



Founded 1879
St Aloysius' College
Hornsey Lane, Highgate, London N6 5LY

HEAD OF MUSIC

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Job Title:	Head of Music	REF:	STAC 1409
Contract Type:	Permanent Contract	Contact Name:	Louise Palmer
Work Pattern:	3 days per week	Contact Email:	enquiries@sta.islington.sch.uk
Location:	Highgate, Islington, London	Closing Date:	Midnight, 11th June 2023
Salary:	MPS + TLR 2C	Interviews:	W.c 19th June 2023
Actual Salary:	£20,701 - £26,854 plus £4,421		
Start Date:	1st September 2023/ 1st January 2024		

St. Aloysius' College is a high performing Roman Catholic Boy's secondary school with a Mixed Sixth Form in the Borough of Islington. It has provided the local community with over 140 years of high-quality education. The College is on a journey to Outstanding having received a "Good" Section 5 OFSTED report in June 2022. We are seeking to recruit a Head of Music to help us deliver outstanding educational opportunities and outstanding for all of our Pupils. It is a highly regarded school in the local community, based in a vibrant location in North London with excellent transport links.

An exciting opportunity has arisen for a dynamic, innovative and forward-thinking Head of Music to join our thriving school and play a pivotal role in shaping the school's Music curriculum, leading and managing the Music Department and securing outstanding outcomes for all. It is a friendly and supportive school community with a focus on excellence and high expectations of all. Staff development is a priority on our journey to Outstanding.

For more information about our school, please visit our school website <https://www.sta.islington.sch.uk/>, and if you would like to come and see the school, please contact the school office to arrange a tour on 0207561 7800 or email enquiries@sta.islington.sch.uk

We can offer:

- The opportunity to teach enthusiastic, motivated and respectful students
- Supportive, hardworking Governors and colleagues who care passionately about our school and the local community.
- Future career development and a well-structured CPD programme.

We are looking for someone who will:

- Be an outstanding classroom practitioner at Key stages 3 and 4.
- Develop and lead an exciting Music curriculum which will result in the highest level of pupil progress and attainment.
- Quality assure Music teaching and learning including marking, feedback and assessment.
- Possess exceptional subject knowledge of the curriculum, assessment and pedagogical developments relating to Music at all Key Stages 3 and 4.
- Have exceptional subject knowledge and teach at all three key stages.
- Have a track record in securing top grades at GCS.
- Be expected to play a full part in the extra – curricular activities of this forward-thinking school.

St Aloysius College is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check is required for all successful applicants and positive references.

In line with KCSIE 2022 and safer recruitment practices, St Aloysius will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.

Please apply online at <http://jobs.islington.gov.uk/disciplines> and fill out an application form. If you need any assistance, please contact Schools HR at schoolsrecruitment@islington.gov.uk quoting reference **STAC/1409**



HEAD OF MUSIC JOB DESCRIPTION

Purpose

- To lead, manage and develop the department ensuring that curriculum and subject specifications are delivered at key stage 3 & 4.
- To deliver outstanding teaching on a daily basis
- To secure strong pupil progress at KS3 & 4
- To ensure systems of assessment are in place so that student progress is recorded and analysed.
- To have in place intervention strategies to ensure high achievement.
- To develop and enhance the practice of others through modelling, training, mentoring, coaching and supporting staff.
- To build on and develop the high standards of the department in relation to breadth of curriculum, quality of work produced and extra-curricular activities.

Job Description

- In a time of rapid change, job descriptions cannot be prescriptive. It may be that some alteration is necessary as circumstances dictate and new needs arise.
- You will be required to carry out your duties in accordance with the School Teachers' Pay and Conditions Document. In addition you will carry out all aspects of the following job description.

Specific Responsibilities

Curriculum:

- To implement the national curriculum and associated procedures for assessment and recording of student progress.
- To ensure that the department has all curriculum intent documentation in places for all courses taught.
- To monitor and evaluate the quality of teaching and learning including peripatetic staff within the department through lesson observation, scrutiny of work, student discussion and analysis of examination and unit assessment data.
- To work with key staff to ensure there is an extensive range of extra-curricular activities.
- To develop the use of ICT within the department to improve learning.
- To develop a school orchestra, bands etc.
- To plan with the Line Manager an annual programme of musical events and performances.
- To develop links with the music department of local independent schools.

