

**Job Description**

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| **Position** | Head of Music |
| **Location** | The 3 schools in the Jack and Jill Family of Schools |
| **Reporting To** | Deputy Principal |
| **Hours** | Full Time during term time. Flexibility is essential to ensure the success of the department and provision of extra curricula activities until 6.00 PM. Occasional additional hours to cover special events and performances. |
| **Contract Type** | Permanent |
| **Start Date** | September 2021 |

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| **Jack and Jill Family of Schools** |
| The Jack & Jill Family of Schools is a group of schools that has been providing education for children since 1951 and is now one of the few remaining family-run educational establishments in the UK.  All Jack and Jill schools focus on achieving high standards in both behaviour and performance within the close supportive ‘family’ environment and through a broad academic curriculum. Emphasis is placed upon acceleration in literacy and numeracy as well as development of effective working practices, diligence and the sheer joy of learning – a *‘tradition of excellence’* established over many decades.  The Jack & Jill Family of Schools achieved Ofsted ‘outstanding’ in all areas’ in its latest inspection in January 2020.  It is comprised of three schools:   * Jack & Jill Nursery and Reception (Twickenham) * Nightingale House Pre-Preparatory School (Hampton) * Clarence House Preparatory School (Hampton Hill) |

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| **Safeguarding** |
| The Jack & Jill Family of Schools is committed to safeguarding and promoting the welfare of all stakeholders. To meet this responsibility, we follow a rigorous selection process. All successful candidates will be subject to an enhanced Disclosure and Barring Service check. |
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| **Structure Chart** |
| Principal  !  Deputy Principal  !  Head of Music  !  Music and Performance Specialists and Peripatetic Music Teachers |
| **Purpose of Role** |
| Lead, develop and manage an exciting programme of music throughout the Family of Schools, in line with the overall aims of the Family of Schools.  Ensure the music curriculum across the three schools is high-quality, comprehensive, creative, broad, reflects the School’s distinctive ethos and complements the School Development Plan.  Promote a life-long love of music, whilst also promoting equality of opportunity for all pupils so that their potential is encouraged and developed.  Raise standards of student attainment and achievement in music and monitor and support progress.  Effectively manage the administration of the Music Department, including varied extra curricula individual and group instrumental lessons, school performances, music assemblies, exam preparation, communication with parents and external contacts to raise the profile of music at the schools.  The job holder is also expected to supervise the Music and Performance Specialists, developing and enhancing their teaching, including modelling effective learning and teaching. |
| ***Job Content***  *This job description may be amended at any time following discussion between the line manager and the member of staff to meet the requirements of the Family of Schools* |
| **1. Strategic Planning**  Lead, develop and manage the music programme across the 3 schools to ensure the music curriculum fully reflects the ethos of the school and complements the School Development Plan.  Manage the development and organisation of extra curricula individual and group instrumental lessons for the Pre-Prep and Prep School pupils that will raise the opportunities for all pupils and the profile of music at the Family of Schools. Organise the timetables for all lessons.  Ensure that the programme of music is well resourced, organised and managed to provide an efficient, effective and safe learning environment, which promotes a life-long love of music in all pupils and where their potential is encouraged and developed.  Responsibility for the musical life of the schools by taking the lead on the production of School shows and performances, choirs and concerts, music assemblies and community events.  Provide the Strategic Leadership Team with relevant information relating to the performance and development of the music curriculum.  **2. Learning and Teaching of Music**  Establish, model best practice and provide effective high-quality learning and teaching of music and instruments which enables all pupils to achieve their maximum potential.  Provide a broad, balanced and challenging music curriculum, including innovative approaches to enrich the musical experiences of all pupils. Enter students for music exams and support the pupils and parents through the process.  Run CPD and INSET sessions as required.  Plan, teach, assess and evaluate music lessons, and manage behaviour in accordance with agreed school procedures.  Ensure effective assessment, recording and reporting on progress in children’s development in music.  Keep up to date with national developments in music teaching practice and methodology with a commitment to continuous personal development.  Develop orchestras, ensembles and a wide range of interesting visits to concerts and musical performances within and beyond the curriculum.  **3. Management of Music Department**  To manage the available resources, space, staff, budget and equipment efficiently, according to agreed procedures.  To ensure that the music teaching commitments are effectively timetabled and roomed. Co-ordinate the organisation of exams and ensure exam practice is built into the timetable.  Ensure effective quality control systems; monitor and evaluate the music curriculum including against agreed quality standards, ensuring adherence and promptly implementing improvements where required.  Engage with the community to promote the musical life of the schools through community events.  Ensure effective communication with parents on the curriculum, musical opportunities, music exams and exam preparation.  Participate in any meetings reasonably arranged for any relevant purpose and attend and participate in all school events, as required, to promote the development of music at the school.  **4. Developing and working with others**  Manage, motivate, support, challenge and develop the Music Specialists and Performance Specialist to set high standards and secure continual improvement including own continuing professional development.  Regularly observe the other music staff, conduct induction and supervision sessions and appraisals.  Work closely with other teachers and performance specialists to ensure the music curriculum complements their teaching and ensures the success of any school performances.  **5. Safeguarding**  The job holder has due regard for safeguarding and promoting the welfare of the children and will be required to follow the child protection procedures outlined in the school’s safeguarding policy.  **6. Other duties**  Other duties at an appropriate level may be required. Whilst every effort has been made to explain the main duties and responsibilities of the role, there may be other duties to ensure the success of the school. |
| **What we can offer** |
| The role gives you the opportunity to maintain and grow your passion for teaching of music as well as leading the programme of music provision across a high-achieving Family of Schools.  The opportunity to work in Twickenham, Hampton and Hampton Hill and be part of a Family of Schools that supports children up to the end of KS2. |
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| **Person Specification** |
| The criteria below will be assessed by the application form (A), lesson (L), interview (I). The tasks will include a presentation during the interview and a lesson observation.   |  |  |  | | --- | --- | --- | | **Attributes** |  | **Assessment Criteria** | | Qualifications | * Accomplished musician, with ability to play at least one instrument to advanced level * PGCE or teaching qualification preferred * Evidence of up-to-date CPD | A  A  A | | Experience | * Extensive and varied music teaching experience across the age range. * Excellent teacher of music, teaching in an inspiring and stimulating way * Excellent behaviour management using appropriate strategies * Experience of managing people, resources and budget * Experience of raising standards of achievement for pupils * Experience of successfully organising extra-curriculum activities and school performances | A  L  L  I  A, I  A, I | | Knowledge | * Good understanding of the EYFS, KS1 and KS2 music curriculum * Up-to-date knowledge of current educational music initiatives and the ability to be discerning in their adoption and application * Good knowledge and understanding of the principles that underpin inclusion and equal opportunities and a commitment to implementing these in practice * Good knowledge of monitoring, assessment, recording and reporting | I  I  I  I | | Leadership | * Experience of involvement in music curriculum development, monitoring and evaluation * Evidence of managing, inspiring and motivating colleagues * Ability to make difficult decisions and follow them through | A, I  I  I | | Vision | * Supports our belief that a school curriculum requires focus, coherence and rigour | I | | Other Skills and Abilities | * Ability to work in partnership with parents and the wider community. * Excellent oral and written communication skills and good listening skills * Excellent organisational skills * Approachable and promotes positive working relationships * Ability to relate well to children and share their interests and enthusiasm * Ability to effectively manage pupil discipline and have a commitment to high quality pastoral care * Proficient IT skills | I  I, L  I  L  L  L  A, I | | Behaviour | * Demonstrates high standards of personal integrity, loyalty, discretion and professionalism * A calm and authoritative manner with a visible presence around the school | I  I | | Safeguarding | * Commitment to safeguarding and welfare of all stakeholders | I | |
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| **Application Process** |
| To apply for the post, please complete the following documents and return to HR: [hr@jackandjillschool.org.uk](mailto:hr@jackandjillschool.org.uk)   * Application Form (via website)   If invited for interview, this will include a structured interview, a presentation and an observed music lesson.  CLOSING DATE: 9 April 2021  Interviews likely to take place during week commencing 19 April 2021. |