

Headteacher: Mrs Kelli Foster  
BA (Hons) with QTS  
Mark Rutherford School  
Wentworth Drive  
Bedford MK41 8PX



## Mark Rutherford School

### Head of Music

### JOB DESCRIPTION

**MPS/UPS plus TLR 2c (£7,368)**  
**Required to start: 17th April 2023**  
**Hours: Full time**  
**Responsible to: Assistant Headteacher**

An exciting opportunity has arisen at our school for a Head of Music. We are proud to offer Music as a subject at Key Stages 3, 4 and 5. Students thrive in this department and are committed to the wider personal development opportunities we offer.

We wish to appoint a dynamic, inspirational, well qualified Head of Music to lead and manage our vibrant Music Department both within the curriculum and through the extra-curricular programme offered to our students.

If you are motivated, ambitious and want to work with us to make a difference to the lives of our students then we want to hear from you.

Please see our website [www.markrutherford.beds.sch.uk](http://www.markrutherford.beds.sch.uk) for the job description, person specification and the application form. Please email your completed application by the closing date to [fran.wade@mrus.co.uk](mailto:fran.wade@mrus.co.uk)

**Closing date: 7.00am Monday 20th February 2023**

**Interviews: Week commencing 20th February 2023**

We are committed to the protection and safety of our students and the successful candidates will be subject to an enhanced DBS check. We welcome applications regardless of age, gender, ethnicity or religion.





## PERSON SPECIFICATION: HEAD OF MUSIC

	Essential	Desirable
<b>Qualifications:</b>		
Educated up to GCSE grade C or grade 4 in both English and Mathematics	✓	
Be educated to degree level or equivalent in relevant subject (Music)	✓	
Qualified Teacher Status	✓	
<b>Experience of:</b>		
At least three years teaching experience	✓	
An excellent classroom teacher with the ability to motivate and enthuse students	✓	
Up-to-date with current developments in Music curriculum changes and in raising student achievement	✓	
Of leading and managing an effective team of peripatetic teachers	✓	
Experience of tutoring and working with students across the age range, in both pastoral and academic roles	✓	
Completion of Middle Leader level training		✓
<b>Personal and Professional Skills and Attributes:</b>		
Ability to inspire, lead and support others through a programme of change	✓	
Highly motivated and enthusiastic with a positive, can-do attitude	✓	
Strong self-awareness, emotional intelligence and resilience	✓	
Very high professional standards	✓	
Flexible, adaptable and solutions focused	✓	
Ability to communicate very effectively with students and parents/carers and staff, at all levels	✓	
A commitment to very high academic standards, expectations, achievement and attainment	✓	
Ability to use data efficiently to assess prior attainment, track progress and set clear and aspirational student targets	✓	
A strong commitment to the academic, personal, social and spiritual development of students	✓	
High quality organisational skills	✓	
Creative, innovative and able to manage change effectively	✓	
The ability to manage and resolve conflict effectively and transparently	✓	
Committed to continual personal, professional development	✓	
ICT literate with an ability to use SIMS	✓	

The assessment of the applicant against the above specification points will be evidenced from the application form, letter of application and interview process.

**MARK RUTHERFORD SCHOOL**  
**JOB DESCRIPTION – HEAD OF MUSIC**

- Responsible to:** Leadership Line Manager - Head of Year (as appropriate)
- Responsible for:** The delivery of high quality lessons and the achievement, standards, safety and well-being of students in their care.
- Job purpose:** Provide professional leadership and management of the Music department in order to secure high quality teaching, the effective use of resources and improved standards of learning, achievement and behaviour of all students. To carry out all duties of a main scale teacher.
- Salary:** MPS/UPS plus TLR 2c

The job description should be read alongside the range of professional duties of teachers as set out in Part XII of the Teachers' Pay and Conditions Documents, sections 48-50. The post holder will be expected to undertake duties in line with the professional standards for qualified teachers.

