



## **Head of Music**

### **Required September 2025**

A committed, passionate and talented Head of Music is required to join the Maida Vale School community. The successful candidate will have the ability to teach Music at KS3, KS4 and KS5.

We value creativity, problem-solving, and curiosity in both the classroom and beyond. We strive for innovation and promote warmth and friendliness while encouraging high aspirations: our pupils aim high and achieve well. Maida Vale School, in its fifth year, is growing and continues to establish its reputation as a positive, progressive, kind, and tolerant academically selective school.

We are looking for a Head of Music who is an excellent classroom practitioner, whose fantastic communication and organisational skills will enable all pupils to progress while enjoying their learning. You will have a desire to continually reflect on and develop your teaching practice while contributing to the school community beyond the classroom.

#### **The Music Department**

This Music Department has modern, light, spacious dedicated classrooms and practice rooms, all equipped with the latest technology.

At GCSE, pupils study WJEC GCSE Music.

At A Level, pupils study Edexcel A Level Music.

The successful candidate will teach KS3, KS4 and KS5.

#### **Essential for Head of Music**

- A good degree in Music, or another relevant discipline, and a recognised teaching qualification with QTS.
- Experience of teaching Music at KS3, KS4 and KS5
- Excellent subject knowledge and a passion for instilling in pupils a love for the subject.
- Excellent classroom practitioner with exceptional classroom management skills.
- Excellent written and verbal communication skills.
- Excellent organisational skills and the flexibility to take on new challenges.
- The ability to work collaboratively and independently.
- Commitment to, and experience of, using a range of teaching styles and methods, including ICT.

- High level of keyboard skills and the ability to lead choral groups.

### **Desirable for Head of Music**

- Experience of exam board GCSE and/or A Level marking

### **The successful candidate will have the opportunity to:**

- Work with curious and engaging pupils
- Lead and innovate in a department with extensive resources
- Teach in an inspiring workspace
- Contribute to the strategic and operational development of the school
- Take part in, lead, organise extra-curricular activities and trips

### **Role of a Head of Department at Maida Vale School**

- Developing a robust and innovative curriculum, which will serve to inspire and motivate academically able, intellectually curious students while also ensuring that they are thoroughly prepared for public examinations.
- Developing comprehensive Schemes of Work.
- Line managing all teaching and support staff within the Department, including a team of peripatetic teachers.
- Developing and annually updating the departmental handbook, the department development plan and other yearly-evaluated department documentation.
- Taking responsibility for standards of teaching and learning within the Department, including conducting regular informal lesson drop-ins and formal observations.
- Organising and chairing regular departmental meetings and playing an active role in meetings of Heads of Department.
- Assisting the Headmaster and Deputy Head (Academic) with the shortlisting, interviewing and appointment of teaching staff as required.
- Ensuring the provision of a comprehensive extra-curricular offering from the Department and fostering a culture in which broad and regular extra-curricular engagement is a routine aspect of pupil life.
- Teaching an appropriate period allocation of your subject, including the preparation of classes for public examinations; there may be some opportunity to teach other subjects for which you are qualified.
- Creating annually a departmental timetable that ensures an appropriate and equitable spread of teaching across the Department and sharing this with the Timetable Manager when appropriate.
- Overseeing and promoting a culture of Continuing Professional Development within the Department.
- Working with the Admissions Department to develop and mark assessment papers for candidates for entry to the school via the standard entry route and via Scholarship.

- Working closely with the SENDCo and with the Admissions Department to ensure that appropriate provision is made both in entry assessment and in the Department's Schemes of Work for candidates and pupils with additional needs.
- Liaising with the Exams Officer to ensure that all public examination entries are made correctly and in a timely manner.
- Arranging for the setting and marking of internal examinations as required.
- Taking overall responsibility for the departmental budget.
- Leading on ensuring that the Department is routinely an organised, tidy and inspiring learning environment.
- Mentor and support teachers within the department, identifying opportunities for professional development.
- Conduct performance reviews and appraisals for departmental staff.
- Lead or facilitate departmental training sessions and workshops.
- To promote the subject and Department at school events, namely but not limited to: GCSE Options Evening, Sixth Form Subject Fairs, Taster Days, Open Events.
- To liaise with the Central Team regarding finance, purchases, HR, IT etc.
- Perform any other reasonable duties and responsibilities which may be requested by the Headteacher.

This job description is not necessarily a comprehensive definition of the post, and it may be subject to modification after consultation with the post holder.

This position is a permanent, full-time role and will suit a practitioner who is organised, dynamic, efficient with time and meeting deadlines. The school operates its own pay scales and will offer a salary commensurate with experience and the nature of this role.

