

Recruitment Information and Job Pack

Head of Music

Teachers' Pay Scale + TLR 2a (£2,873)

Closing Date for Applications: Midday on Monday 9th January 2023

Interview Date: Friday 13th January 2023



Letter from the Head Teacher

Dear Applicant

I hope you find the information in this pack of interest and I look forward to receiving your application.

We are a very popular, oversubscribed and well regarded school where students achieve very well. We offer a wide range of experiences and opportunities to our students in the firm belief that we have a duty to develop a range of skills and attributes as well as achieve examination success. We work very hard to develop 'an international citizenship' dimension to the school acknowledging the importance of global issues upon everyone's lives.

We are seeking to recruit an outstanding Head of Music. Applications are sought from candidates who:

- Believe in supporting students' "Achievement through Caring"
- Have excellent knowledge of teaching and learning to raise standards of attainment at all levels
- Are passionate about teaching MFL and motivating young people
- Have the ability to work in a team focused environment and the energy and passion to support and possibly lead extra-curricular activities
- Have the vision and imagination to add to the considerable strengths of the school
- Have the expertise to use ICT to enhance student's experience of learning
- Have the ability to inspire young people
- Share our commitment to safeguarding and child protection
- Have a commitment to the welfare of students

If you have the passion and skills to enhance the work of our school and wish to work in a forward thinking, supportive environment please complete the application form and tasks as described.

Candidates should be aware that as part of the selection process we will carry out the following pre-appointment checks:

- Candidate's identity (photographic evidence)
- Eligibility to work in the UK (as appropriate)
- An Enhanced DBS Check

I look forward to hearing from you.

Yours faithfully



Mark Williams
Head Teacher

The School

Kingsmead School is a rural mixed ability Academy with a fully comprehensive intake situated near the Devon/Somerset border, close to the Brendon Hills and Exmoor. It is a magnificent area in which to live and work. Not only is there the tranquillity and beauty of the countryside but there is the rapidly growing county town of Taunton nearby and easy access (20 minutes) to the M5 for connections to the rest of the country.

The school lies in the small town of Wiveliscombe. It caters for the age range 11-16 and has 938 students. Our latest Ofsted Report, in June 2022, gave an overall judgement that Kingsmead 'Requires Improvement'. We have however a strong plan to address the areas of school life that require improvement. Our new Headteacher starts in January 2023 and is ready to drive positive change. Our 2022 exam results were very strong, putting us in the top 20% of state schools in the county at key grade boundaries. Our firm conviction is that we have an outstanding staff team committed to providing the best education for our superb body of students.

We firmly believe in developing the international dimension of the School having links with schools in Europe and also with Zambia in Africa. These initiatives have not only allowed the school to be involved in cutting edge practice but have made it a resource rich environment.

The core values of Kingsmead are Care, Aspiration, Respect and Determination which drive our strong positive ethos and offering amenities for the whole school community. We have high expectations and expect staff to support our caring, student-centred ethos to set high standards for our students. We hope staff will contribute to and lead some of the wide range of extra-curricular opportunities we offer. All applicants for teaching posts at Kingsmead will be expected to be committed to taking on a tutor role, to use ICT effectively in the classroom and to continue their own professional development as skilled practitioners.

Safeguarding is at the heart of what we do at Kingsmead. All staff and volunteers are expected to have read and be fully compliant with the following policies:

- ✓ Safeguarding and Child Protection
- ✓ Online Safety
- ✓ Whistleblowing
- ✓ Staff Code of Conduct

They are also expected to be familiar with 'Keeping Children Safe in Education' 2022. A read receipt is required from all staff at the start of each academic year and from newly appointed staff prior to taking up appointment. Kingsmead is never complacent about safeguarding and accept that we must never believe "it wouldn't happen here". We have rigorous and tested practices and procedures which are constantly reviewed and have high expectations of staff in matters of safeguarding and child protection.

Newly appointed staff will be given a full induction programme in partnership with SWIFT. The safeguarding element of this will be completed prior to the commencement of work at the school.

We challenge students to make the most of the opportunities available at Kingsmead



Music – within the Kingsmead Arts Department

Music is part of the Kingsmead Arts Faculty which also houses Drama and Art. The Music department has a Head of Department and a part-time teacher of Music.

Music is very popular in Kingsmead and we have many extremely talented young people in all year groups. The Music facilities are housed in a newly built classroom with a separate computer room next door and a studio for recording students work.

