



St Joseph's In The Park

Independent Prep School

Head of Music Candidate Information Pack



INTRODUCTION

Thank you for considering a role at St. Joseph's In The Park. At St. Joseph's, we prioritise creating a supportive, familial environment where every individual feels a sense of belonging. Our child-centred approach to education ensures that each student is recognized and nurtured for their distinct talents and abilities. We take pride in offering a holistic education that extends beyond academics, fostering personal growth and confidence in every child.

Our commitment to excellence is evident in the achievements of our students, who consistently succeed in gaining admission to prestigious secondary schools and receive scholarships across various disciplines. We cultivate a vibrant arts, drama, music, and sports program, providing every child with opportunities to excel and explore their passions.

The Head of Music role presents an exciting opportunity to shape the curriculum and develop extracurricular programs to elevate the importance of this subject. We are seeking a proactive individual who can bring energy and enthusiasm to our dedicated team of staff. There is much more to discover about our school, and we invite you to experience it firsthand.

Closing date for applications: 9.00am on Friday 26 April, with interviews taking place, w/c 6 May 2024.

The School reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

Salary

DEPENDING ON EXPERIENCE

Hours

TWO AND HALF DAYS

Contract Type

PERMANENT

JOB DESCRIPTION

Main Responsibilities

- To raise the standards and champion quality music experiences so that music is valued and pervades school life
- To plan and teach music lessons for pupils in the school
- To integrate music technology into music lessons and support teachers in identifying possible links with curriculum topics
- To plan, alongside class teachers, assemblies and musical performances / productions
- To identify more able and talented musical pupils and set up opportunities for them within lessons
- To liaise and support the Peripatetic music teachers in setting up opportunities for musical appreciation and collaboration

Promote the Christian Ethos & School Aims

- To promote the Christian ethos of the school especially through music and singing
- To adhere to the school's policy on equal opportunities and thereby promote the general progress and well-being of each child
- To maintain good order and discipline among the pupils and safeguard their health and safety, both on school premises and on authorised school excursions off site
- To foster good relationships with staff, pupils, parents, governors and the local community
- To have high expectations of yourself and of the pupils

Learning & Teaching Responsibilities

- To teach the pupils assigned to you, according to their educational needs
- To plan programmes of work at appropriate levels, to match the abilities of the pupils
- To prepare lesson plans
- To assess, record and report on the development, progress and attainment of pupils
- To provide a stimulating learning environment
- Allow time each week to ensure that teaching spaces are tidy, well organised and maintained in order to promote high standards and achievement

- To ensure that equipment and supplies are carefully used, stored and maintained
- To liaise with parents, support staff and outside agencies regarding the education of pupils for whom you are responsible
- To regularly review own methods of teaching and programmes of work

General Responsibilities

- To be aware of school policies and to implement them
- To follow the Health and Safety Policy of the school
- To ensure that all pupils are led in an orderly manner in any movement about the school, or on visits

Professional Development

- To undertake further training and professional development in order to develop your skills as a teacher
- To participate in arrangements within an agreed framework for Appraisal
- To contribute as appropriate towards the professional development of other teachers and non-teaching staff, including the induction of new and student teachers

Curriculum Responsibilities

- Undertake an annual audit of curriculum needs (including a spending plan) and to carry out purchasing in line with the school's ordering procedures
- To implement the action plan for music annually

PERSON SPECIFICATION

- Personal musical and academic credibility
- Suitable qualifications: relevant degree and QTS or significant classroom experience
- Keyboard skills as an accompanist
- A focus on academic and musical excellence, with a passion for music, as both a practical activity and an academic subject
- An understanding of how key educational technology works
- The ability to adapt, work flexibly, and work under pressure
- Excellent communication and presentation skills
- A genuine enjoyment of working with others for the betterment of young people
- An excellent employment record and referees
- Strong organisation skills
- A positive approach to problem solving with a growth mindset
- Continuous professional development and pedagogical innovation
- Entitled to work and reside in the UK
- A commitment to safeguarding the welfare of young people
- The ability to teach another subject



HOW TO APPLY

- 1 If you would like to apply for this role, please complete an application using the Apply button below.

APPLY

- 2 Our Guidance Notes for Applicants can also be found on the portal. Please complete the application by **9.00am on Friday 26 April, with interviews taking place, w/c 6 May 2024.**

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The Mill Hill Education Group reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

The Mill Hill Education Group is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

The Group apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Education Group is committed to Equal Opportunities and welcomes applications from all sections of the community.



St Joseph's In The Park. A part of the Mill Hill Education Group.



St Joseph's In The Park
St Mary's Lane
Hertingfordbury, Herts
SG14 2LX

stjosephsinthepark.com