



The Burgate

School & Sixth Form

Recruitment Pack

Head of Music

Registered in England and Wales Register Company Number: 07596997

Key Information

Role: Head of Music

Required for: September 2024

Full-Time/Permanent

Deadline for applications: 09:00 Monday 19 February 2024

You are strongly encouraged to contact us in advance to learn more about Music at The Burgate and the specifics of this post. If you would like to have an informal chat, or a visit, please contact our Deputy Headteacher, Ben Clemson.

Salary: Main/Upper Pay Scale + TLR 2c (£3,480)

Contract: Permanent/Full-Time

Headteacher: David Pover

The Burgate School and Sixth Form, Salisbury Road, Fordingbridge,
Hampshire, SP6 1EZ

Tel: 01425 652039 Fax: 01425 656625

Email: burgate@burgate.hants.sch.uk

Website: www.theburgate.com



Dear Prospective Applicant

I am delighted that you are interested in applying for the post of Head of Music at The Burgate School and Sixth Form. We believe our school is an exceptional place to work, where students and staff share collective values in a happy and inclusive environment.

Each member of our staff team matters, and creativity and innovation are embraced and developed. Our students are a pleasure to work with and we encourage you to come and see this for yourself. 'Learning for Life', our school and college motto, underpins our culture and applies to every member of our school and sixth form community, whatever stage they are at.

Our desire to be one of the top comprehensive schools nationally continues with great enthusiasm and this appointment is a key factor in ensuring that we achieve that ambition. Please take your time to explore our school's website and this recruitment pack which will give you a greater understanding of what we believe is an ambitious, creative and successful school.

I very much look forward to receiving your application to work with us at The Burgate.

Yours sincerely

David Pover
Headteacher

The Role

The Head of Music is key to developing and sustaining the high level of music in our school, both in the curriculum and in extra-curricular activities. The Leadership Team and Trustees are very supportive and committed to the creative arts and Music is a highly valued part of The Burgate.

We are now looking for someone with excellent classroom and extra-curricular skills who can build on past success and ensure that Music remains integral to our school. This post is suitable either for a current Head of Music who is ready for a fresh challenge or for an exceptional teacher with the potential to move into a leadership role.

As a school we are dedicated to the development of inspirational lessons and are always searching for new and innovative ways to motivate students to achieve their full potential. We would welcome a candidate who is keen to share new ideas, approaches, and resources to develop music into the future.

Our Curriculum

Key Stage 3

Music is taught to all students once a week in Years 7 and 8. In Year 9, students opt for their GCSE course. Performing, composing, and listening and appraising are the primary components of Music at Key Stage 3. Students are encouraged to learn practically about different musical contexts and students perform and compose music in a variety of styles over the Key Stage.

GCSE

GCSE Music (OCR) is an option open to all students to follow in Year 9, 10 and 11.

Our Facilities

The Music Department is housed in a separate purpose-built suite consisting of one large classroom, a smaller classroom kitted out with MACs and two practice rooms. The space is equipped with a large range of instruments including keyboards, guitars, xylophones, drum kits, a range of untuned percussion, a full samba band as well as various orchestral instruments.

The suite of MACs runs the music software Logic Pro 9 with some MACs also running Logic X and is used for teaching in Year 7 right through to Year 13. The classrooms and practice rooms are each equipped with a piano in addition to a Bechstein grand piano in the main School Hall. There are also several IT equipped rooms in the main school and in the sixth form which can be booked for class teaching. The department currently comprises of a team of two teachers with individual instrumental lessons provided by eleven specialist teachers.

The school's main systems are SIMS, MintClass and Office 365 all of which are integrated. All teaching staff are given their own laptop to support their role.

Extra-Curricular Activities

The school offers instrumental lessons on most instruments, and students are able to borrow instruments from the school to facilitate learning and are encouraged to purchase their own instrument as they become more proficient.

There are many extra-curricular clubs and activities for students to get involved with including Orchestra, Senior Band, Guitar Group, Keyboard Club, String Group, Flute Group, Junior and Seniors Choirs and Samba Band. All activities are open to students of all abilities and year groups including Sixth Form and there are great opportunities to participate in concerts each year, particularly at Christmas and in the summer term as well as school productions.

How to Apply

The following guidelines are designed to help you submit an application in line with our requirements. Please ensure that you comply with the instructions below otherwise the panel will not shortlist you. If you require clarification or have any questions regarding the application process, please contact Sarah Hewett, HR Manager/Headteacher's PA at shewett@burgate.hants.sch.uk

Application Form

To apply for the role, please either complete an application via the TES website, an application via the Government's Teaching Vacancies website, or our Teaching Staff application form which can be downloaded from the vacancies page on the school's website. If you apply using the school's Teaching Staff application form, completed forms should be emailed to Miss Sarah Hewett, HR Manager/Headteacher's PA, at: shewett@burgate.hants.sch.uk. All applications should be received by the published deadline. For safer recruitment reasons, only applications submitted on a TES, Government Teaching Vacancies, or school application form will be considered. CVs will not be accepted.

