

# Recruitment Pack



## Head of Music



St. Crispin's School is part of The Circle Trust, company number 11031096  
Registered at St. Crispin's School, Wokingham, Berkshire, RG40 1SS Tel: 0118 978 1144



## Head of Music

### St. Crispin's School

Headteacher:

Ginny Rhodes

NOR 1174, 11-18

Mixed Comprehensive, London Road, Wokingham, Berkshire RG40 1SS

Tel: 0118 978 1144

[www.crispins.co.uk](http://www.crispins.co.uk)

### Head of Music

**Competitive salary MPS + TLR**

**Full-time from 1<sup>st</sup> September**

**A rare opportunity for career development in a popular, growing school.**

Are you passionate about music education and keen to develop your career leading our thriving, vibrant music department?

Music at St. Crispin's is growing, with exciting ambitions for the future. Our vision is one of excellence in practical music making, both in the classroom and beyond.

We deliver key stage 3, 4 and 5 lessons with excellent GCSE and outstanding A-level courses. Extracurricular music plays a key role in school life. Main school ensembles include the Chamber Orchestra, Chamber Choir, Lower School Orchestra and Pop Choir. In addition to concerts at Christmas and during the Spring term, we work closely with the Drama Department to produce an annual Autumn Gala. This collaboration extends to a whole-school musical production during each Summer term. We are also involved in community-based music projects. Further afield, the Chamber Choir and Chamber Orchestra have toured to areas of the UK and Europe.

Our ethos of "Excellence for All" encapsulates our commitment to do the very best for both students and staff. If you are looking for a vibrant learning environment with many opportunities to maximise your potential, motivate and inspire our friendly, dedicated team, we would love to hear from you.

Visits to the school are highly recommended!

**Apply now:** **TES QUICK APPLY** or **via our school website** [www.crispins.co.uk/vacancies](http://www.crispins.co.uk/vacancies).

To find out more contact Mel Knight, PA to Headteacher - 0118 978 1144 [knightm@crispins.co.uk](mailto:knightm@crispins.co.uk)

**Closing date:** 9am Monday 23<sup>rd</sup> May

**Interviews:** 25<sup>th</sup> May

**For more information:** Mel Knight on 0118 978 1144 or email: [knightm@crispins.co.uk](mailto:knightm@crispins.co.uk)

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are subject to enhanced DBS clearance and satisfactory employment references.





# Job Description

## Salary

Competitive salary MPS + TLR depending on experience

## Aim and main purpose of the job

1. To support, hold accountable, develop and lead a team focusing on the discrete curricular area of Music to ensure high standards of teaching and learning and the wellbeing of staff and students.

## Main Accountabilities:

2. To agree, monitor and evaluate the subject pupil progress targets in KS3, KS4 and post 16 public examinations to make a measurable contribution to whole school targets.
3. To lead curriculum development to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme.
4. To create a subject development plan that contributes positively to the achievement of the school development plan and which actively involves all subject teachers in its design and execution.
5. To engage all subject staff in the creation, consistent implementation and improvement of schemes of work which encapsulate key school learning strategies.
6. To lead all raising achievement strategies.
7. To review teaching and learning, monitoring the progress of pupils identified as requiring additional support (vulnerable groups e.g. SEND, EAL) or challenge (G+T) to ensure all pupils are engaged in their learning and achieve success.
8. To provide regular feedback for subject colleagues in a way which recognises good practice and supports their progress against performance management objectives resulting in a tangible impact on student learning.
9. To assist the designated SLT line manager in the annual review of the standards of leadership, teaching and learning in the subject area, consistent with the procedures in the school self-evaluation policy.
10. To ensure all subject staff understand, and are actively implementing, the key aspects of the school's behaviour and inclusion policies.
11. To oversee and evaluate the subject budget allocation to ensure the budget is spent in line with subject learning priorities and best value principles.
12. To act as a role model in leading subject staff in own high-quality teaching, continuous professional development and professional presence in the department.
13. To train new staff as appropriate.
14. To safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.
15. To ensure compliance with the requirements of General Data Protection Register (GDPR).
16. To adhere to and contribute to the development of whole school strategic planning and policies.
17. To carry out tasks as reasonably required by the Headteacher.

### **Specific Accountabilities**

1. To ensure the efficient deployment, organisation and upkeep of departmental resources, including the responsibility that rooms and areas used by the department provide a safe, high-quality environment for learning.
2. To deliver musical productions.
3. To present and promote curriculum areas for evening events such as Options Evening and Open Evenings.
4. To prepare for and attend regular line management meetings with a member of SLT.

### **Details of Line Management**

Heads of Departments are line managed by a member of the Senior Leadership Team.

