



Exmouth
Community
College
Academy Trust

Job Pack

Head of Music

Permanent

MPS/UPR + TLR 2b (£5,352 per annum)

Closing Date: Tuesday 21 May 2024 at 10.00am

Interview Date: Thursday 23 May 2024

Letter from the Headteacher

Dear Applicant

Thank you for your interest in Exmouth Community College. We have an exciting opportunity for a committed and passionate colleague to join our community of highly motivated staff, enthusiastic students, supportive parents and knowledgeable Governing Board. Having only recently arrived at ECC myself (having been a Headteacher at another large Secondary near Bristol for five years) I have been blown away by the warmth of the welcome that I've had here and I can assure you of the same.



You will be joining the College at a really exciting time, just as we come to the end of a major upgrade of our site and facilities. This includes the 'showpiece' £13 million Elizabeth Lee building, a new Maths block, a new student canteen, other significant refurbishment and the creation of a vast green open area for our students. This will allow us to provide an exciting and very broad educational experience for the next generation of ECC students in inspiring, state of the art facilities.

We are also in the process of looking to join a Multi-Academy Trust. Having spent a great deal of time reviewing our position, we believe that joining a Multi Academy Trust will continue to improve the experience that we provide for our students and the professional opportunities that this will bring our staff.

We have a broad view of education. We actively focus on the quality of our curriculum and in ensuring that our students leave ECC with the very best outcomes that they can from a wide range of subjects. But much more than this, we want to prepare our students for all the opportunities and challenges that life will throw at them. Exposing them to a wide range of experiences and opportunities beyond the classroom will prepare them for the world of work and build the character they need to lead happy, successful and fulfilled lives.

We put the development of staff at the centre of our philosophy, including a unique Assistant Headteacher role with responsibility for our staff and their development. We take it really seriously, and very much subscribe to Richard Branson's mantra to develop our staff well enough so they can leave but treat them well enough so they don't want to.

There is a really strong sense of community at ECC. Through us all working together as staff, families and governors, and pulling together as one community, we will continue the work to build a College that caters brilliantly for its community and prepares our young people for their future.

So if you are looking for a school that is focussed on ensuring consistently great learning experiences for our young people, both in and out of the classroom, investing in your well-being and professional development, and where your passion and ideas will be welcomed enthusiastically, we would love to hear from you.

I hope that you find the information in this pack to be both interesting and informative. I would also urge you to explore our website to get a deeper understanding of what we are all about. Whilst we are in the process of finalising our new 'School Vision, it will, I hope, give you a sense of why we are so proud of our students and community.

I recognise that much time and thought goes into preparing an application, which I thank you for in advance. In turn, we will give your application serious consideration.

If you require any further information regarding the post or the application process, please do not hesitate to contact us.

With warm wishes

A handwritten signature in blue ink, appearing to read 'Tom Inman'. The signature is fluid and cursive, with a long horizontal stroke at the end.

Tom Inman
Headteacher

Introduction to the Head of Music Department

Welcome to the Music Department, an enthusiastic, committed and forward looking department that will sit in our newly formed Expressive Arts Faculty. Our aim is to give all students the opportunity to fulfil their potential in Music, by producing first class teaching and experiences and access to a range of enrichment opportunities.

Staffing

The Music Department sits within the Expressive Arts Faculty and includes the Head of Music, approximately two other teaching staff, a Studio Technician, a team of peripatetic tutors and administration support. The department also welcomes PGCE students in many years. A major strength of the Department is the cohesive way in which all staff members contribute to the work of the team.

Accommodation and Resources

The Department has purpose-built accommodation, opened in 2005. The three large teaching rooms are well equipped, each with piano, computer, projector, DVD drive, audio provision, percussion and keyboards (with headphones). There are five practice rooms, accommodating the peripatetic lessons and group work. Two further rooms house the departmental specialist ICT facilities. This is constantly being improved. We have seven machines, each with Logic, Cubase and Sibelius, as well as license to use the programmes on a laptop and on classroom PCs.

The Department uses BandLab at Key Stage 3 and is looking at developing this area of our work. The students are able to keep their instruments in a dedicated store. The state-of-the art Recording Studio is heavily used by students at both GCSE and Post-16 level. The equipment is managed by the Performing Arts Technician.

Our new £15million 'Elizabeth Lee Building includes a brand new, state of the art Theatre, with advanced sound and lighting infrastructure. This has already hosted a number of significant number of Music and Expressive Arts events including annual concerts and our annual school production, which this year was the musical Matilda.

