



Saint Nicholas School
Old Harlow Essex



DIRECTOR OF MUSIC (WITH PERFORMING ARTS)

Permanent, full time

MPS/UPS plus responsibility payment

Required Summer Term April 2024

Saint Nicholas School is seeking to appoint a creative and dynamic Director of Music to lead and develop all aspects of music throughout the School. In addition, the role will be responsible for line management of the drama department and will lead music and drama across the school creating cohesion within the performing arts.

The role involves responsibility for the music curriculum, teaching and learning across the School, management of the peripatetic music staff team, organisation of concerts and recital events and oversight and development of the Music Scholarship programme. The Music Department currently organises a number of traditional school musical events and the successful applicant will be expected to build on this foundation and further develop the profile of music and performing arts within the school. The post holder will also be expected to coordinate musical support and content for drama productions, working closely with the drama teachers to ensure outstanding productions.

We would love to hear from you if you are an inspirational, dynamic and creative individual who makes learning fun and is looking to join a supportive and enthusiastic team. The successful applicant will be a passionate and outstanding musician and teacher with energy, commitment and a drive to achieve excellence. You will be joining a friendly, hard working school with a clear commitment to high achievement for all its pupils. Classes have a maximum of twenty-two pupils. Non-contact time is very generous to enable the successful applicant to fulfil this exciting role.

School's history & background

Saint Nicholas School was founded in 1939 with a total roll of 7 pupils. By 1977, the pupil roll had increased to 140 and at this time the school moved from its modest premises in Mill Street, Churchgate Street, to the current location at Hillingdon House. Today, Saint Nicholas is a thriving independent coeducational day school catering for approximately 500 pupils aged from 2 ½ to 16, with a fabulous nursery for babies from 3 months of age.

The school is situated in delightful gardens and grounds which extend to more than 14 acres. Pupils in the lower, middle and upper school are each housed in their own area, within close proximity of each other, enabling good access to shared facilities. The School is very well equipped with specialist classrooms, English laboratories, technology areas, ICT rooms, and libraries. Sports facilities include extensive playing fields, tennis courts, a heated swimming pool, and a magnificent sports hall and state-of-the-art theatre.

The School is located close to London and Cambridge with direct train access to both, as well as being a short drive from Stansted Airport and the London Underground via Epping. You can find more about the school by visiting our website <https://www.saintnicholasschool.net/>

Terms & conditions

Teachers are paid at a rate equivalent to the National Pay Scale including post threshold payments. There is a generous fee remission for children of members of staff, of up to 50% of the full fees, upon completion of one full year's service, provided children meet the School's usual entry requirements. Teaching staff may contribute to APTIS pension scheme.

Safeguarding

Saint Nicholas School is committed to safeguarding and promoting the welfare of children and requires all staff to share this commitment. We will check the suitability of staff to work with children and applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where necessary). For short-listed applicants current and previous employers will be contacted as part of our pre-employment checks.

Application process

All applications to be made via the TES website at this link: <https://www.tes.com/jobs/employer/-1046413>

The closing date is **Friday 26th January 2024** and interviews will take place on Friday 2nd February 2024.



JOB DESCRIPTION – DIRECTOR OF MUSIC (WITH PERFORMING ARTS)

CORE PURPOSE OF POST

- To teach music across key stages 2,3 and 4 including GCSE.
- To promote and raise the profile of music as a subject within the school
- To lead the music department including peripatetic teachers, as well as line management of drama
- To ensure that music and drama work cohesively across the school
- To lead and contribute to a full and varied extra-curricular musical programme
- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document.
- Meet the expectations set out in the Teachers' Standards.
- To understand how pupils' learning is affected by their physical, intellectual, emotional and social development and understand the stages of child development.

STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL

Vision

- Demonstrate a commitment to a shared vision for the school.
- Have a clear vision for music and be committed to driving the department to achieve that vision.
- Contribute to the development, implementation and evaluation of the School's policies, practices and procedures, so as to support the School's values and vision.

Ethos

- Encourage an ethos which promotes effective teaching and learning and which sustains improvement in the development of all pupils.
- Make a positive contribution to the wider life and ethos of the school.
- Encourage an ethos where each pupil's individuality is recognised and celebrated.

Strategic planning

- Lead the development of Music in conjunction with the Headmaster, Deputy Head (Academic) and Assistant Head (Academic)
- Work with others on curriculum and pupil development to secure co-ordinated outcomes.
- Lead the devising and constructing of a Subject Improvement Plan for music and the performing arts.

TEACHING AND LEARNING

Curriculum

- Possess and demonstrate an excellent level of subject and curriculum knowledge
- Plan and teach well-structured lessons to assigned classes, following the School's plans, curriculum and schemes of work.
- Provide clear structures for lessons and for sequences of lessons, which maintain pace, motivation and challenge.
- Use a variety of teaching and learning styles to keep all pupils engaged.
- Adapt teaching to respond to the strengths and needs of pupils.
- Set high expectations which inspire, motivate and challenge pupils.
- Promote good progress and outcomes by pupils.
- Select and make good use of ICT skills for classroom and management support.