Assessment and Record Keeping:

- To ensure the department has a clear policy on assessment and marking that reflects the whole school policy.
- To ensure student records are kept, progress data is analysed and strategies for improvement are implemented.

Monitoring Targets:

- To ensure there are department systems in place to monitor progress towards targets.

Raising Attainment:

- To lead the department in raising attainment for all students.

Challenges, Homework and Coursework:

- To ensure that homework, classwork and coursework are set and marked in accordance with the homework timetable and school policy.
- To ensure that challenges are set for Years 7 and 8.

Staff Management:

- To observe staff in accordance with agreed school procedures as part of the school self-review process, staff induction and as other needs arise.
- To oversee and support the work of any beginner teacher, NQT or instructor attached to the department, working in conjunction with the professional tutor to prepare any reports as necessary.
- To manage on a day to day basis the work of the peripatetic teachers.

Staff Development:

- To identify areas for teacher professional development through the agreed processes
- To keep abreast of national initiatives and ensure that departmental staff are trained accordingly.

Administration:

- To work with the department to produce a development plan that addresses departmental and whole school priorities.
- To publish a departmental handbook which contains all the current schemes of work.
- To hold regular departmental meetings, produce agendas and circulate in accordance with agreed procedures.
- To oversee the accurate completion of exam entries, class lists and reports.
- To ensure there is an effective departmental procedure in place for using cover staff in the event of absence.
- To work with the departmental team to ensure that classrooms used by the department are kept in good order with students' work being fully displayed.
- To organise the requisition of stock and care of equipment.
- To manage the department budget within the agreed allocation.

General:

- To undertake other tasks which would be considered reasonable within the parameters of the role.



HEAD OF MUSIC PERSON SPECIFICATION

1.	Qualifications and Experience	Essential/Desirable	Method of Assessment
1.1	Degree(s) or equivalent	E	Certificates
1.2	Qualified Teacher Status	E	Certificates
1.3	Experience of leading and managing staff	E	Application Form/Reference
1.4	Additional certificates relating to Music	D	Certificates
2	Knowledge, Skills and Abilities		
2.1	Knowledge and understanding of your curriculum area	E	Interview Activity
2.2	Understanding and skill in reviewing teaching and learning to improve practice	E	Interview Activity
2.3	Skilled classroom teacher	E	Interview Activity
2.4	Clarity of oral communication to a range of audience	E	Interview Activity
2.5	High level of organisational skill	E	Interview Activity/Reference
3.	Personal Attributes and Qualities		
3.1	Ability to engage in cooperative working to lead a team to achieve its goals	E	Personal Interview
3.2	Ability to use authority to positively enhance outcomes for students	E	Personal Interview
3.3	Ability to operate effectively when working under pressure	E	Personal Interview



How to Apply

Application Deadline

Completed application forms must be received by **11th June 2023**.

To apply

Please apply online at <http://jobs.islington.gov.uk/disciplines> and fill out an application form. If you need any assistance, please contact Schools HR at schoolsrecruitment@islington.gov.uk quoting reference **STAC/1409**.

Completing your application

Please read the job description and person specification carefully. You should demonstrate on your application how you meet the requirements of the post according to your qualifications and experiences. Please ensure to address each criteria of the person specification as this will be used to assess your suitability for the post.

Selection procedure

The selection will be made by a panel of senior leaders. Candidates will be notified immediately after this has taken place. Please would all applicants ensure that their preferred means of urgent contact (phone, mobile phone or e-mail) are clearly identifiable from the application form, so that your confidentiality is maintained.

References

Candidates are advised that references will be taken up during the shortlisting process. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least two professional references are required.

The post will be offered subject to satisfactory completion of pre-employment checks.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.

Additional

CVs will not be accepted.

Guidance for candidates applying for a job with schools

Before you submit your application form, please read it thoroughly and ensure all sections have been completed legibly and fully and you have addressed all the criteria listed in the person specification.

