

ELIZABETH COLLEGE

GUERNSEY ♦ FOUNDED 1563

PARTICULARS OF VACANCY

Director of Music
(Maternity cover)

January to May 2019



www.elizabethcollege.gg
01481 726544

Leading
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DIRECTOR OF MUSIC

(Maternity cover – 7 January to 31 May 2019)

We are seeking a well-qualified, dynamic and innovative specialist to cover a maternity leave and to maintain the outstanding tradition of music within the College. Applications will be welcomed from both recently qualified or experienced teachers. The appointee will need to teach throughout the 11-18 age range and be responsible for some rehearsals during lunchtimes and after school. The ability to teach using the Kodaly method would be an advantage. Teaching at A Level includes girls from The Ladies' College (the nearby independent girls' school). Instrumental teaching is supported by the excellent peripatetic music support offered by the Schools' Music Service on the Island. The Director of Music manages the organisation of this within the College.

The Department benefits from extensive accommodation in the Performing Arts Centre and consists of a sound recording studio, large group rehearsal space, music technology classroom (currently using Cubase and Sibelius), rehearsal rooms and office. The Music Department is part of the Creative Arts Faculty, along with the Design Technology and Art Departments, which has a strong commitment to the place of Creative Arts within the school and the wider community. The Faculty is innovative in its teaching and ambitious to engage with pupils.

Please note that the College prides itself in offering an extensive extra-curricular programme in which all members of staff are expected to participate enthusiastically.

Information and full details of the post are included in the following documents, which are attached to and form part of these Particulars:

- ✓ Job Description
- ✓ Classroom Teacher Job Description
- ✓ Person Specification
- ✓ Selection Criteria

ELIZABETH COLLEGE

Elizabeth College, founded in 1563 by Queen Elizabeth I, is a selective day school. One of the earliest members of the Headmasters' and Headmistresses' Conference, the College provides a challenging and stimulating academic and extracurricular programme for children between the ages of 2½ and 18.

The College's infant department, Acorn House, is coeducational and provides a pre-school and pre-prep education for children aged 2½ through to 7 (Key Stage 1). The Preparatory School, Beechwood, is also coeducational and prepares boys for entry to the Upper School at the age of 11, with girls usually moving on to The Ladies' College. There has been much growth and development at Acorn House and Beechwood in recent years and we feel that our younger children are particularly well served by the Junior School, which is located on sites approximately half a mile away from the Upper School.

Between the ages of 11 and 16, the College Upper School is boys only and offers a wide variety of subjects with most students taking between eight and ten GCSEs. Beyond the classroom, there are very extensive opportunities for students to become involved in Sport, Music, Drama, CCF, the Duke of Edinburgh's Award Scheme and a host of other activities. We deliver a Sixth Form curriculum in partnership with our neighbouring school, The Ladies' College, allowing us to offer a wide variety of A Level courses in a coeducational environment.

Elizabeth College is proud of its academic record but we feel strongly that a successful school experience is about much more than examination certificates. We celebrate all of the talents of our individual students and look to support and guide them as children and young people through to adulthood.

GUERNSEY

The beautiful island of Guernsey is situated approximately 70 miles south of Weymouth and 30 miles west of the French coast. It is the second largest of the Channel Islands and the east coast enjoys views of Alderney, Herm, Sark and Jersey, which are between 3 and 15 miles away. Roughly triangular in shape, the island has an area of 24 square miles and a population of around 63,000. The clear Atlantic air and average 7.5 hours of sunshine per day from May to September provide a very pleasant and refreshing climate. Winters are mild, whilst summer daytime temperatures are usually above 20°C.

Guernsey is part of the British Isles by virtue of its links with the Crown going back to William the Conqueror. We govern our own affairs through our own parliament called the 'States of Deliberation', setting our own taxes, customs duties etc, and we have no direct contact with either the UK Parliament or any UK political parties. We speak English, drive on the left, watch British TV and read British newspapers. Apart from the French house and place names, Guernsey could be a small corner of Britain.

The capital, St Peter Port, is a delightful harbour town with neat rows of Regency and Victorian buildings descending via cobbled streets to the busy and attractive seafront and marinas. The town prides itself on a number of excellent restaurants and contains the wide variety of shops and services you would expect to find in any British market town. Whilst the town has succeeded in fighting off many of the exterior signs of modernity, many of the historic buildings are occupied by the offshore banks, investment houses and legal companies, which ensure the island has the very latest telecommunications technology.

Beyond St Peter Port and the other sizeable town of St Sampson's to the north, Guernsey has a much more rural feel and is not dissimilar to many parts of south-west England. Amongst the island's greatest assets are its wonderful beaches; secluded, rocky coves along the stunning south coast and wide, sandy bays to the west. Guernsey people are very much into their water-sports and other healthy activities, for which there is much opportunity. Whilst traditionally hard-working, the majority of people on Guernsey strike an excellent work-life balance with all that is available to them at such close quarters. It is also an ideal place to raise children, especially given the community feel of the island and absence of serious crime.

