



HEAD OF MUSIC

APPLICATION PACK

Founder of the



Greater
Nottingham
Education
Trust

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About our school



Our mission is simply for students to reach their academic potential and develop the character skills and leadership qualities they need for success and happiness in life.

Our intent:
Character
Ambition Respect
Enrichment Success

Carlton le Willows is a thriving and successful school committed to supporting the personal growth and academic success of all its students within a friendly, caring school community. Sitting at the heart of its community, the school has a strong values-driven ethos and is characterised by well behaved, happy and respectful young people. We are proud of our long held reputation for academic success, our ability to offer a broad curriculum and comprehensive range of sporting, social and enrichment opportunities that encourage students' all-round development.

Consistently one of the top performing schools in Nottinghamshire, Carlton le Willows became the founder member of the community-focused multi-academy trust GNET in 2016, with the ultimate aim of building a formal union of primary and secondary schools who strive every single day to help children grow into truly exceptional people.

At Carlton le Willows we believe passionately in the whole child and know that education is about so much more than academics. Our dedicated staff team know that for students to fulfil their potential we need to focus on building character strengths that will stay with them throughout their life. They consistently strive to ensure every student has the opportunity to make the most of their individual strengths, while providing the tools they need to become responsible, resilient citizens of the future.



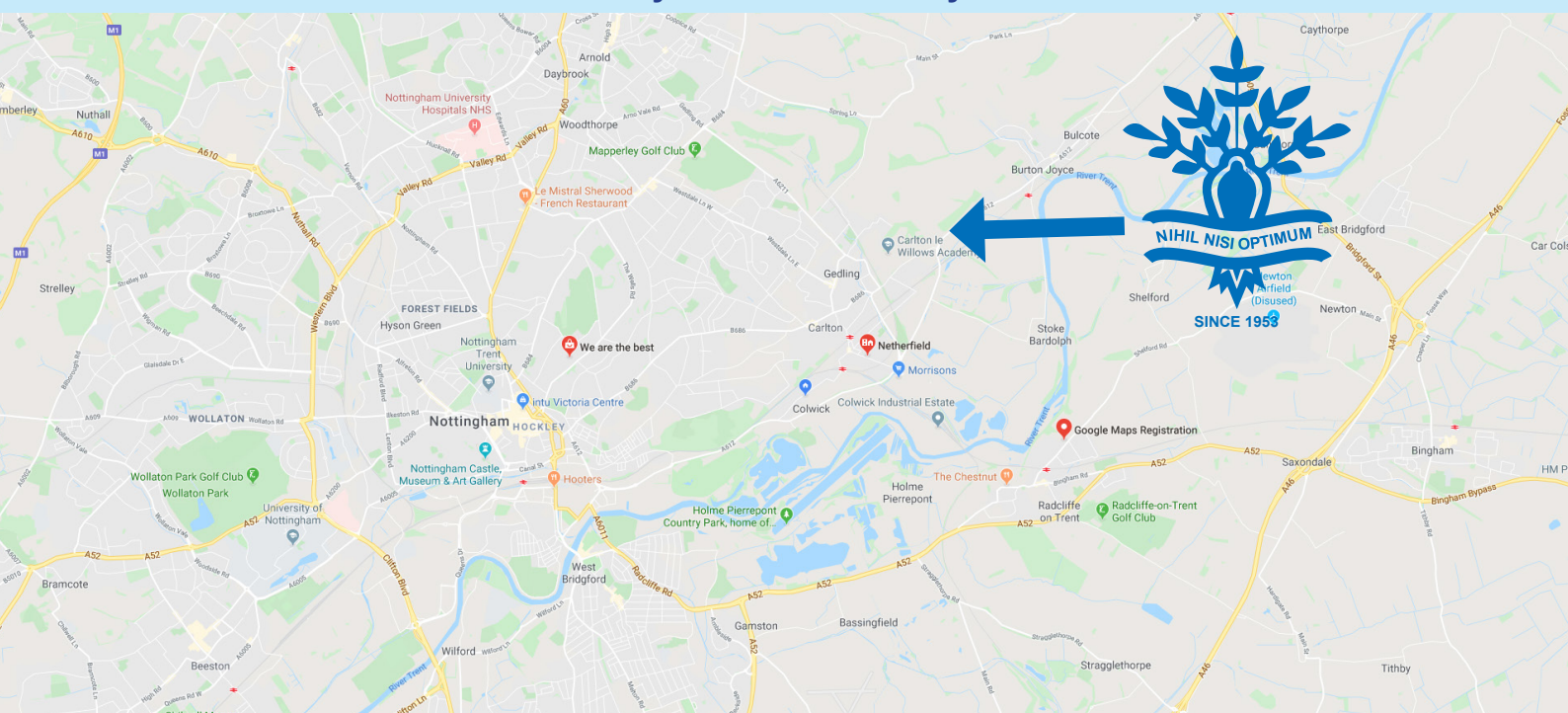
Carlton le Willows in numbers

Carlton le Willows Academy is a mixed secondary school with 1831 students on roll: 1525 in Years 7-11 and 306 studying post 16 in our purpose built Sixth Form Centre.