General

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete the form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.

Read the advertisement, job description, person specification and other accompanying information carefully before you start. All parts of the application form must be completed. Failure to provide information requested may lead to your application being rejected.

Personal Details

Complete this section fully and clearly. If you do not know your national insurance number, you can obtain it from your Inland Revenue National Insurance Contributions office or DWP office and they'll tell you what to do. All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK*. Verification of identity is required before confirmation of appointment.

*A copy of the Asylum and Immigration Act 2006 is available from Schools Human Resources team including a list of the accepted documents.

Relatives and Other Interests

If this applies to you, please give the name of the employee, the department/school that they work in and the relationship (e.g. husband, daughter).

Education, Qualifications and Training

Ensure you give all the information requested, including dates, establishment where you studied and make clear the level of any examinations e.g. GCSE, GCE 'O' Level or 'A' Level or equivalents etc. and the grades you obtained. Also include here any skills training you have had. You will be required to produce original documentary evidence of any qualifications relevant to the job, and these will be detailed on the Person Specification. Proof of qualification is required before the appointment is confirmed.

Employment record

Please list in chronological order, starting with your current or most recent job including employment other than teaching. You have to list details of employment since leaving full-time education. Failure to provide full account of your employment record may lead to your application being rejected.

Gaps in Employment

If there are any periods of time that have not been accounted for in your application, e.g. periods spent raising a family or extended travel, please give details. Please ensure that there are no gaps in the history of your education, employment and other experience.

Personal Statement

This statement is an important part of the application form. This is where you should describe your experience, skills and abilities. You must demonstrate competence in all areas listed in the Person Specification by giving short examples. Describe how you match the requirements of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information given is well organised, relevant and brief. You may find it helpful to list each person specification requirement as a separate heading to explain how you meet that requirement. If you do not send us this statement, you will not be considered for short listing. CVs are not accepted.

References

All appointments are subject to verification of employment and suitability of the candidate for the post applied for. References may be taken up immediately after shortlisting. Please note:

- It is your responsibility to ensure that all named referees, including Parish Priests, where applicable, have consented to providing a reference.
- You must provide the **professional email address** for references coming from an employer.
- One reference must be from your present or most current employer and references should cover the last 5 years.
- If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children.
- We reserve the right to approach any of your previous employers for a reference.
- Candidates for Headship are advised to seek a reference from their Local Authority.
- Schools/Colleges of a Religious Character are permitted, to give preference to applicants who are practising Catholics. Therefore, it is recommended that one referee should be your Parish Priest/the Priest of the Parish where

you regularly worship, if applicable. Most Senior Leadership posts require you to be a practising Catholic and, therefore, one referee must be your Parish Priest/the Priest of the Parish where you regularly worship.

- If you are successful, a further post-offer reference will be requested, seeking information on attendance and sickness records.

All offers of appointment depend on receiving references satisfactory to the school. You must give two referees that have had managerial/supervisory responsibility for you, one of whom must be your current/most recent employer. If you have not worked before, give the name of someone who can comment on your ability to do the job, e.g. a teacher or tutor. Further advice on who is suitable as a referee is available from HR. The school reserves the right to ask for substitute or additional referees, if the one you have provided is not deemed to be suitable.

You may ask to see these references, however, some of the information may relate to a third party, e.g. authorship. This type of information cannot be disclosed to you unless:

- the third party has consented for it to be released, or
- your right to know this information and its source outweighs the right of privacy of the third party.

Disclosure & Barring Service / Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 provides that certain spent convictions and cautions are "protected" and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website, DBS filtering guide.

All school-based jobs are exempt from the provisions of the Rehabilitation of Offenders Act as the work brings employees into contact with children who are regarded by the Act as a vulnerable group. Therefore you will be required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act.

If you have been shortlisted and invited for an interview, you will be required to give full details of your criminal record, also be able to discuss any details with the selection panel as part of your interview. This information will remain strictly confidential and will only be seen by those responsible for the recruitment decision. The information will be shredded in line with our policy on the handling and storage of information relating to criminal record disclosures. Disclosure of a criminal record will not necessarily debar you from employment with Islington Schools, this will depend upon the nature of the offence(s), frequency and when they occurred.