Numerous daily flights link the island directly to Gatwick (45 minutes), Southampton, Exeter, Manchester and Birmingham. There are also direct flights to Brittany (Dinard) and Grenoble, as well as the other Channel Islands and many UK destinations. Car and passenger ferries operate regularly to St Malo and various ports along the south UK coast.

Employment on Guernsey

Salary & Taxation: Pay scales on Guernsey are higher than the UK Inner London Salary Scales. From the point of view of taxation, personal allowances are roughly equivalent to the UK (currently £21,000 pa for a couple; £10,500 pa for a single person) and there is a flat rate of income tax of 20% above this, with no higher band as in the UK. Social Insurance contributions by employees are set at 6.6% (the UK National Insurance contribution for employees is currently 12%).

Residency & Relocation: Whilst there are restrictions upon residency in Guernsey, the appointee would qualify for an Employment Permit for the term of the post. **Please note that subsidised College accommodation will be available, if required.** Reasonable travel expenses between Guernsey and the UK will be met upon taking up and leaving this fixed term post.

Please visit our website at www.elizabethcollege.gg for further information about Elizabeth College. If you have any questions about the post or living in Guernsey please do not hesitate to contact us.

Applications for this position must be submitted on the Elizabeth College application form available on our website (www.elizabethcollege.gg) or on request from:

Mrs Sandra Beaton, Principal's PA, Elizabeth College, The Grange, St Peter Port, Guernsey, GY1 2PY
E: sbeaton@elizabethcollege.gg T: 01481 726544

Please do not submit supplementary information by CV or letter. All relevant information must be included in the application form.

Elizabeth College is committed to safeguarding and promoting the welfare of young people. The successful applicant will be required to satisfy our standard employment checks, including the completion of a DBS Enhanced Disclosure check.

The closing date for applications for this post is **noon on Tuesday, 9 October 2018**

Attachments

Job Description

Classroom Teacher Job Description

Person Specification

Selection Criteria



Job Description

Director of Music (Maternity cover)

Responsible to: Faculty Line Manager

Responsible for: The delivery of high quality lessons and the achievement, standards, safety and well-being of students in their care.

- Job purpose:**
- To provide professional leadership and management of Music teaching within the Creative Arts Faculty in order to secure:
 - high quality Teaching and Learning
 - the effective use of resources
 - high achievement and good behaviour for learning, of all students.
 - To enthusiastically and creatively promote Music as a subject to students, parents and colleagues, and to enhance its profile within the College.
 - To devise and execute a strategic development plan for Music at KS3, GCSE and A Level.

This job description should be read alongside a standard teacher's job description.

Management Allowance: Level 2

Responsibilities and Actions

- To lead, manage and coordinate Music within the College.
- To lead, monitor and evaluate the innovation and development of Teaching and Learning strategies in Music as part of the Creative Arts Faculty.
- To lead the raising of standards of students' attainment within Music.
- To be accountable for promoting and safeguarding students' welfare and personal development as part of a whole school approach.
- To be aware of the Safeguarding Policy at Elizabeth College and be responsible for applying that policy correctly and in a timely manner to safeguard the students in the school.
- To take a full role within the College community as a middle leader.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.

Strategic Direction

- To support the implementation of the vision and strategic direction of the College, which reflects its educational and moral aspirations and values.
- To implement aims, policies and practices for Music as a subject within the Creative Arts Faculty, which reflect the College's commitment to high achievement and attainment and which are consistent with national and school strategies and policies.
- To contribute to the implementation and review of the Music Development Plan (DP) as a sub section of the Creative Arts DP.
- To rigorously monitor and track the progress made in achieving subject plans and targets and evaluate the impact upon Teaching and Learning.
- To develop strong working relationships with relevant community partners.

Teaching and Learning

- To act as an outstanding role model to other members of the Creative Arts Faculty.
- To provide guidance on a choice of appropriate Teaching and Learning methods to meet the needs of all students, personalised learning pathways and the effective management of behaviour.
- To implement systems for recording individual students' progress, including appropriate frameworks for marking and assessment for learning.
- To ensure Music Schemes of Work are delivered appropriately.
- To monitor and evaluate the quality of teaching and standards of achievement and attainment in Music making use of appropriate data and setting targets for improvement.
- To provide support to colleagues in all matters relating to teaching, including classroom management and student behaviour, as required.
- To lead progress reviews of students on Music courses.
- To meet with students over whom there are concerns and contact home where necessary in conjunction with the Pastoral team.
- To ensure a high-quality learning environment for Music by managing and improving:
 - the fabric of the classroom displays and exhibitions of students' work
 - classroom behaviour by ensuring that department policies on sanctions are consistent with the agreed College Behaviour and Rewards Policy
 - appropriate storage for, and management of, equipment, ensuring equipment is replaced and updated as required.