Don't wait until the deadline nears to submit your application

You are advised to submit your applications as soon as possible as, on occasion, we reserve the right to close a vacancy earlier than the advertised date, if we have received sufficient applications that meet the criteria, or a suitable candidate is found. We advise you to submit your application as early as possible to prevent disappointment.

Shortlisting

Shortlisted candidates will be contacted by telephone or email. We will endeavour to contact non-shortlisted applicants however, if you have not heard from us within three weeks of the closing date you should assume that you have not been shortlisted for interview.

Interviews

Interviews will be held at The Burgate School and Sixth Form. In addition to a tour of the school and informal discussions with key members of staff, each interviewee will be required to teach a lesson. The selection process will culminate in a formal interview. Full details of the interview process will be sent to candidates with the invitation to interview. Candidates invited for interview will be required to provide proof of their eligibility to work in the UK by producing verifiable documents. Candidates will also be required to bring photo ID with them on the interview day, for example a valid passport or driving licence to provide proof of identity and, where available, a birth certificate should also be presented. If relevant to the role, evidence of all academic and professional qualifications disclosed on the application form should also be presented. Full details will be sent to candidates alongside their formal invite to interview.



References for shortlisted candidate

All referees whose details are included on the application form will be contacted before the interview unless you have indicated that you wish otherwise. Appointments will not be confirmed until The Burgate School and Sixth Form has received two satisfactory references (one must be from your current employer or, if you are not currently in employment, from your most recent employer) and all other necessary pre-employment vetting checks have been satisfactorily completed. This will include confirmation of your fitness for employment, an enhanced Disclosure & Barring Service disclosure, verification of your identity and confirmation of your right to work in the UK. Teachers will be required to provide proof of their qualifications (degree certificate(s), QTS) and a check will be undertaken to ensure they are not subject to a prohibition order.

Safeguarding and Child Protection Statement

Safeguarding determines the actions that we take to keep children safe and protect them from harm in all aspects of their school life. As a school and sixth form we are committed to safeguarding and promoting the welfare of all our students. The actions that we take to prevent harm, to promote wellbeing, to create safe environments, to educate on rights, respect, and responsibilities, to respond to specific issues and vulnerabilities all form part of the safeguarding responsibilities of the school and sixth form.

Pre-employment Checks including an Enhanced DBS and Children's Barred List Checks

Due to the nature of the position for which you are applying, and to ensure your suitability for this type of work, all our recruitment and selection practices reflect this commitment. Should you be successful, any offer of a post will be conditional subject to an enhanced Disclosure and Barring Check as well as other relevant pre-employment checks including the receipt of two satisfactory references and medical clearance. As this is a post in regulated activity, the DBS check will include a children's barred list check. It is an offence to seek employment in regulated activity if you are on a barred list. All positions within The Burgate School and Sixth Form are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Online Searches

We will also consider carrying out an online search on the successful candidate to help identify any past or current incidents or issues that might affect an individual's suitability to work with children and undertake the role in question. Any online search will be carried out only on publicly available information and will be limited to issues relating to an individual's suitability to work with children and/or in a school environment. Any issues that arise from a search will be followed up with the candidate where it can be discussed more fully, including background information, or mitigating circumstances.

A copy of our child protection policy and our policy on the employment of ex-offenders are available to view on The Burgate School and Sixth Form's website at: <https://www.theburgate.com/policies>

Equal Opportunities Statement

The Burgate School and Sixth Form is an equal opportunities employer and values the diversity of our workforce and welcomes applications regardless of age, gender, ethnicity, or religion.

General Information for Applicants

At The Burgate we want every student to enjoy their learning and feel valued for who they are. The school provides high quality comprehensive education for children aged between 11 and 18 and we enjoy an excellent reputation within the local community for our high standards. Consequently, many students attend the school through parental choice. We provide a broad curriculum and a creative approach to learning that inspires curiosity, builds collaboration, helps develop resilience and encourages flexibility of thought.

This could not be a better time to join The Burgate; our GCSE results in 2023 continued to be very strong with 79% of students achieving both English and Mathematics at Grade 4+ and 56% achieving Grade 5+. Our most recent published Progress 8 value added score was in line with the national average and once again places The Burgate as one of the very best performing schools in Hampshire and nationally. Our A level results are consistently very good with 72% of our grades between A*- C

We offer a wide range of subjects at GCSE and A Level, delivered by a highly qualified team of professional teachers and support staff who are committed to offering the highest quality of education to the students. All staff members participate in a well-established and bespoke performance management scheme. Induction and in-service training are provided for all teaching and support staff and there is a special programme for ECTs, as well as access to a wide range of CPD through National College and beyond. Internal promotion is a typical route for progression to higher levels of leadership for Burgate staff.