The application for an enhanced disclosure with barred list information will be verified before your first day of work. Please read the policy on the recruitment and employment of ex-offenders. If you have any queries, please call Islington Human Resources helpdesk on 0207 527 2875.

Additional Information for people considered to have a disability under the Equality Act

If this applies to you, please let us know the help you require and we will ensure that reasonable adjustments are made where possible.

Declaration

It is a condition of your employment that you comply with the prevailing data protection legislation in force from time to time. You must also comply with the Council's data protection and connected policies, which can be obtained from the school office, and all rules, systems, instructions and requirements laid down by the school under the security rules.

Equal Opportunities Monitoring Information

All job applicants are expected to complete the monitoring details of the form in order to assist us in complying with statutory requirements. All successful applicants are expected to support the policy actively. Copies are available from Islington Schools Human Resources on 0207 527 2875.

Policy on the recruitment and employment of ex-offenders

Background

London Borough of Islington uses the Disclosure & Barring Service (DBS) to help assess the suitability of applicants and volunteers for positions of trust. We do this in compliance with the DBS's Code of Practice (copies are available from Islington Schools Human Resources or on the internet at www.direct.gov.uk). This policy on the recruitment of ex-offenders is made available to all applicants and volunteers to jobs that require a disclosure.

Policy

The Code of Practice requires us to treat all our job applicants and volunteers who have a criminal record fairly and not to discriminate unfairly against staff and applicants on the basis of a criminal record or other information revealed by a disclosure.

London Borough of Islington is committed to equality of opportunity for all staff. A diverse workforce benefits and adds value to the services we provide. We will be proactive in removing barriers that deny equality to people based on race, gender, disability, ethnic origin, religious beliefs, sexual orientation, age or offending background. Having a criminal record will not necessarily bar you from working for Islington Schools. This will depend upon the nature of the position you have applied for and the background of your offences.

During the application process

When you apply for a job with Islington schools you will be informed if the job you are applying for is subject to a criminal record check. If it is, you will be asked about any criminal record you may have. You should include details of all cautions, reprimands, warnings and convictions. This information is kept confidential and is only seen by those who need to see it as part of the recruitment process. We select applicants for interview based upon their skills, experience and qualifications. A failure to disclose a criminal record (including all cautions, reprimands, warnings and convictions, spent or otherwise) at the application stage will normally lead to the withdrawal of any subsequent job offer.

If you are offered a job at Islington Schools

The job offer will be made subject to satisfactory completion of a criminal record and other checks such as references, medical fitness for the post and any other essential requirements for the post.

All employees/advisers involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences, or will seek appropriate advice before making a decision. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

In the event of the successful candidate having a criminal record, the candidate will have the opportunity of discussing the disclosure with a service manager. As a minimum, the following will be taken into account when deciding whether to confirm the appointment:

- ✓ Whether the conviction or information was disclosed during the application stage;
- ✓ Whether the conviction or information revealed is relevant to the job;
- ✓ How long ago the offence(s) took place;
- ✓ The candidate's age at the time of the offence(s);
- ✓ The number and pattern of offences;
- ✓ Any other relevant circumstances.

All staff/advisers in a position to make recruitment decisions are trained to identify and assess the relevance and circumstances surrounding a criminal record or will seek appropriate advice before making a decision. No decision will be made until your explanation and the above issues have been considered.

Appeal

You should appeal to the DBS if you believe that the disclosure information is not accurate. Islington Schools Human Resources will decide whether the nature of the inaccuracy is such that a decision on whether to appoint should be postponed until the appeal is completed.

Policy on handling disclosure information

All disclosure information is kept securely and will only be seen by those who need to use it to carry out their duties. After a period of six months, it is securely disposed of. The disclosure forms are never kept on personal files.

Islington Schools Human Resources has a policy statement on the secure storage, handling, use, retention and disposal of Disclosures and Disclosure information which is available from Islington Schools Human Resources on request.