



DAME ALLAN'S SCHOOLS
building the future



Appointment of Director of Music for September 2021 or January 2022

**Independent Day School (3-18) for over 1100 pupils
Co-ed Junior School (3-11), Boys' School (11-16), Girls' School (11-16), Co-ed Sixth Form (16-18)
HMC**

The Schools wish to appoint a talented, enthusiastic and experienced Director of Music to lead our successful Music department. The successful candidate will oversee teaching of music as well as the extra-curricular music programme for both the Senior and Junior Schools. In addition, this outstanding individual will direct and conduct choirs and orchestras to an exceptional standard, as well as taking the lead in overseeing and developing the broad-ranging programme of this key department within the Schools. We expect our staff to be outstanding teachers, passionate about their subject and willing to contribute to the wider life of the schools.

Music department information

Music is a key part of Dame Allan's life where all pupils have the opportunity to engage with music making, from the specialist to the recreational, inspiring a life-long love of music.

Music is compulsory for all KS3 pupils where each class receives one lesson a week. All academic lessons are 65 minutes long and at KS3, pupils are taught in their single-sex form groups. Pupils develop the interdisciplinary skills of performance, composition and appraising, focusing each term on a different topic. These topics include African music, Northumbrian folk music, Classical music, Latin American music, Film music and Popular music. The theory and technique developed within these projects then support and are applied to a variety of creative and engaging practical tasks. We also have visiting musicians who run specialist workshops to support the topics taught in the classroom, such as the samba workshop for Year 8 pupils.



At GCSE, pupils who opt to study music receive five periods per fortnight. Pupils are entered for Edexcel GCSE Music where they study performance, composition and the eight prescribed set works.

We deliver Edexcel Music at A Level to a group consisting of boys and girls. Pupils have ten periods per fortnight in both Year 12 and Year 13. All exam year pupils are expected to take an active part in extra-curricular music opportunities.

Equipment and Facilities

All pupils are provided with a Chromebook and staff use G Suite applications, including Google Classroom, to provide access to lesson materials and to stretch pupils' knowledge within and outside the classroom. The school has subscriptions to Flat Notation and Soundtrap to support remote learning.

The department consists of three specialist teachers (the Director and Assistant Director of Music plus a 0.6 part time Teacher of Music) a Junior School Teacher/ Coordinator of Music, 15 visiting music teachers and a departmental administrator.

We have our own separate music centre, named after alumnus Sir David Lumsden. The Lumsden Music Centre has two main teaching rooms; the Lumsden Hall, a large recital space where we hold small concerts and conduct our KS3 teaching, and the Music Lab, a newly built space with seminar style seating and 16 work stations, each equipped with a synthesiser, Ableton and Sibelius software. We also have five practice rooms which are used as breakout spaces and for lessons for visiting music teachers.



Visits and extra-curricular

The Dame Allan's Music Department offers an extensive and varied extra-curricular programme which includes the Chamber Choir, Intermediate Choir, Senior Choir, Intermediate Wind Band, Big Band, Senior Wind Band, Symphony Orchestra, Ceilidh Band, Percussion Ensemble, Rock Bands and various chamber ensembles. These groups contribute to an active calendar of events which notably include Speech Day at the Sage Gateshead, the Carol Service at Newcastle Cathedral and the Spring Concert at St James' and St Basil's Church in Fenham. Other concerts include the Autumn Concert, Ceilidh Night, Year 7 Christmas Extravaganza, Founder's Day, House Shout, Jazz Night, Leavers' Evening, Summer Gala, six Lunchtime Recitals and five Evensong services.

Our Senior Choir has a biennial tour, last time performing across the Netherlands. We also perform a musical every year, alternating between Years 7 - 9 and Years 10 - 13.

DIRECTOR OF MUSIC

Job Description

The Director of Music has overall responsibility for the strategic and operational leadership of the Music department in developing, coordinating and organising the music programme and music activities throughout the Schools in line with the Schools' ethos, vision and aims. The Director of Music promotes excellence in teaching, learning, achievement and the creative development of music. The aim is to promote an enjoyment of music throughout the Schools as well as providing every opportunity for talented pupils to excel.