Key Stage 3 Curriculum

All students in Key Stage 3 receive one hour of Music per week. In year 7 this is taught in tutor groups, whilst at years 8-9 we teach in mixed ability groups which are not whole tutor groups, organised with the Art and Drama departments. The curriculum is planned and constantly reviewed by the team and we are always looking for the best ways to enhance our work. There is a range of Performing, Composing and Listening tasks within our termly units. Key Stage 3 homework is set half-termly.

Key Stage 4 Curriculum

At Key Stage 4 we offer GCSE (OCR) and Level 1/Level 2 BTEC Tech Award in Music Practice (Pearson). Students receive three hours per week for each option subject.

Post 16 Curriculum

At Key Stage 5 we have offered A Level and BTEC Music. Building this offer into a sustainable aspect of our Sixth Form provision is a priority for the College.

Extra-curricular

The department runs a weekly programme of events including choirs, band, chamber ensemble and several student bands/small groups also rehearse. This is supported by a range of performance opportunities throughout the year including a concert in conjunction with Rotary, a Performing arts Evening, Carol Service, End of year outdoor concert, primary/secondary transition concerts as well as

working with other Expressive Arts staff on the College Musical. We have undertaken performance tours abroad, performed at the Devon County Show, participated in a composition project with *Sonorities* and performed in workshops and concert with the Royal Marines Band. Our senior choir has won the Devon Schools choir competition and performed in Exeter Cathedral.

Job Description

Title: Head of Music

Contract Type: Permanent

Contract Start Date: 1 September 2024

Salary: MPS/UPR + TLR 2b (£5,352.00 per annum)

FTE: 0.8000 – 1.0000 FTE (see below)

Reporting to: Head of Expressive Arts

Responsibility for: Approximately two teaching staff, plus peripatetic music staff.

Introduction to the Post

Exmouth Community College is seeking an outstanding, inspirational and dynamic qualified teacher to take on the Head of Music role. This offers a unique opportunity for an ambitious, creative and enthusiastic individual to assist with the leadership and management of the Music Department within the context of the whole College vision.

We may have flexibility to offer between 0.8 – 1.0 FTE. Please state your preferred FTE range within the Supporting Statement section of your application.

Head of Music Role

As defined in the School Teachers Conditions of Service Document and College policy documents, the post holder will undertake a sustained additional responsibility and lead a team of Music staff and will be supported by the Head of Music.

Purpose of the Post

- Lead, manage and develop the Music curriculum in order to have a positive impact on students' educational progress.
- Exercise professional skills and judgements in order to develop and enhance the teaching practice of other staff.
- Provide professional leadership and management of a number of people in the Music Department, in order to secure high student achievement in the context of the College's overall aims and priorities.
- Promote high standards in Music teaching in the College, in order to ensure all students achieve their potential.

Key Responsibilities

- Monitor teaching and learning, evaluate findings and act accordingly to improve student progress.
- Use assessment data to track students' progress and moderate to ensure consistency across the team.
- Create and develop schemes of work which take account of new teaching and learning strategies, specialist college targets, differentiation, key transitions and provide opportunities for personalised learning.
- Keep abreast of new developments in the Music curriculum in order to enhance the teaching of the subject.
- Liaise with the Head of Music and contribute to the SIP and departmental SEF.
- Provide CPD opportunities for staff through departmental meeting and INSET days.
- Be part of the Appraisal Team, undertaking teaching observations, setting objectives and appraisal reviews as necessary.
- Act as a positive role model for the Music Department, in terms of leadership and own practice, so that staff have a clear understanding of good professional conduct.
- Take a lead role in extracurricular activities.
- Promote equal opportunities so that all learners achieve their potential.
- Ensure high standards of Health and Safety within the Department.
- Any other duties commensurate to the post.

Classroom Teacher Role

The post holder will adhere to the professional duties of a teacher as set out in the School Teachers' Pay and Conditions of Service document and College policies.

Key Responsibilities

- Provide a nurturing classroom and school environment that helps students to develop as learners.
- Help to establish / maintain discipline and good order in the classroom and across the Music Department.
- Contribute to the effective working of the Music Department.
- Participate in departmental CPD and undertake professional development as identified.