Assessment and Monitoring

- To lead, monitor and evaluate the assessment of, and feedback to, students in line with whole school and Faculty policy.
- To evaluate staff and students' progress towards the aims and objectives outlined in the targets for the Creative Arts/Music DP.
- To contribute to monitoring and assessing the effectiveness of the Creative Arts/Music DP.
- To assess students' levels accurately against appropriate standards, in liaison with the Assistant Principals.
- To lead the implementation and embedding of effective written feedback/impact marking.
- To oversee the recording of students' progress and achievements.
- To identify students who need additional support and encourage them to engage with appropriate interventions to support their individual progress and attainment.

Leading and Managing Staff

- To continue personal development in the relevant areas, including subject knowledge and teaching methods.
- To assist the Principal and specialist curriculum area staff with the recruitment and selection of teaching and support staff.
- To develop subject teams and individuals to enhance performance.
- To play a full part in the College's appraisal processes as a team leader and reviewer.
- To plan, delegate and evaluate work carried out by team(s) and individuals.
- To support, challenge and motivate members of the Department.
- To participate in the Initial Teacher Training programme as required.
- To establish clear expectations and constructive relationships among department staff.

Planning, Development and Coordination

- To plan for, and update, course provision in line with tasks set by the examination board at GCSE and A Level to reflect changes.
- To plan for the personalisation of students' learning in order to support and extend the progress of every individual.

Director of Music (Maternity cover)

- To lead, and to contribute to, departmental team meetings and events across the curriculum.
- To produce short-term planning to support the development of Music Schemes of Work, in line with school frameworks.
- To oversee, develop and audit Schemes of Work in Music to include other documentation related to the delivery of enterprise and work-related learning within the school to support cross curricular delivery and to enable curriculum requirements to be met.
- To contribute to, and to lead, CPD opportunities as part of the planned programme for the school and to promote the sharing of outstanding, useful and interesting practice.

Resource Management

- To secure and allocate resources to support effective Teaching and Learning within the delivery of the subject of Music.
- To liaise with the IT Manager to ensure the maintenance of Music Technology resources including Cubase and Sibelius.
- To prepare estimates and bids for capitation and monitor and manage departmental finance.
- To ensure appropriate value for money and effective monitoring and control of the use of resources.
- To ensure appropriate risk assessments are carried out for the full range of Music activities, including trips and other work-related learning activities.

Other duties relevant to this post

- To be aware of, and comply with, policies and procedures relating to safeguarding, health and safety, confidentiality and data protection, reporting all concerns to the appropriate person.
- To attend and participate in regular meetings.
- To participate in training (CPD) and other learning activities as required.
- To provide cover for staff when required.
- To be a member of a duty team.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Senior Leadership Team.

Job descriptions may be reviewed and subsequently amended or modified to reflect the changing needs of the school.



Job Description Classroom Teacher

Responsible to: Head of Department/Faculty (as appropriate)

- Key responsibilities:**
- To deliver high quality lessons and support the achievement, safety and wellbeing of students in your care.
 - To support the Aims and Ethos of the College.
 - To be committed to and enthusiastic about teaching as a profession and encouraging children to become learners.
 - To value and promote the moral and spiritual well-being of the students, specifically through active participation in the pastoral life of the school.
 - To value and promote equality of opportunity and fairness and adopt non-discriminatory practices in respect of age, disability, gender, race or religion.
 - To be aware of, and comply with, College policies and procedures relating to safeguarding, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.
 - To participate in training, Continuous Professional Development and other learning activities as required, including participation in the College's Appraisal arrangements.
 - To be a form tutor and take responsibility for the pastoral care and support of a group of students in accordance with the school aims and policies.
 - To contribute to the College's extra-curricular programme.

Salary scale: MPS/UPS (dependent on experience)

Responsibilities and Actions

Teaching and Class Management

- To treat all staff with professionalism and respect.
- To have high expectations of students and build successful relationships centred on learning and teaching.
- To demonstrate a high level of knowledge of, and practical skills in, the relevant teaching subject and to communicate enthusiasm for this.
- To establish a purposeful learning environment where diversity is valued, and where students feel safe, secure and confident.
- To teach clearly structured lessons and sequences of work which interest and motivate students, making learning objectives clear, challenging and relevant, by using interactive and engaging teaching methods and collaborative group work.
- To promote active and independent learning that enables students to develop thinking and learning skills to plan and manage their own learning.
- To teach the required or expected knowledge, understanding and skills relevant to the curriculum for students in their age range.
- To differentiate teaching to meet the needs of all students across all ability ranges taking into account varying interests, experiences and achievements of boys and girls to help them make good progress.
- To organise and manage learning and teaching time effectively.