The Director of Music will:

- a. Develop and lead an integrated strategy for music across both the Senior and Junior Schools;
- b. Inspire the team of specialists (employed teachers and visiting music teachers) to embody and model those qualities required to promote excellence and participation in music;
- c. Have overall responsibility for the curricular and extra-curricular music delivery;
- d. Ensure that appropriate performance opportunities are provided for pupils through the Schools. This will include:
 - Assembly performances;
 - Public performances: concerts range from small recitals to larger events such as the spring combined schools concert;
 - House music competitions;
 - Musical theatre performances, direction shared with the Head of Drama;
 - School Speech Day, Carol and Founder's Day services;
 - Biennial choir tour;
- e. Overall responsibility for practical and theory exams;
- f. Oversee the visiting music teacher system including the music scholarship programme;
- g. Attend all Heads of Department meetings and INSET as relevant.

Teaching and learning

- a. Promote excellence in teaching and learning to ensure all pupils develop to their potential;
- b. Exemplify in own practice first class teaching skills and ensure that good practice is shared throughout the department, including good class management;
- c. Ensure that a suitable learning environment is maintained throughout the department and that rewards and sanctions are applied appropriately;
- d. Oversee the work of the Assistant Director of Music, liaising as and when necessary over the delivery of the music curriculum. Also to plan for the seamless development of pupils throughout the Junior school and into the Senior Schools;
- e. Ensure that schemes of work and the departmental handbook are used, reviewed and modified in line with whole school policy to ensure high standards of teaching and learning;

- f. Monitor pupils' development and the class practice of those in the department, including extra music lessons by visiting teachers;
- g. Keep up to date with developments in the teaching of music and education in general to ensure that best practice is adopted within the department;
- h. Ensure the department is effective in meeting the needs of all pupils;
- i. Teach across the Schools, including at A Level.

Extra-curricular activities

- a. Actively promote enthusiasm for the subject outside the timetable, including the organisation of performances and tours;
- b. To ensure an effective and far reaching scheme of extra-curricular activities that enhance the music tradition of the Schools;
- c. Oversee the effective preparation of all the Schools' music performance groups.

Marketing and external links, including public occasions

- a. Actively promote the department within the school community;
- b. To market the department through the use of Twitter and other online platforms to showcase pupil work and examples of excellent practice;
- c. Contribute to the positive promotion and marketing of the Schools in the local and wider community, liaising with the marketing team;
- d. Ensure prompt and effective communication about rehearsals and performances with parents, pupils and staff and ensure that the website is kept up-to-date;
- e. Represent the Schools at relevant external conferences and meetings on music matters.

Management of resources

- a. Monitor and control the department's allocated budget within agreed limits;
- b. Identify future resourcing needs and aspirations for the department;
- c. Ensure that there is a programme in place to ensure that all music equipment is properly maintained and regularly serviced;
- d. Manage the effective use of the Schools' music facilities.

Monitoring, evaluation, assessment & reporting

- a. Ensure that within the department individual pupil progress is regularly assessed and recorded and used to inform teaching;
- b. Use relevant performance and benchmarked data to ensure that high standards of learning are achieved and maintained;
- c. Ensure that the progress of talented pupils is monitored and they are given appropriate opportunities, enabling them to fulfil their musical potential.

Administration

- a. Manage day to day administrative requirements such as arranging rehearsals and performances, ensuring accurate records are kept and delegating as appropriate to ensure the efficiency of the department;

- b. Manage and oversee all necessary administration and ensure that relevant written policies and codes of practice are kept up-to-date and that staff are properly trained, informed and operating to these;
- c. Ensure all relevant aspects of health and safety are fully understood and all procedures followed by staff and pupils;
- d. Deal promptly with relevant parental enquiries, if necessary involving other staff;
- e. Plan and publicise the music department programme for the term and year ahead;
- f. Administer and oversee the provision of extra music lessons and timetables provided by visiting music teachers, liaising with other relevant teaching and support staff, and parents as necessary;
- g. Liaise with other departments as and when necessary or desirable, such as resolving possible extra-curricular clashes.

Training and development of self and others

- a. As a lead professional, set personal targets, communicate these to line manager and team, and take responsibility for own continuous professional development;
- b. Be proactive in identifying training needs within the department, ensuring that they are appropriately met, and that all members of the department are active in their own professional development;
- c. Encourage members of the department to develop their leadership potential and to share and develop new ideas.