**Responsibilities and Actions**

**Strategic Direction**

- Develop and implement aims, policies and practices for the Music Department which reflect the school's commitment to high achievement and attainment and which are consistent with national and school strategies and policies.
- Establish short, medium and long term plans for the improvement and resourcing of the subject.
- Rigorously monitor and track the progress made in achieving subject plans and targets and evaluate the impact upon teaching and learning.
- To play a full part in the school's appraisal processes as a reviewer.
- To develop strong working relationships with relevant community partners.

**Teaching and Learning**

- Act as an outstanding role model to other members of the department.
- Provide guidance on a choice of appropriate teaching and learning methods to meet the needs of all students, personalised learning pathways and the effective management of behaviour.
- Develop and implement systems for recording individual students' progress including appropriate frameworks for marking and assessment for learning.
- Ensure schemes of work are developed appropriately and stored centrally on the school network.
- Monitor and evaluate the quality of teaching and standards of achievement making use of appropriate data, setting targets for improvement.
- To be aware of, and comply with, policies and procedures relating to child protection, health and safety, confidentiality and data protection reporting all concerns to an appropriate person.



**Monitoring and Assessment**

- To make appropriate use of the school's monitoring and assessment strategies to evaluate staff and students' progress towards the aims and objectives outlined in the targets for the Music Department's improvement plan.
- To monitor and assess the effectiveness of the Music Department's Department improvement plan.
- To assess students' levels accurately against appropriate standards, in liaison with other appropriate professionals.
- To oversee the recording of students' progress and achievements systematically, providing levels on the range of their work progress and attainment over time to inform planning and implementation of future strategies.
- To liaise with the appropriate professionals on the identification of cohorts of students to engage with appropriate interventions to support their individual progress and attainment.

**Leading and Managing Staff**

- To assist the Headteacher and specialist curriculum area staff with the recruitment and selection of teaching and support staff.
- Develop the subject's team and individuals to enhance performance.
- Maintain and develop a strong team of peripatetic music staff.
- Be committed to managing performance through the school's appraisal cycle.
- Plan, delegate and evaluate work carried out by your team and individuals.
- Support, challenge and motivate members of the department.
- Create, maintain and enhance effective relationships.

**Planning, Development and Coordination**

- To select, create and prepare resources, for the delivery of musical themes across the curriculum (as and when required), with the help of support staff where appropriate.
- To plan for the personalisation of students' learning in order to support and extend the progress of every individual.
- To plan and deliver music concerts/performances.
- Work in cohesion with the Performing Arts staff across Drama and Dance to support with whole school shows and competitions.
- To lead and to contribute to, departmental team meetings and events across the curriculum.
- To plan opportunities for students to develop musical skills in out of school contexts.
- To produce long, mid and short term planning to support the development of Music Department schemes of work, in line with school frameworks.
- To oversee, develop and audit schemes of work in Music to include other documentation related to the delivery of enterprise and work-related learning within the school to support cross curricular delivery and to enable curriculum requirements to be met.
- To contribute to, and to lead, CPD opportunities as part of the planned programme for the school and to promote the sharing of outstanding, useful and interesting practice.

**Resource Management**

- Secure and allocate resources to support effective learning and teaching within the Music Department.
- Prepare estimates and bids for capitation; monitor and manage departmental finance.
- Ensure appropriate value for money, effective monitoring and control of the use of resources.
- Ensure appropriate risk assessments are carried out for the full range of Music activities, including field trips and other work-related learning activities.

**Other duties relevant to this post**

- To attend and participate in regular meetings.
- To participate in training, Continuous Professional Development and other learning activities as required including participation in the school's appraisal cycle.
- To be a form tutor and take responsibility for the pastoral care and support of a group of students in accordance with the school aims and policies.
- To provide cover for staff when required to under national conditions and parameters outlined by workforce reform.
- To be a member of a duty team.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Leadership Team.

This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or leadership team as required. Union representation will be welcomed in any such discussion.