Teaching and Learning

- Plan and teach engaging and effective lessons that motivate, inspire and improve pupil attainment.
- Use regular assessments to monitor progress and set targets.
- Respond accordingly to the results of such monitoring.
- Ensure that all students make significant and continuing progress.
- Maintain accurate pupil data that can be used to make teaching more effective.
- Identify situations where the Key Stage Co-ordinator or Head of Department needs to be involved.
- Communicate enthusiasm of the subject, and the areas of learning related to it, to students.

Department Ethos

- Have an infectious enthusiasm for the teaching of Music.
- Ability to initiate curriculum innovation and develop resources.
- Willing to participate fully in the College's extracurricular programme.
- Engage with the College's Incremental Coaching programme.
- Interested and involved in the College's aim to service the needs of the whole community.

Person Specification

Attributes	Essential	Desirable	How Identified
Qualifications			
Qualified to degree level in Music or related subject specialism	✓		Application, Certificates.
Qualified teacher status	✓		
Ability to teach GCSE and A Level	✓		
Teaching Experience			
Successful experience of teaching Music in a placement or a previous school	✓		Application, Interview, Assessment/ Observation, Reference.
Proven track record of raising attainment in a positive classroom environment	✓		
Ability to provide professional leadership and management	✓		
Experience of providing professional leadership and management		✓	
Teaching Standards			
Set high expectations which inspire, motivate and challenge students	✓		Application, Interview, Assessment/ Observation, Reference.
Promote good progress and outcomes by students	✓		
Demonstrate good subject and curriculum knowledge	✓		
Plan and teach well structured lessons	✓		
Adapt teaching to respond to the strengths and needs of all students	✓		
Make accurate and productive use of assessment	✓		
Manage behaviour effectively to ensure a good and safe environment	✓		
Fulfil wider professional responsibilities	✓		
Personal Qualities			
Passion for Music	✓		Application, Interview, Assessment/ Observation, Reference.
Enthusiastic and inspiring	✓		
Capacity to adopt a variety of leadership and management styles	✓		
Ability to command respect	✓		
Capacity to analyse student progress data and identify areas for development	✓		
Awareness and understanding of data protection and confidentiality	✓		
Facility to work with groups of students to raise expectations and achievement	✓		
Creative and dynamic approach to problem solving and turning ideas and opportunities into successful practice	✓		
Ability to work actively, productively and flexibly as part of a team	✓		
Adaptable, flexible and creative	✓		
Excellent written and oral communication skills	✓		
Confident user of ICT	✓		
Ability to take responsibility and show initiative	✓		

Additional Criteria

We have an expectation that all staff employed at Exmouth Community College will:

- Commit to the safeguarding and welfare of all students
- Understand and recognise the principles of equality and diversity
- Commit to regular and on-going professional development and high standards
- Demonstrate and promote good practice in line with the ethos of the College

Important Information

Please read the *Application and Recruitment Guidance Notes* available from the College website before completing your application.

We are committed to providing the best possible care and education to our pupils and safeguarding and promoting the welfare of children and young people, and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, shortlisted and/or potentially suitable applicants will be required to undertake further checks. A satisfactory Enhanced DBS Disclosure (with Barred List check) will be required before the successful candidate can commence employment at Exmouth Community College.

Exmouth Community College will treat applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed. As part of the recruitment process such information will only be considered in light of its relevance to the post for which you are applying. Failure to disclose previous criminal history could result in the withdrawal of an offer of employment. All information disclosed will be treated in the strictest confidence.

All shortlisted candidates will be required to declare information on any convictions, cautions, reprimands or final warnings, which would not be filtered in line with current guidance (see: [DBS filtering guide - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/db filtering guide)). Therefore, if your application is shortlisted, and if you have received a conviction or caution which would not be filtered in line with current guidance, you must provide details on the Self Declaration form which will be provided to you.

This post involves engaging in regulated activity relevant to children. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

To Apply

Please complete the Teaching application form available from the College website. Your completed application form should be submitted before 10am on the closing date.

Early applications are encouraged. Exmouth Community College reserves the right to interview and appoint prior to the closing date of the advertisement, should the College be able to identify an appropriate candidate.

Email to: recruitment@exmouthcollege.devon.sch.uk

Or post to: Human Resources, Exmouth Community College, Gipsy Lane, Exmouth, Devon, EX8 3AF

Questions?

For further information about this post please contact Lorna Jones:

Email: lorna.jones@exmouthcollege.devon.sch.uk

Phone: 01395 255687