Each class in Key Stage 3 Music is 'mixed ability', with a practical and engaging teaching style with a wide range of musical styles from Classical, to Reggae and blue to Musical futures. There are currently 1 option class in both Years 9, 10 and 11 with Music regularly over subscribed for GCSE.

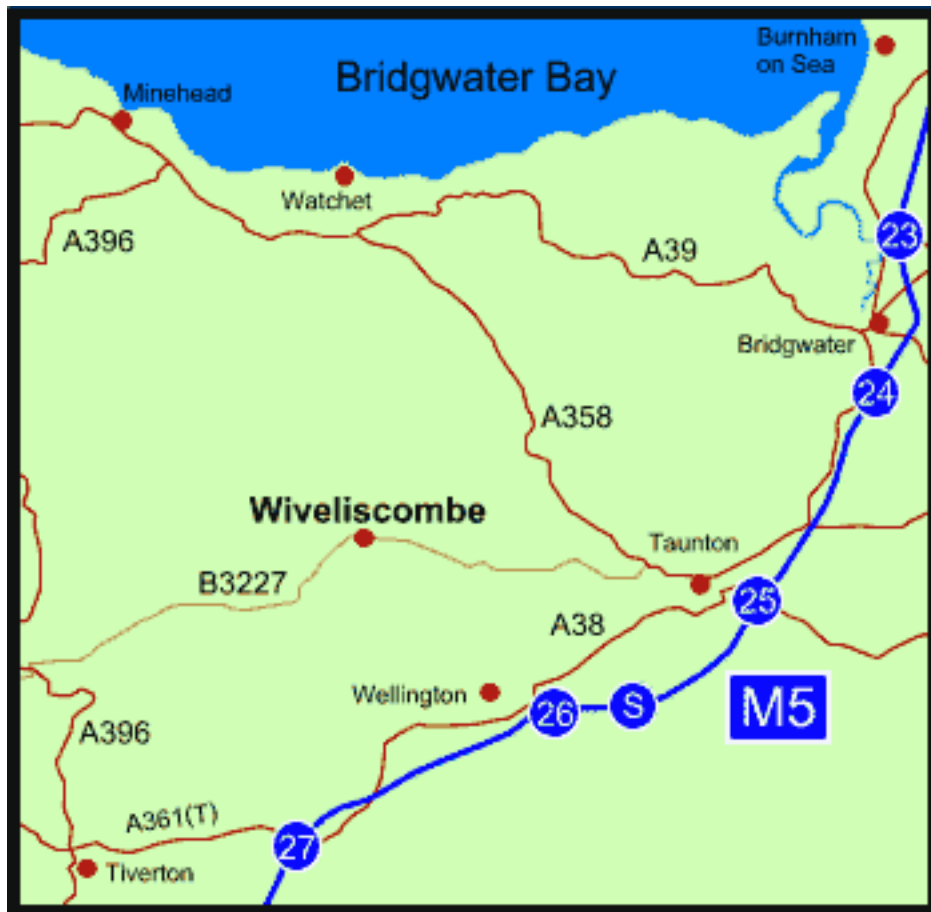
Kingsmead offers students a wide range of extra-curricular opportunities and with regular opportunities to perform throughout the school calendar. Students who are regular members of extra-curricular groups and who take part in concerts benefit from subsidised instrumental lessons. Music plays a big part at Kingsmead and the post holder will be expected to provide a range of musical opportunities outside of the daily curriculum. The groups currently on offer are Orchestra, Choir, Rock and Funk year groups. Students are also encouraged to form their own ensembles.

There are various performance opportunities throughout the year for students; the annual musical, which have previously included 'We Will Rock You, 'The Addams Family,' 'Our House' and 'Little Shop of Horrors,' the Christmas Carol Service at St Andrew's Church, Wiveliscombe (which includes the feeder primary schools), the Summer Arts Showcase, where all three departments showcase work, and the faculty also perform 'Kingsmead's Open Stage' where students are given the opportunity to perform a talent in what has proved to be a very popular evening. There is also an 'Arts' trip where the Arts faculty take students from every subject across the faculty and visit an Art gallery and a musical with Year 10 students.

Department Members

Mr L Rockett	Head of Arts Faculty and Head of Drama
Mr F Short	Head of Music
Mr N Rumney	Teacher of Music
Mrs K Keating	Head of Art
Miss I Stretton	Teacher of Art
Mrs R Jennings	Art Technician

Travelling to Kingsmead



Wiveliscombe is situated on the B3227 Taunton - Barnstaple Road (formerly the A361), 4 miles from the Devon/Somerset border and 10 miles from Taunton. There is also access from Junction 25 of the M5; the route is well signed through the North of Taunton. There is also access from Junction 26 via Wellington.