The school has a committed and supportive board of trustees, enjoys healthy links with the local community, our cluster primary schools and partnership schools. We build and consequently benefit from excellent supportive relationships with parents, and we encourage close contact with the school whenever they have concerns regarding their child's education. The school was inspected by Ofsted in May 2019 in which we were awarded 'Good' overall with three of our inspection judgements being 'Outstanding'. The inspectors praised the high expectations of everyone at the school and remarked how the school's trustees and staff work closely together to create a team spirit that provides a consistent and positive learning environment, where teaching is inspirational and student behaviour is superb.

The Burgate School and Sixth Form is situated on the outskirts of Fordingbridge, in Hampshire. Salisbury, Bournemouth, Southampton and the Channel ports of Poole and Portsmouth are all within easy driving distance, and the major cities of Bath, Bristol and London all easily accessible by road and rail. With the New Forest National Park, Isle of Purbeck, Jurassic Coast and Salisbury Plain further enriching and enhancing the natural beauty of the local environment, the successful candidate will have a chance to live and teach in one of the most highly desirable areas of England, where the standard of living is of the best available nationally.

Job Description

Head of Department: Music

Impact Statement: to secure high quality teaching and learning within the department and effective use of resources to improve educational outcomes for all students so that each achieves his or her full potential.

Level of responsibility: TLR 2c

Line Manager: Deputy Headteacher

CORE RESPONSIBILITIES:

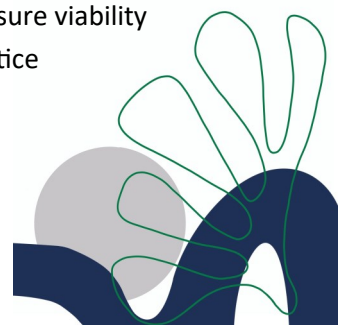
- Maintain high professional standards and level of conduct
- Adhere to statutory policies and procedures and undertake training as required
- Contribute to the delivery of the school's vision
- Uphold the values of the Burgate School and Sixth Form
- Help to foster innovation and the development of new capabilities
- Engage with school improvement plans and initiatives
- Support the pastoral care and behaviour standards of students to ensure they feel safe, secure, and valued

KEY RESPONSIBILITIES:

- Be responsible for the development, implementation, review and evaluation of the Department Improvement Plan (DIP)
- Quality assurance to uphold the highest standards of work and conduct of students and staff in the department
- Maintain a high quality learning environment within the department
- Uphold the pastoral care, discipline and behaviour of students to ensure that they feel safe, secure and valued
- Oversee the department's curriculum and continually review the impact of the learning
- Set, observe and maintain high standards for Burgate lessons
- Regularly moderate assessment and marking procedures to ensure accuracy and consistency of all teachers in the team
- Monitor and track the progress of all students; identifying underachievers and implementing measures to support them
- Undertake lesson observations and work scrutinies to ensure that learning experiences offered are appropriate and relevant to learning needs to ensure good progression for all students
- Inform and advise the Leadership team on all matters related to the department through fortnightly 1:1 meetings with LT Lead

SPECIFIC RESPONSIBILITIES:

- Monitor uptake of students at GCSE in Music and intervene when required to ensure viability
- Develop strong network links with Music departments locally to share good practice
- Lead and direct the peripatetic team and organise timetables for music lessons
- Assist with the biannual school production (musical director)
- Run weekly extra-curricular activities (choir/orchestra)



Role: Person Specification for Head of Music

Qualifications & Experience	Essential	Desirable
Qualified teacher status	X	
A degree or equivalent	X	
The ability to successfully teach Music to GCSE	X	
A commitment to and evidence of professional development	X	
Experience of improving the outcomes of groups of students		X
Experience of teaching all year groups (Year 7 -13)		X
Experience of extra-curricular trips and visits		X
Skills and Competencies	Essential	Desirable
Demonstrate and model excellence in the classroom	X	
Knowledge of effective teaching and learning strategies	X	
Ability to adapt teaching to meet students' needs	X	
A record of being able to work collaboratively as part of an effective team	X	
Ability to plan strategically	X	
Ability to build effective working relationships with students, staff and other stakeholders	X	
Ability to demonstrate a high standard of organisational skills	X	
Ability to analyse and present data and information coherently	X	
Ability to track progress to develop student potential	X	
Additional Factors	Essential	Desirable
Personal impact, presence and integrity	X	
Have a good record of punctuality and attendance	X	
Enthusiasm and passion for Music	X	
Excellent interpersonal skills, a high level of emotional intelligence and emotional resilience in addition to a sense of humour.	X	
Show keen interest and ability to keep abreast of new initiatives	X	
A positive and optimistic outlook	X	
Model and present a positive image of the school	X	
Demonstrate a deep commitment to school's ethos and its motto 'Learning for Life.'	X	
Strong willingness to contribute to the wider life of the school	X	
Show fairness and consistency	X	
Commitment to safeguarding and promoting the welfare of children and young people	X	
Commitment to equal opportunity	X	