Person Specification

The successful applicant should possess the following experience, qualifications and qualities:

- a) A university degree and/or recognised teaching qualification;
- b) A skilled musician, resourceful, highly motivated and hard-working;
- c) A music specialist, preferably with at least two years of successful school music leadership experience such as Assistant Director of Music posts;
- d) Experience of delivering music up to A-level, pushing and engaging pupils to progress within the subject;
- e) Outstanding interpersonal and communication skills to inspire, lead and manage;
- f) Excellent administrative and organisational skills;
- g) An ability to use IT as a teaching resource and for personal administration;
- h) Enormous enthusiasm and commitment for the post and the ability to work in harmony with colleagues;
- i) Commitment to the extra-curricular life of the schools and a desire to be part of our creative offering;
- j) Sympathy with, and readiness, to support the school's educational ethos.

HEADS OF DEPARTMENT

Heads of Department are responsible to the Vice Principal (Academic) and their role is hugely important, involving the implementation of school policies and conveying the ethos of the School and its aims and values. Their role is crucial to ensure the success and effectiveness of the whole school. This description is not intended to be exhaustive and Heads of Department may be required to carry out other such duties may reasonably be required.

The Head of Department is responsible for the complete range of educational provision within his/her subject area and is accountable for the outcomes. They are responsible for the administration and development of the department and the oversight of all delegated responsibility within the department.

Leadership of teaching and learning

The Head of Department exercises leadership of teaching and learning in the department and therefore has responsibility for all aspects of the management of the department including:

- the effective deployment of staff and resources, within external constraints
- the teaching and thus the quality of learning, attainment and progress of pupils, and the monitoring of these
- the academic care of pupils
- health and safety issues and the general welfare and professional development of the teachers in the department.

Heads of Department should lead and encourage innovation and the development and enhancement of teaching and learning in the department to produce challenging and varied learning experiences. Departmental meetings, to be held at least once every three weeks, should be used to share good practice. This could be to explore new developments or resources, especially with regard to the use of ICT, to share new ideas, to review teaching and learning strategies or to monitor pupils' progress.

Schemes of work

It is the responsibility of the Head of Department to ensure that schemes of work are planned, reviewed and developed as appropriate. Heads of Department are expected to use their best endeavours to monitor the effective teaching of schemes of work in order to allow pupils to achieve their potential and to meet examination board requirements. The schemes of work should, however, go beyond the examination requirements and provide appropriate tasks for gifted and talented pupils, challenge for the middle ability pupils and allow for the least able to succeed. There should be strong emphasis on appropriate differentiation of work and for the integration of ICT into lessons. It is the Head of Department's responsibility to lead and monitor the department's awareness of pupils' special needs.

The setting and marking of work

The Head of Department will ensure that the school's policy for the setting of homework is followed and that the department's policy for the marking of work is understood and consistently followed by all. The Head of Department will sample pupils' work each term to assess this. This could be done during a departmental meeting, by asking each member of staff for a sample of books or by looking through a selection from different class groups. Monitoring of the standard of written work, the academic development and the behaviour of pupils within the department are important. The Head of Department will ensure that internal examinations are set, marked and evaluated, and that there is a departmental assessment policy in place so that diagnostic marking is carried out for all work, with the purpose of raising standards. Marks, grades, progress and targets will be recorded and used appropriately.

Monitoring of departmental performance

The Head of Department will analyse external examination results and value added data. Each teaching group will be analysed from internal departmental targets through to external examination results, as well as in terms of value added data. Results are to be communicated to the Principal within the annual departmental report (autumn term). Achievement targets will be set for all pupils in the department, and throughout the year the Head of Department should ensure that pupils' progress is tracked and that intervention is agreed and implemented by the department where underperformance is identified. They will follow up on evidence about the department when it is appropriate to do so (each day a Head of Department may accumulate ephemeral, piecemeal evidence about teaching and learning, coming directly from parents, teachers or pupils, or from conversations in the corridor, field or on school trips, or from observations of classrooms made while walking about the school).

Heads of Department are to observe lessons when appropriate and encourage others in the department to do the same. Reciprocal lesson observations, within and between different subject areas or sections of the school should be encouraged. Ideally, these will be based on an agreed observation focus.