Number on roll (Year 7 - 11)	1525
Sixth Form numbers	306
Languages spoken	34
Disadvantaged students	332
SEN students	148
Minority ethnic students (non-WBRI)	417
Support staff	99 (70 FTE)
Teachers	112 (104 FTE)
Budget	£11.1 million
Progress 8 score	0.13
Grade 5 or above in English and maths	62%
Attainment 8 score	52.46
Entering EBacc	27.2%
English Baccalaureate APS	4.51

Location

Gedling is a borough of Nottinghamshire east of the city centre and near the River Trent. It is served by good transport links, with both bus and train services allowing easy access to the city.



The Vacancy



Start Date: September 2023
Salary dependent on experience:
£28,000 - £43,685 plus TLR
TLR 2b £5,022
Permanent
Full Time

We are seeking a Head of Music to join our school in September 2023, who will lead on Music across all key stages, including Key Stage 5.

The successful candidate will already have a successful track record in teaching the subject, may have had some leadership and management experience at departmental level and will aspire to progress their career further in the future.

In return, we offer candidates the chance to work in a friendly supportive community with happy, well-behaved students who enjoy learning.



Job Description

Head of Music



Responsible to the Deputy Headteacher

Main job purpose: To raise the standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress. To be accountable for leading, managing and developing the subject/curriculum area, develop and enhance the teaching practice of others and effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.

MAIN DUTIES

Operational/Strategic Planning

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- Day-to-day management, control and operation of course provision within the department, including effective deployment of staff and physical resources.
- Actively monitor and follow up student progress.
- To implement school policies and procedures.
- To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.
- Lead and manage the business planning function of the department and ensure that planning activities in the department reflect the needs of students within the subject area, RAP/DRAP and the aims/objectives of the school.
- To link with middle managers to ensure that work in the curriculum area fully reflect the Academy's distinctive ethos and mission.
- To ensure that Health and Safety policies and practices, including Risk Assessments throughout the department are in-line with national requirements and are updated where necessary, therefore liaising with the school's Health and Safety Manager.

Curriculum Provision

- To liaise with the Deputy Headteacher to ensure the delivery of an appropriate comprehensive, high quality and cost effective curriculum programme which complements the School Improvement Plan/ School Evaluation.
- To be accountable for the development and delivery of Music.

Curriculum Development

- To lead curriculum development for the whole department.
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To liaise with the Deputy Headteacher to maintain accreditation with the relevant examination and validating bodies.
- To be responsible for the development of Key Skills in Music.
- To ensure that the development of Music is in line with national developments.

Recruitment/Deployment of Staff

- To work with the Deputy Head for Teaching and Learning to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To be responsible for the efficient and effective deployment of the department's support staff.
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Job Description

Continued



- To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the department.
- To make appropriate arrangements for classes when staff are absent.
- To participate in the interview process for teaching posts when required and ensure effective induction of new staff in line with school procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the school's ICT programme.
- To be responsible for the day to day management of staff within the designated department and act as a positive role model.

Quality Assurance

- To ensure effective operation of quality control systems.
- To establish the process of setting targets within the department and work towards achieving them.
- Establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas in the department.
- To contribute to the school procedures for lesson observation.
- To implement school quality procedures and ensure adherence to those within the department.
- To monitor and evaluate the department in line with agreed school procedures including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To ensure the Department's quality procedures meet the requirements of self-evaluation and the strategic plan.

Management Information

- Maintain appropriate records and provide relevant accurate and up-to-date information for MIS, registers, etc.
- Make use of analysis and evaluate performance data provided.
- Identify and take appropriate action on issues arising from data, systems and reports: setting deadlines where necessary and reviewing progress on the action taken.
- Produce reports within the quality assurance cycle for the department.
- Produce reports on examination performance including the use of value-added data.
- In conjunction with the relevant deputy, manage the department's collection of data.
- Provide the Governing Body with relevant information relating to the departmental performance and development.

Communications

- To ensure all members of the department are familiar with its aims and objectives.
- Ensure effective communication with parents of students as appropriate.
- To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.
- To represent the department's views and interests.