Monitoring, assessment, recording, reporting and accountability

- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment.
- Make effective use of assessment information on pupils' attainment and progress and in planning future lessons.
- Assess and record each pupil's progress systematically with reference to the school's current practice including the social progress of each child and use the results to inform planning.
- Mark and monitor classwork and homework, providing constructive feedback and set targets for future progress.
- Understand and know how national and local comparative and school data including National Curriculum test data can be used to set clear targets for pupils' achievement.

Standards and expectations

- Ensure effective teaching of whole class groups and individuals, establishing high expectations of behaviour and attainment, so that teaching objectives are met.
- Monitor and intervene when teaching to ensure sound learning and discipline and maintain a safe environment in which pupils feel confident.
- Participate in the School's appraisal cycle and have a commitment to your own professional development

Monitoring and evaluation

- Be familiar with the Code of Practice and identification, assessment and support of pupils with SEND.
- Evaluate your own teaching critically to improve effectiveness.
- Be familiar with the school's current systems and structures as outlined in policy documents including the Health and Safety and Child Protection policies.

LEADING AND MANAGING STAFF

- Line manage the team of music and drama teachers, and peripatetic music staff
- Monitor and support the timetabling of peripatetic music lessons
- Oversee termly reporting to parents by peripatetic music teachers
- Recruit, induct and appraise peripatetic music staff
- Act as first point of contact between parents and music staff
- Communicate between peripatetic music staff and other colleagues
- Organise external examinations as required
- Be responsible for the appraisal and CPD of music and drama teachers

SAFEGUARDING AND CHILD PROTECTION

- Ensure that you know who the designated teacher (DSL) responsible for dealing with child protection and the deputy DSL are.
- Be familiar with the safeguarding and child protection policy.
- Know what procedures are to be followed if you suspect that a child is at risk of harm.
- Be particularly sensitive to signs which may indicate possible safeguarding concerns.

PROFESSIONAL DEVELOPMENT AND APPRAISAL

- Be aware of the need to take responsibility for your own professional development.
- Take part in the school's appraisal procedures.
- Take part in further training and development in order to improve own teaching.



EFFICIENT AND EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES

Manage accommodation

- Ensure a stimulating but safe working environment in which risks are regularly assessed.
- Direct and supervise support staff assigned to you.
- Be responsible for the resources in your teaching areas
- Liaise with local providers to maximise learning opportunities for pupils
- Oversee the provision of instruments, their maintenance and repair and maintain an up to date inventory of all departmental equipment; instruments, books and other resources

ACCOUNTABILITY

Effective communication

- Communicate effectively with pupils, parents and carers.
- Provide reports on individual progress to the Headmaster, Assistant Head (Academic), Deputy Head (Academic) and parents as required.
- Establish and maintain effective working relationships with professional colleagues and parents.
- Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post, including parental consultation meetings

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
- Understand and act within the statutory frameworks setting out professional duties and responsibilities

Health, safety and discipline

- Promote the safety and wellbeing of pupils.
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

CONTRIBUTION TO SCHOOL LIFE

Extra-curricular activities

- Contribute to the extra-curricular activities by organising and running at least one after-school weekly enrichment club or activity.

Pastoral duties

- Take on the role of form teacher as required.
- Attend weekly assemblies
- Ensure the regular musical contribution to assemblies and other events in the school timetable

School events

- Demonstrate support of the Friends organised events, including attending the Christmas and Summer Fayres which take place on Saturdays and the school's Fireworks display. Organise musical performances at the Christmas and Summer Fayres.
- Attend two Saturday Open Mornings and organise suitable musical performances at these events
- Attend the school's Speech Day, normally the final Saturday of the Summer Term. Organise the musical programme for Speech Day.
- Prepare musical performances for marketing and external events which raise the profile of the school in the wider community.



- Support drama productions by assisting with musical rehearsals, organising musical performances and attending and playing at the productions as applicable.

We would love to hear from you if you are looking to join a supportive and enthusiastic team in beautiful rural surroundings. We respect the hard work and commitment demonstrated by everyone at Saint Nicholas School and we are proud of the caring and mutually supportive atmosphere.

SAFEGUARDING

Saint Nicholas School is fully committed to safeguarding and promoting the welfare of children, young people and other vulnerable groups and expects all staff, parents and volunteers to share this commitment. All staff and volunteers, where appropriate, will be required to complete our safer recruitment checks including qualifications; references; enhanced DBS and barred list; proof of identity; right to work in the UK; overseas, EEA and prohibition checks. New employees will be required to submit a Staff Self Declaration form (referring to disqualification under the Childcare Act 2006 as amended in 2018).

EQUALITY AND DIVERSITY

Saint Nicholas School aims to employ staff who are best qualified for the post and does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sexual orientation, marital or civil partnership status, disability or age.

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents to be presented as detailed on the application form.