This role line manages all teachers who teach in the subject area and direct the day-to-day work of support staff who support in the subject area.

### **Notes:**

Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.





# Personal Specification

Key Criteria	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> <li>Degree</li> <li>Qualified Teaching Status (QTS)</li> </ul>	Higher level professional qualification
Competence Summary (knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> <li>Deep understanding and proven successful experience of curriculum management</li> <li>Ability to relate well to children, young people and adults and demonstrate outstanding communication skills both verbally and in writing</li> <li>Ability to absorb complex situations, identify solutions and provide concise summary for the Headteacher</li> <li>Ability to manage a variety of competing priorities and meet deadlines</li> <li>Ability to positively represent and promote the school</li> </ul>	<p>Proven experience of securing outstanding outcomes</p> <p>Experience of working in more than one discrete curriculum area</p>
Work related personal requirements	<ul style="list-style-type: none"> <li>Ability to inspire and motivate others</li> <li>Ability to delegate and still hold to account</li> <li>Ability to achieve change through the oversight of others</li> <li>Capacity to be outward looking</li> <li>Keen understanding of leadership theory</li> <li>Committed to equality of opportunity</li> <li>Able to respond flexibly and adapt to changing and challenging circumstances</li> <li>Able to persuade, negotiate and influence others.</li> <li>Ability to maintain strict confidentiality of information received and processed as part of the job role</li> <li>Able to achieve sensible work life balance to ensure health and well-being</li> </ul>	
Other work requirements	<ul style="list-style-type: none"> <li>Attend any meetings as required</li> <li>Ability to evaluate own development needs and those of others and seek learning opportunities to address these, share knowledge with others and encourage their development</li> </ul>	



## Music Department Information

### Introduction and welcome by Head of Department including departmental vision

Thank you for your interest in joining our thriving Music department. Music at St. Crispin's School is undoubtedly flourishing, with exciting ambitions for the future. Our vision at St. Crispin's School is one of excellence in practical music making, both in the classroom and beyond.

### Curriculum overview

First and foremost, our approach across all classes is very much based around the practical 'hands-on' aspects of music, but always with consideration of providing a necessary grounding in theoretical and contextual understanding. Following the National Curriculum, Music is taught in form groups at KS3; pupils use their voices and instruments to explore, perform, and create music in different styles. At KS4 and KS5, we follow the AQA specification for both GCSE and A-level Music courses.

### Exam performance

Students have historically performed well at both KS4 and KS5 in all subject disciplines. We are pleased that for the past two years, teacher assessed grades have continued to build upon this high performance.

### Resources and rooming

The Music Department is well-equipped with ever-improving resources. Music is located in a detached block, with two spacious classrooms and six practice rooms. The two teaching rooms have either a digital or upright piano, digital keyboards, guitars and a range of classroom percussion. A Yamaha U3 upright is also available for exam use. Both classrooms are equipped with desktop computers, Sibelius 8 software, and access to a school-wide subscription of Focus on Sound. The department makes use of the Lecture Theatre (containing a grand piano) as a rehearsal space and for small-scale recitals, while the Main School Hall is used for larger concerts and productions. A large (and ever-growing) number of students benefit from instrumental lessons in school with our committed team of visiting teachers.

### Extracurricular Music

Music is a leading department at St. Crispin's School, with extracurricular music playing a key role in school life. Main school ensembles include the Chamber Orchestra, Chamber Choir, Wind Ensemble, and Pop Choir. In addition to concerts at Christmas and during the Spring term, we work closely with staff in the Drama Department to produce an annual Autumn Gala (two nights of performing arts events). This collaboration extends to a whole-school musical production during each Summer term; in recent years, we have performed *Sweeney Todd*, *Grease*, and *We Will Rock You*. The 2022 production, *Oliver!*, will see around 100 students across all years participating on stage, in the band, or as members of the technical team. Concerts and

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productions are well-supported by the school and the wider community. In recent years, members of the Chamber Choir have embarked on a community-based music project that has seen them sharing their music with people at local care homes, the Wokingham Hospice and the Wokingham hospital, particularly during the festive season.



### **Wider Opportunities**

The Music and Drama departments at St. Crispin's school enjoy an enviable relationship with The Arts at Wellington College, following an exceptional performance of a medley from *Hamilton* at the opening of the Annenberg Theatre (Wellington's purpose-built performing arts space) in 2018. Since then, several further events at Wellington have enabled staff to take leading organisational and directorial roles in collaborative efforts involving multiple schools in the area, as well as providing some fantastic performance opportunities for our students.



### **Policy Statement**

To view our Recruitment Privacy Policy please see link below:

[St Crispin's School Recruitment Privacy Policy](#)

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