A Head of Department may also wish to investigate pupils' opinions about aspects of the course. A survey could be carried out towards the end of the academic year within the department using selected class groups, or it may be possible to analyse results of a schoolwide survey i.e. MidYIS Attitudinal Survey.

The use of a 'critical' friend may also help to challenge current practice. The advantage of an external visitor is that different questions may be asked. Without external stimulus on occasion it is easy to become too set in ways around school and not to challenge in the manner of an external person.

Communication

Heads of Department should ensure that good practice is shared beyond, as well as within the department. They should promote good communication within and between departments and with the Senior Management Team both through informal means of keeping in touch with colleagues at all levels, and through staff meetings and Heads of Department meetings (where relevant points need to be fed back to the other members of the department). The Head of Department will also attend meetings of the curriculum review committee and health and safety meetings, if appropriate.

Reporting

The Head of Department must lead discussions to help ensure that reporting to parents is consistent within the department and follows whole-school guidance. For full reports, key skills needed for a pupil's success within the department should be identified so that department members can comment on these and identify targets for improvement, with a focus on the learning taking place.

Professional development

The Head of Department will carry out annual professional reviews of members of their department as required by the Professional Review policy. SMART targets should be set and monitored throughout the year and INSET needs identified. A copy of the completed Professional Review document will be sent to the Principal. The Head of Department will demonstrate proactive leadership in providing guidance, advice and support for department colleagues and in their deployment and Continuing Professional Development. This involves ensuring that there are opportunities for them, when ready, to take specific responsibility for elements of teaching and learning within the department.

Finance

It is the Head of Department's responsibility to compile a budget for the department at the beginning of the school's financial year, manage the allocated budget for the department effectively and appropriately and to order the necessary equipment. They will then supervise and monitor the use of the department's resources as well as overseeing the appropriate provision and maintenance of effective resources for teaching and learning. It is also important to liaise with the school's librarians on book purchases.

The Head of Department is also responsible for:

- Liaising with the school's examinations officer in matters relating to external examinations and the appropriate member of staff for internal examinations;
- Liaising with the Vice Principal (Academic) regarding timetabling and option choices;
- Liaising with and advising the Principal on appointments;
- Devising a programme of relevant educational visits;
- Planning and development for the department, on a short and long term basis;
- Overseeing and organising rooms, resources and associated areas within the department, encouraging the maintenance of a lively and stimulating environment;
- Maintaining an up-to-date departmental handbook containing details of all departmental procedures and policies, and recording details of examination performance within the department;
- Being aware of health and safety issues and ensuring members of the department are aware of correct procedures and their responsibilities;
- Giving appropriate advice to pupils in matters of option choices and to those wishing to pursue the study of the subject in higher education.

Additional information about Working at Dame Allan's Schools and Teaching at Dame Allan's is available on our [school website vacancy page at this link](#).

READY TO APPLY?

1. Please read the Application and Recruitment process on our website along with the Recruitment and Privacy Notice.
2. Download and complete the editable PDF *Teaching Staff Application form*. If you would prefer to have a MS-Word version of the application, please request one from hr@dameallans.co.uk
3. Email your completed application form along with your covering letter to l.stephenson@dameallans.co.uk by the closing date and time.

Closing date for applications is 12 noon on Wednesday, 21 April 2021
Interviews will take place on Thursday, 29 April 2021

Please note that short listed candidates must be physically present for the interview.

TERMS AND CONDITIONS

The salary will be commensurate with the skills and experience of the candidate and will reflect the significant responsibility attached to this post.

The Schools operate a fee reduction package for children of staff members, subject to their meeting the Schools' admissions criteria.

All teaching staff may join the Teachers' Pension Scheme and all staff receive free school lunches.

A formal contract, detailing terms and conditions, will be extended following completion of all safeguarding/pre-employment checks.

QUESTIONS?

Direct any questions regarding the role to Mr Alan Hopper, Vice Principal - Academic

Email: a.hopper@dameallans.co.uk

Direct any questions regarding the recruitment process to the Human Resources department

Email: hr@dameallans.co.uk

Phone: 0191 274 5910

Thank you for your interest in applying to work at Dame Allan's Schools!

The Schools are committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

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