## **Facilities**

The Music Department has one large teaching room and one large music technology suite, equipped with Macs. There are also two good sized practice rooms and a theatre.

The school, having been refurbished to an exceptional standard, is equipped with light, airy teaching spaces; a Sixth Form Independent Learning Centre; ample outside space including a MUGA and practice basketball court; a theatre; a Parent Café. The contemporary, cutting-edge facilities include awe-inspiring department areas in the creative and performing arts faculties, and include: two art & textiles studios, a Design & Technology workshop and adjoining CAD CAM, computing, and dance.

## Curriculum

The school offers a broad range of subjects across all Key Stages. The curriculum is structured around a two-year KS3 programme; a three-year KS4 programme; a two-year Sixth Form programme, and the school pursues excellence in all areas. The school's *Choose Your Own Device* policy ensures all pupils become digitally literate.

## Pastoral & Co-curricular

The ethos of the school is that of a family – sociable, supportive, nurturing – imparting emotional care and security to pupils, parents and staff. Our approach emphasises the partnership with parents, hence the unique and popular Parent Café. An extensive extra-curricular programme is in place, consisting of clubs and societies in sport, creative & performing arts, academic subjects, and areas beyond the curriculum.

## Staff Development

The school is committed to staff development and the position will provide a good springboard for further promotion within the school and beyond. Weekly whole-school staff CPD takes places throughout the year; all staff are encouraged to attend CPD courses. In addition, the school's INSET days focus on Teaching & Learning, both the expertise within the staff body and from external providers.

## Person Specification

	<b>Essential (E), Desirable (D)</b>	<b>Assessment A – application form I - interview R - reference</b>
<b>Education and Experience</b>		
Graduate qualification in Music or equivalent	E	A
Have a practical understanding of National Curriculum requirements in terms of content, classroom practice, differentiation, summative and formative assessment, and reporting to parents	E	A, I, R
Experience of teaching Music to A Level	E	A
Producing high quality experiences and outcomes for pupils	E	A
Experience as Tutor and/ or pastoral work	D	A
<b>Professional Specification</b>		
Have a clear understanding of what constitutes good or outstanding lessons	E	A, I
Commitment to extra-curricular activities	E	I
Experience of working in a confidential environment	E	I

Collaborative teaching methods and working with colleagues in the preparation, assessment and monitoring of work.	E	A, I
<b>Professional Skills and Attributes</b>		
Ability to organise and prioritise workload and work on own initiative	E	I
The ability to work constructively as part of a team, understanding School roles and responsibilities and the post holder's position within these	E	I, R
Ability to communicate well in writing and face to face to all stakeholders	E	I
Administration and organisation skills	E	I
<b>Personal Qualities</b>		
A flexible, collaborative and dynamic work ethic	E	I
Attention to detail	E	I
Honesty and trustworthiness	E	I, R
A good record of attendance and punctuality	E	I, R
Ability to work under pressure and remain cheerful and composed.	E	I
Common sense and the ability to work with staff, pupils and outside contacts at all levels.	E	I
Confidence and self-motivation	E	I
Ability to engender confidence in young people.	E	I
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E	I, R
<b>Demonstrates the Commitment to:</b>		
A passion for the craft of teaching and the value of professional learning	E	I
Equal opportunities for all in the school community	E	I
Safeguarding and promoting the welfare of young people	E	I, R
A commitment to and awareness of enhancement of quality education through equal opportunities for all	E	I, R

## Appointments

All appointments are made in accordance with our equal opportunities policy and applicants should let us know of any special needs they may have. Maida Vale School is committed to safeguarding and promoting the welfare of children. Successful candidates must be willing to undergo full screening in accordance with Keeping Children Safe in Education, including an Enhanced Disclosure and Barring Service check. Issues relating to safeguarding and promoting the welfare of pupils will be explored at interview.

## **Applications**

Applications must be made on the school's application form, which may be obtained via the School website: <https://www.maidavaleschool.com/about-us/join-our-team>

Please submit a completed application form together with supporting letter of application and details of two referees. One referee should be able to comment on your teaching skills, and one from your current or most recent employer. References will be taken prior to interview.

You must provide original documents as proof of identity at interview. Completed applications should be emailed to [recruitment@maidavaleschool.com](mailto:recruitment@maidavaleschool.com).

## **Closing Date & Interview**

**The closing date is 12 pm on Tuesday, 22nd April.** Suitable applicants will be contacted by telephone or email and invited to attend an interview which is likely to be held during the **W/C the 28th of April. However**, interviews will take place as and when suitable applications are received, so **early applications are strongly encouraged.**