Marketing and Liaison

- To contribute to school marketing and liaison activities, eg collection of material for press releases.
- To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days and Parents Evenings.
- To actively promote the development of effective subject links with external agencies.

Job Description

Continued



Management of Resources

- Manage available resources of space, staff, money and equipment efficiently within the guidelines laid down, including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock and keeping appropriate records.
- To work with the Deputy Headteacher to ensure that the department's teaching commitments are effectively and efficiently timetabled and roomed.

Pastoral

- To monitor and support the overall progress and development of students within the department.
- To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To act as a Form Tutor and carry out the duties associated with that role.
- To contribute to PSHCE, citizenship and enterprise according to school policy.
- To ensure the Behaviour Management system is implemented in the department so that effective learning can take place.

Teaching

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

General requirements

All Academy staff are expected to:

- Work towards and support the Academy vision and the current Academy objectives outlined in the Academy Raising Achievement Plan.
- Contribute to the Academy's programme of extra-curricular activities.
- Support and contribute to the Academy's responsibility for safeguarding students.
- Work within the Academy's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the Academy's Equality Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relationships with students, parents and colleagues.
- Engage actively in the performance review process.
- Adhere to policies as set out in the Governing Body Regulations and staff handbook.
- To undertake any other duties as the Headteacher may reasonably require.

All Academy staff are expected to uphold the Staff Code of Conduct.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

Head of Music



To help you with your application we have included below criteria which we will take into account when reading your application and references, and at interview.

	Essential	Desirable
Qualifications	Qualified Teacher Status	Relevant Further Degree or accredited Professional Studies
	Honours degree in relevant subject	
	A-level/s in relevant subject/s	Middle or Senior Leader accredited qualifications
	A record of relevant further training and development	
Experience	An ability to evidence teaching to a consistently high standard	Line management and appraisal of colleagues
	Track record of successfully raising pupil performance	Recent and relevant leadership development / training / CPD
	Identifying and implementing curriculum and/or pastoral change	Partnership working with other schools
	Tutoring or mentoring students, mentoring and coaching staff	
Knowledge Skills Abilities	Leadership potential with excellent communication skills; the potential to enthuse, inspire, influence and motivate others	An ability and willingness to lead CPD or training
	An ability to design and lead an effective curriculum; management of resources and budgets	Leading or contributing to school improvement groups
	An ability to decisively and intelligently use data to impact on academic achievement	High level ICT teaching skills and a vision of how ICT can transform learning
	Ability to build and sustain effective working relationships with students, staff and parents	Examination or external verifier experience
	An ability to work effectively as part of a team and to show personal initiative	Exam moderator
	Ability to offer extra-curricular activities or participate in wider academy life	Contributing to national policy and/or strategic direction and development of the subject
	An interest in and knowledge of special education needs	Analytical and project management skills
	Informed of National policy and/or strategic direction and development of the subject	Ability to initiate and manage change
	Undertake processes and systems for quality assurance within subject area(s)	
	Ability and credibility to deputise for a senior colleague when called upon	

Person Specification

Continued



	Essential	Desirable
Personal Attributes	The ability to drive a culture of respect and attainment	The ability to think creatively to solve problems
	A fundamental commitment to a belief that every student matters	Professional ambition
	Empathy and a positive regard for young people and staff	Self-reflection
	An ability to communicate persuasively with students and staff individually and collectively	
	Energy, tenacity and determination; dedication and a willingness to work hard	
	Flexible, adaptable and able to prioritise, plan, and organise effectively; resilience under pressure	
	A persona that would command respect from the school and local community	
	Emotional intelligence; adaptable to differing situations, with a clear sense of humour	
	An ability to manage your workload effectively and delegate roles and responsibilities	

How to apply



Please submit:

A completed application form, with a letter of application of no more than two sides of A4, addressing the requirements of the role.

Application forms are available to download from the Carlton le Willows website at www.clwacademy.co.uk

Only applications on the Trust's official application form will be considered.

Application Stage	Deadline
Completed applications should be submitted in Word or PDF format and emailed to head@clwacademy.co.uk	Midday, Monday 17 April 2023
Shortlisted candidates will be notified by e-mail	Monday 24 April 2023
Interviews	Week beginning 1 May 2023

If you wish to have an informal discussion about your application please contact the Academy Headteacher's PA Mrs Fletcher on 0115 956 5008 extension 250.

We look forward to hearing from you.

Carlton le Willows Academy is committed to safeguarding and promoting the welfare of children. Successful applicants will be required to undertake an Enhanced Disclosure by the Disclosure and Barring Service (DBS Check).