- To set high expectations for students' behaviour and to establish a clear framework for classroom discipline in line with the College procedures and encourage good practice with regard to punctuality and standards of work.
- To manage students' behaviour assertively, constructively and positively, promoting self-control and independence.
- To use ICT effectively in the delivery of learning and teaching.
- To provide or contribute to oral and written assessments, reports and references relating to individual or groups of students.

Monitoring and Assessment

- To make appropriate use of the College's monitoring and assessment strategies to evaluate students' progress towards planned learning objectives.
- To assess students' work in line with school policies and procedures referring to student performance targets.
- To assess, record and report on the attainment, attendance and progress of students, keeping such records as are required.
- To use monitoring and assessment information to inform and improve planning and teaching.
- To monitor and assess the effectiveness of learning activities and provide immediate and constructive feedback to support students as they learn.
- To involve students in reflecting on, evaluating and improving their own performance and progress.
- To identify and support students with differing levels of ability and those experiencing behavioural, emotional and social difficulties.

Planning, Development and Coordination

- To select and prepare resources, and plan for your safe and effective organisation, taking into account students' interests and their learning needs, language and cultural backgrounds.
- To plan for the personalisation of students' learning in order to support and extend the progress of every individual.
- To contribute to departmental team meetings and subject curriculum planning.
- To plan opportunities for students to learn in out of school contexts.
- To produce long and short term planning in accordance with school policies and procedures within the required deadlines.
- To contribute to the review of the Department Development Plan in liaison with the Head of Department.
- To develop strategies for the use of the relevant subject to promote new teaching and learning methods and monitor their effectiveness in raising standards of teaching and learning.
- To contribute to CPD opportunities as part of the planned programme for the school and to promote the sharing of excellent practice.

Other duties relevant to this post

- To attend and participate in regular meetings.
- To provide cover for staff when required.
- To be a member of a duty team.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by SLT.

Job descriptions may be reviewed and subsequently amended or modified to reflect the changing needs of the school.



Person Specification			
Director of Music (Maternity Cover)			
	Essential	Desirable	How Assessed
Qualifications:			
Be educated to degree level or equivalent in relevant subject (Music)	✓		Application form, references
Qualified Teacher Status	✓		Application form, references
Experience:			
A proven track record of successful leadership in an educational setting	✓		Application form, interview, references
An excellent classroom teacher with the ability to motivate and enthuse students	✓		Application form, interview, references
Of teaching Music to GCSE	✓		Application form, references
Of teaching Music at A Level	✓		Application form, references
Up to date with current developments in the Music curriculum changes and in raising student achievement	✓		Application form, interview
Experience of teaching using the Kodaly method		✓	Application form, interview
Completion of Middle Leader level training		✓	Application form, interview
Personal and Professional Skills and Attributes:			
Highly motivated and enthusiastic with a positive, "can do" attitude	✓		Application form, interview, references
Ability to communicate very effectively with students, parents and staff, at all levels	✓		Application form, interview
A commitment to very high academic standards, expectations, achievement and attainment	✓		Application form, interview
Ability to use data efficiently to assess prior attainment, track progress and set clear and aspirational student targets	✓		Application form, interview
Strong self-awareness, emotional intelligence and resilience	✓		Interview
Very high professional standards	✓		Interview
Flexible, adaptable and solutions focused		✓	Interview
Creative, innovative and able to manage change effectively		✓	Application form, interview
The ability to manage and resolve conflict effectively and transparently	✓		Interview
Committed to continual personal, professional development	✓		Application form, interview



Selection Criteria for Shortlisting

Director of Music (Maternity Cover)

Please address the following criteria in section 6 of the application form when outlining your suitability for the post:

A. A proven track record of successful leadership in an educational setting.	E
B. Successful completion of Middle Leader level training.	D
C. Experience of teaching using the Kodaly method.	D
D. An excellent classroom teacher with the ability to motivate and enthuse students. Experience of teaching GCSE and A Level Music.	E
E. Up to date with current developments in the Music curriculum changes and in raising student achievement.	E
F. Highly motivated and enthusiastic with a positive, "can do" attitude.	E
G. Ability to communicate very effectively with students, parents and staff, at all levels.	E
H. A commitment to very high academic standards, expectations, achievement and attainment.	E
I. Ability to use data efficiently to assess prior attainment, track progress, monitor student progress and set clear and aspirational student targets.	E
J. A strong commitment to the academic, personal, social and spiritual development of students.	E
K. Ability to reflect on your teaching and leadership and a willingness to participate in developmental opportunities provided by the school or external providers/agencies.	E
L. Ability to lead and to work as a team member to contribute to the development of resources within the Department and to the sharing of useful and interesting practice.	E