floors of the Cargill Building at Senior School with bright teaching rooms and individual tuition rooms. The department is very highly regarded within the school community. Our highly reputable orchestra and choirs are centre stage at school events and many of our pupils participate in the Inverclyde Music Festival each year. We are very proud of the fact that one of our sixth year pupils is the current holder of the prestigious Young Solo Musician of the Year Award and our Pipe Band currently holds the World Championship title in the Novice A category.

Extra-curricular clubs currently include:

- Junior School Choir
- Junior Choir
- Boys' Choir
- Senior Choir
- Senior Girls' Ensemble
- Orchestra
- Jazz Band

There is also an Assembly band which plays each Monday morning in our whole school assembly held in the St Columba Church.

SQA exam results at all stages to Advanced Higher Music are consistently excellent with 100% of pupils achieving A grades for many years. Students wishing to take their studies forward beyond school have been awarded places at respected conservatoires.

The successful candidate will be a passionate, skilled and inspirational Teacher of Music with leadership experience and a clear vision for the future development of the Department. They will be keen to promote excellence within the Music Department and expand our extra-curricular programme. They will be experienced in conducting an orchestra and leading choirs. Strong organisational and inter-personal skills are intrinsic to the role and an interest supporting the development of musical theatre in the School is necessary.

## **KEY TASKS FOR THE HEAD OF MUSIC AND PERFORMING ARTS**

All teachers at St Columba's School are expected to demonstrate an ongoing commitment to the Professional Standards outlined by the General Teaching Council of Scotland.

Specific tasks and duties for the Head of Music and Performing Arts include:

### **Leadership and Management**

- Line management of Music Teachers
- Recruitment and management of peripatetic Music Tutors
- Coordinating and leading a broad programme of extra-curricular Music activities
- Contributing to the whole school improvement plan
- Leading and monitoring the Music Department annual improvement plan
- Conducting annual PRD meetings for staff in the Department; agreeing and monitoring targets
- Monitoring teaching, learning, assessment and attainment within the Department
- Developing new courses relevant to the subject
- Managing the Music Department budget
- Ensuring that all school policies are implemented within the Department
- Close liaison with the Piping and Drumming Programme Manager

### **Teaching and Learning**

- Planning interesting and varied lessons which meet the needs of all pupils
- Identifying up-to-date, relevant resources to support learning and teaching
- Setting relevant homework and provide regular, high-quality feedback
- Setting and marking assessments, ensuring that any additional support needs are met
- Maintaining an in-depth knowledge of SQA examination requirements and marking standards across the Department and monitor assessment arrangements.
- Making effective use of ICT to support learning
- Making effective use of data to monitor and track pupil performance
- Planning and leading appropriate subject-related trips
- Ensuring the implementation of all school policies, especially Safeguarding and Behaviour and promoting high expectations for achievement, appearance and behaviour among all learners
- Developing and maintaining positive relationships with parents, pupils and outside agencies
- Acting as a Form Tutor
- Supporting our Careers programme including UCAS applications
- Attending Parents' Evenings and other extra-curricular events

- Writing detailed reports for parents and checking the reports written by colleagues in the Department
- Carrying out supervision duties as requested by the Management Team
- Any other reasonable task requested by the Rector

The Head of Music and Performing Arts is accountable to the Rector.

## **APPLICATION PROCEDURE**

The application form can be found on our website [here](#) and must be submitted to [recruitment@st-columbas.org](mailto:recruitment@st-columbas.org) by 12 noon on Wednesday 24<sup>th</sup> April 2024.

For further information about this post please contact Ms Antonia Berry, Academic Depute Rector on 01505 872238.

# Head of Music and Performing Arts

## Person Specification



	Essential	Desired	Assessment Method
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Must be GTCS registered or eligible for registration.</li> <li>• A good Honours degree in Music with a recognised teaching qualification such as PGDE (or equivalent), BEd or MEd.</li> </ul>	<ul style="list-style-type: none"> <li>• Grade 8 piano</li> </ul>	<ul style="list-style-type: none"> <li>• Production of certificates.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• A proven record of successful Music teaching and successful presentation for National 5, Higher and Advanced Higher examinations.</li> <li>• Working with children and young people to direct musical performances, choirs and orchestras.</li> <li>• Leadership experience.</li> </ul>	<ul style="list-style-type: none"> <li>• SQA marking experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent teaching and classroom management skills</li> <li>• Strong piano skills</li> <li>• Ability to sight read</li> <li>• Organisational skills</li> <li>• Ability to communicate clearly and effectively with pupils, parents and other teachers in a range of formats</li> <li>• Proficiency in ICT and its use in teaching</li> </ul>	<ul style="list-style-type: none"> <li>• A commitment to teamwork</li> <li>• Experience of working as Musical Director in school shows or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> <li>• Lesson Observation</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent professional knowledge and understanding</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of emerging technologies to support Learning and Teaching</li> <li>• Awareness of national priorities</li> <li>• Up to date with issues pertinent to Music and/or the expressive arts</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> <li>• Lesson Observation</li> </ul>

<b>Personal competencies and qualities</b>	<ul style="list-style-type: none"> <li>• Eligible to work in the UK</li> <li>• Member of PVG Scheme or equivalent.</li> <li>• Ability to enthuse &amp; inspire.</li> <li>• A positive attitude and approach to development.</li> <li>• A willingness to adapt to new approaches to teaching.</li> <li>• A readiness to make a broad contribution to cross-curricular and whole school initiatives.</li> <li>• Willingness to be involved in extra- curricular activities, including overnight stays.</li> <li>• Flexible and firm with the ability to respond appropriately.</li> </ul>		<ul style="list-style-type: none"> <li>• Passport</li> <li>• Application Form</li> <li>• Interview</li> <li>• Lesson Observation</li> <li>• References</li> </ul>
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