Directions:

From Taunton, travel along the B3227.

In the centre of Wiveliscombe, turn left at the traffic lights. The School is 150 metres on the left.



Head Teacher: Mark Williams

JOB DESCRIPTION

Job Title:	Head of Music
Responsible To:	Head of Arts
Reports To:	Head of Arts
TLR:	Teachers' Pay Scale + TLR 2.1
Relationships:	
<p>The post holder:</p> <ul style="list-style-type: none"> is responsible to the Head Teacher for subject teaching and to the relevant Head of Year in respect of supporting the school's ethos of "Achieving through Caring". interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them and in particular the Head Teacher and the relevant Head of Year in order to promote mutual understanding of the subject in the school curriculum and improve the quality of learning and teaching within the school. communicates effectively with parents/carers to support student learning and personal development 	
Purpose of the position:	
<ul style="list-style-type: none"> To meet the required levels of performance as described in the "Professional Standards for Teachers". To maintain the highest standards of teaching and learning in the subjects and in the PSHCE curriculum to ensure students achieve the highest possible examination results. To develop, deliver and promote Music courses in the school curriculum, ensuring both their relevance and high levels of student engagement. To follow all safeguarding and child protection procedures and practices as outlined in the following policies: <ul style="list-style-type: none"> Safeguarding & Child Protection ICT & Online Safety Whistleblowing (Raising Concerns at Work) To effectively support and promote the raising of standards across the whole school and the development of positive attitudes by students to their learning and development. To undertake student support duties in respect of the students in the tutor group and to establish and maintain the highest quality standards at all times. 	

Key Duties:

- to teach the subject to the very highest standard and ensure effective learning takes place including the use of ICT hardware and software and the School's Learning Platform - Firefly.
- to lead the development of schemes of work, material and syllabuses of the subject(s), chairing department team meetings when required.
- to lead the departmental strategy to address underachievement, coordinating intervention where necessary
- to regularly review the subject curriculum offer, communicate proposed qualification change to SLT, parents and students, support the uptake of new qualifications, oversee the departmental timetabling and rooming process
- to review exam performance at the end of each academic year for every departmental subject and teacher. Present performance of relevant groups against targets, propose actions to address underachievement
- to lead department team evaluation and planning procedures including work scrutiny and assessment moderation
- to manage the performance of staff; set appropriate targets, evaluate teaching and learning, support staff development
- to ensure student progress across the department is monitored and formally assessed as required by the school's assessment policy.
- to promote positive attitudes to learning by all students and encourage students to be the best that they can be.
- to carry out supervision of students as detailed by the Head Teacher.
- to contribute effectively to the development, ethos and standards of the school by participating in whole school planning and development as required, and by consistently and fairly applying the school policies and rules.
- to participate as required in meetings with colleagues and parents in respect of the duties of the post in order to support our triangle of partnership.
- where appropriate, to carry out the duties of a tutor in respect of students in a tutor group, to include:
 - a. the maintenance of discipline and acceptable standards of conduct and appearance of students
 - b. the establishment of an advocacy role with students to develop their personal, social and academic potential and to be the main source of reference in monitoring an individual student's progress
 - c. to maintain accurate attendance details, via the completion of the register as required
 - d. the management of assessment procedures and references on students as required

- e. to promote the ethos of the year and phase teams including the monitoring of students' work in general, the teaching of tutor periods, escorting the tutor group to assemblies and attending Year and Phase Team meetings.
- Post threshold teachers will be required to contribute to wider areas of the school.

Responsibilities:

The post holder will seek to ensure that:

- The environment, materials, fabric and displays related to the teaching and tutor area are well maintained using the displays coordinator and/or student volunteers
- They keep up to date with legislation affecting schools including PREVENT and Keeping Children Safe in Education. Relevant training will be given, but it remains the individual's responsibility to be cognisant of such matters.
- The duties and responsibilities of the post are subject to those detailed in the National Statement of Conditions of employment and will count as directed time as detailed in such statements, and as defined by the Head Teacher
- This job description does not define in detail all duties/responsibilities of the post, which will be reviewed at least once a year and may be subject to modification or amendment after consultation and agreement with the post holder
- Specific additional responsibilities agreed with the Head Teacher e.g. to teach in another subject area if required after consultation with the Head Teacher

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder: Date:

Line Manager: Date:

Designated Senior Manager: Date:

Person Specification

Category	Essential	Desirable	Where Identified
Application	<ul style="list-style-type: none"> Fully supported in reference 		<ul style="list-style-type: none"> Application form Reference
Qualifications and Training	<ul style="list-style-type: none"> Graduate Qualified Teacher Status 	<ul style="list-style-type: none"> First or Second Class Hons Degree Masters 	<ul style="list-style-type: none"> Application form
Experience	<ul style="list-style-type: none"> Proven success as a 2nd in department/Head of Head of Department/Extended SLT 	<ul style="list-style-type: none"> Further professional development through qualifications or training 	<ul style="list-style-type: none"> Application form Reference Interview
Expertise and skills	<ul style="list-style-type: none"> Ability to lead a team of professionals Ability to achieve goals Ability to relate to and work with teachers, parents, governors and students to achieve the best possible outcomes for students Ability to make strategic plans and see them to fruition Outstanding or potential for outstanding classroom teaching skills High level organisation skills Knowledge of varied approaches to learning aligned with high expectations of young people and the standards they can achieve Knowledge of assessment and target setting strategies Able to plan, assess, review and evaluate effectively and efficiently through good analysis, understanding and interpretation of data Ability to work independently and as part of a team Efficient and effective use of ICT to enhance learning 		<ul style="list-style-type: none"> Application form Reference Interview
Personal Attributes	<p>A range of personal qualities relevant to the post inc:</p> <ul style="list-style-type: none"> A well-reasoned educational philosophy in tune with the school ethos and values Resilience and tenacity Creativity, flexibility and innovation Humour, warmth, energy and patience Reliability under pressure Self-motivation Personal pride and ambition Willingness to work hard Enthusiasm for working with young people Adaptability Willingness to take responsibility 	<ul style="list-style-type: none"> Generosity of time and spirit 	<ul style="list-style-type: none"> Application form Reference Interview

	<ul style="list-style-type: none"> • Willingness to be involved in the extra-curricular life of the school • Commitment to achieving the highest possible standards for students and staff • Able to undertake the prescribed activities of a teacher including regular attendance to ensure continuity of learning for students • A good sense of humour 		
Safeguarding	<ul style="list-style-type: none"> • Commitment to the policy, practices and practices and procedures laid out in Kingsmead's policies: <ul style="list-style-type: none"> - ICT & Online Safety - Whistleblowing - Code of Conduct - Safeguarding & Child Protection 		<ul style="list-style-type: none"> • Application • Reference • Interview • Pre-employment checks

Recruitment Legislation

Criminal Records Check via the Disclosure & Barring Service (DBS)

The post you are applying for requires you to have a criminal background check via the Disclosure procedure. As part of this process your identification must be verified. In order to do this you will need to bring various **original** personal documents to the school. Photocopies or documents printed from the internet, for example, internet banking statements, will not be accepted.

Once you have completed the form online you need to bring documentation to the school that confirm:

- your name
- date of birth
- current address

Further details of the documentation that you need to provide will be given to the successful candidate.

Self-Declaration Form

Please complete, sign, date and place this into the envelope provided. **Please bring this with you if you are invited to interview.**

Legislation and Appointments

All appointments are subject to satisfactory medical and police clearance, and satisfactory references. The successful candidate will also be required to produce documentary evidence, when called for interview, of the entitlement to work in the UK under the terms of the Asylum and Immigration Act 1996. Relevant documents are:

- * A document from a previous employer, the Inland Revenue, Benefits Agency, Contribution Agency or Employment Service containing the person's name and NI number. This could be a P45, a P60 or a letter
- * A passport confirming that a person is a British citizen or a European Area national or which shows that they are otherwise entitled to live and work in the UK
- * A Birth Certificate confirming birth in the UK or Republic of Ireland
- * A letter from the Home Office confirming that the person is allowed to work in the UK

DfE Recruitment Documentation

All appointments are subject to evidence of the following:-

- * Qualified Teacher Status (QTS).
- * Academic Qualifications - Relevant Degree/Diploma or a letter of confirmation from the awarding institution.

How to Apply

1. Complete the application form
2. Using the application form, complete the following:

On two sides of A4 outline your reasons for applying for this post and your recent experience which you believe makes you a suitable candidate. Please include your **philosophy of education** and how it relates to your subject area.

3. Complete the Equal Opportunities form
4. Complete the Self-Disclosure form; **please bring this with you if you are invited to interview.**

Please forward your completed application to:

Mrs Julia Mansell – Finance & Personnel Manager
(Email recruitment@kingsmead-school.com)
Kingsmead School
Wiveliscombe
Taunton
Somerset TA4 2NE

Questions?

For further information about this post please contact Julia Mansell – Finance & Personnel Manager

Email: recruitment@kingsmead-school.com

Telephone: 01984 623483

The Selection Process

1. Application received
2. Shortlisting will then take place.
 - This will be done by at least two people who will meet to create final shortlist.
 - The shortlisting process will be done with reference to the Person and Job Specifications as well as the quality of the application.

3. Candidates on shortlist invited to interview and references requested.
4. Interview process:
 - This will involve at least one Governor, the Head Teacher (or his representative) and any other appropriate persons such as Line Manager.
 - Where there are panel interviews, these will involve a senior member of staff.
 - Student panels will also have a senior member of staff to chair the panel.
 - Each panel will employ an individual interview record to make notes on answers given by candidates.
 - Candidates will be asked the same core questions.
5. The panel(s) will meet to discuss each candidate. Use will be made of the individual record sheet when reaching a decision.
6. When a successful candidate has been identified, the self-disclosure form will be scrutinised.
7. When a decision has been reached and verified, the successful candidate will be informed. The offer is conditional upon the following:
 - Successful Enhanced DBS clearance;
 - Verification of identity – please bring original photographic ID documentation, e.g. passport, driving licence;
 - Proof of eligibility to work in the UK (as necessary);
 - Verification of qualifications;
 - Verification of professional status;
 - That the candidate is not subject to a Prohibition Order;
 - Suitable and acceptable references, if not available on the day of interview

* Any concerns raised at this time may require further explanation by the candidate and the referee. Serious concerns will be passed on as appropriate including the Secretary of State.
8. The unsuccessful candidates will be notified and offered a de-brief.

NB: All documents provided must be original – photocopies are not acceptable.

- 1) References are confidential and will not be discussed with the candidates on the day, although candidates may be asked to explain any concerns they highlight.
- 2) Application forms and interview notes for the successful candidate will be placed on his/her file.

Application forms and interview notes for unsuccessful candidates will be kept for one calendar month from the date of the interview during which time they can request copies be sent to them. After this time they will be destroyed.

Extract from Standards of Conduct for Staff

1. Employees of the school must carry out their duties objectively, professionally, to the best of their ability and in an impartial manner.
2. Employees of the school must operate in accordance with the stated Core Values of the school – Respect, Aspiration, Care and Determination.
3. Safeguarding
 - 3.1 Employees must be familiar with relevant policies regarding safeguarding:
 - Safeguarding & Child Protection
 - Whistleblowing
 - ICT & Online Safety
 - 3.2 Employees have a statutory duty to report any disclosures to the safeguarding lead at the school.
 - 3.3 Employees have a duty to attend training provided by the school on safeguarding and PREVENT
4. Employees should note the following acts may be unlawful as well as constituting misconduct liable to disciplinary action (which could in some cases include summary dismissal):-
 - (a) Discriminating improperly in the course of their employment against parents, students, fellow employees or job applicants, or in respect of job transfer or promotion applications, on a basis of race, gender or disability;
 - (b) Inducing or attempting to induce employees or managers to practice unlawful discrimination;
 - (c) Verbal, physical, sexual or racial harassment of a nature which is offensive to the victim;
 - (d) Victimising individuals who have made allegations or complaints of sexual or racial discrimination or harassment or who have provided information about such discrimination or harassment.



Self-Disclosure Form

Please complete, sign, date and place into the envelope provided, which you should seal. **Please bring this with you if you are invited to interview.**

If the role you are in or have applied for involves frequent or regular contact with or responsibility for children, you will also be required to provide a valid DBS (Disclosure & Barring Service) certificate, which will provide details of criminal convictions. This may also include a barred list check depending on the nature of the role (see organisational guidance about eligibility for DBS checks). All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 1998.

Have you ever been known to any children’s services team or to the police as being a risk or potential risk to children?	Yes / No
If yes, provide further information:	
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?	Yes / No
If yes, please provide further information:	
Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amended) 2013?	Yes / No
If yes, please provide further information:	
Confirmation of declaration (tick box below)	
<input type="checkbox"/>	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation’s attention.
<input type="checkbox"/>	In accordance with the organisation’s procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.
<input type="checkbox"/>	I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.
<input type="checkbox"/>	I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.
Signature of Candidate:	
Print name:	
Date:	



Kingsmead School

Wiveliscombe, Taunton, Somerset, TA4 2NE

Head Teacher: Mark Williams

Enquiries

T: 01984 623483

E: recruitment@kingsmead-school.com

W: www.kingsmead-school.com



NEW BUILD – OPENED SEPTEMBER 2022

