



**NHEHS**  
**Director of Junior School Music**  
**January 2018**

**Notting Hill and Ealing High School**

NHEHS is a leading selective girls' school located in Ealing, west London with 300 girls in the Junior School (4-11) and 600 girls in the Senior School, of which about 150 are in the Sixth Form.

The school is part of the Girls' Day School Trust and is very highly regarded, particularly for the way in which it achieves outstanding results within an exceptionally warm and supportive community.

**NHEHS Junior School**

The Junior School is a happy community of pupils, parents and staff, working together to provide an environment in which girls' strengths are allowed to flourish. We achieve excellent academic results, for example the Sunday Times Parent Power Survey has placed us among the top 5 UK Independent Prep schools every year since 2006. Our girls achieve the highest academic standards at age 11 and almost all go on to the Senior School, one of west London's most popular and successful selective, independent girls' schools.



However, this is only one aspect of our school. We encourage girls to approach the world with curiosity and creativity, to express their views and feelings, and to develop a real enjoyment of learning. As a result they are proud of their school and value kindness and laughter, fun and friendship.

Life at NHEHS is rich, busy and varied. Visits, trips, speakers and special events are built into our curriculum and girls are provided with outstanding opportunities to develop their interests in a wide range of areas. They love music, drama, sport and art and they take part in everything they do with wholehearted enthusiasm.

**Job purpose**

The School is looking to appoint an outstanding musician and experienced teacher to lead the further development of music across KS2, KS1 & EYFS and actively contribute to exciting whole school developments in this vibrant and ambitious department.

The successful candidate will be a suitably qualified graduate, a skilled accompanist and will demonstrate the ability and enthusiasm needed to inspire pupils of all abilities and across the stated age range with the aim of developing a long-lasting love and understanding of music.

He/she will demonstrate excellent classroom practice and the dynamic leadership needed to sustain and develop a thriving, varied and evolving programme of both curricular and extracurricular music in the Junior School.

The Director of Junior Music will be based in the Junior School in a dedicated music classroom. In addition there is a busy, vibrant and exciting mix of very high quality Junior School ensembles, with practices taking place during lunchtimes and before and after school. This programme has grown and evolved over time, and the interests, skills and vision of the newly appointed Director of Junior Music are likely to be reflected in its future development and balance.

The successful candidate will take full responsibility for the leadership and day-to-day management of Junior Music (4-11 years), in regular liaison with the whole school Director of Music, who is based at the Senior School. It is also envisaged that the Director of Junior Music will play a key role in supporting the medium and long term vision for the development of music across the school.

## **Notting Hill & Ealing High School**

### **Director of Junior School Music January 2018**

#### **Job Description**

**Responsible to:** The Head via the Head of the Junior School

**Responsibilities:** The following shall be deemed to be included in the professional duties which a school teacher may be required to perform under the reasonable direction of the Head or the Head of Junior School

#### **1. Policy/Strategic direction and development**

- a. Be responsible for the development and implementation of policies for the teaching of Music throughout the School, in order to optimise
  - pupil progress and attainment
  - staff understanding, skills and knowledge in the delivery of Music
- b. Develop and promote an accessible subject policy and action plan for Music, and keep these under regular review to ensure that policy and planning take account of the school's changing needs and are appropriate to the full range of pupils' needs.
- c. Assist with the development and monitoring of policies and plans for the School as a whole to ensure that they take appropriate account of Music

#### **2. Teaching and learning**

- a. In accordance with school curriculum policy, determine the Music curriculum informed by current knowledge and best practice to develop the potential of all pupils.
- b. Formulate and revise schemes of work that are age/phase appropriate to ensure continuity and progression, and the development of cross key stage/cross curricular links.
- c. Promote excellence and inspiration in learning and teaching by being the lead practitioner and leading by example; consult and advise colleagues in order to establish creative, responsive and effective approaches to the teaching of Music

- d. Monitor, evaluate and review classroom practice; celebrate excellence; advise and update the Head on progress of subject including under-performance of pupils and staff.
- e. Make effective use of relevant pupil assessment data to inform future teaching.
- f. Support staff and pupils to enable challenge for the most able and support for the less able.
- g. Ensure risk assessments for all Music related activities are completed and adhered to
- h. Liaise with Senior School Music Department as necessary, in particular to promote Junior/Senior links.

### **3. Marketing and external links, including public occasions**

- a. Build effective partnerships with parents to ensure
  - a shared understanding between school and home about the subject, and how parents can support their child
  - an excellent local reputation for the school through the promotion, profile and success of the subject
  - extra-curricular activities that enrich the timetabled curriculum experiences
- b. Promote the subject excellence and reputation of the school through public occasions (festivals, competitions, parents' meetings, Open Days, workshops etc.)
- c. Develop links outside the school in order to increase opportunities for sharing good practice, learning opportunities for pupils etc.

### **4. Training and development of self and others**

- a. Regularly review own practice, set personal targets and take responsibility for own development.
- b. Keep abreast of subject developments from a range of sources, in order to maintain best practice.
- c. Lead subject-related INSET initiatives to offer support, guidance, innovation and motivation to colleagues in the teaching of Music.

### **5. Management of resources**

- a. Ensure that appropriate, well-maintained resources are available for the teaching of Music and identify future subject-related resource needs and aspirations for consideration in the school budget planning process.

### **6. Monitoring, evaluation & assessment**

- a. Monitor and assess pupil progress in Music through a variety of strategies including the use of performance data, benchmarks and lesson observations, and produce reports as required.
- b. Participate in the school's monitoring and evaluation cycle, providing constructive feedback and targets in order to develop individual skills to teach Music effectively.

#### **All school staff are expected to:**

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Contribute to the school's programme of extra-curricular activities.
- Build effective relationships with parents and support the Head of the Junior School in promoting the ethos of the school
- Support and contribute to the school's responsibility for safeguarding students.

- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance review process.
- Adhere to policies as set out in the GDST Council Regulations, ORACLE and GDST circulars.
- Undertake other reasonable duties related to the job purpose required from time to time.

### Skills Required

Excellent classroom teaching skills	Essential
Ability to communicate effectively and efficiently orally and in writing	Essential
Effective interpersonal skills	Essential
Ability to share/evaluate/review/implement current/new practice	Essential
Observational skills plus the ability to feed back constructively and sensitively	Essential
Ability to create effective links across the whole school	Desirable

### Knowledge Base

Understands the nature of the subject and has a secure subject knowledge	Essential
Has knowledge of current subject-related developments	Essential
Has knowledge of key characteristics of quality teaching, learning and learning environment	Essential
Gives clear direction that enables pupils to achieve the highest quality education	Essential
Has knowledge of the policies/plans of the whole school	Desirable
Good working knowledge of common ICT applications, with a clear understanding of, and enthusiasm for, the potential for ICT in enabling more innovative and effective approaches to learning and teaching	Essential

### Qualifications/Attainment

Qualified Teacher Status	Essential
Degree in Music	Desirable

### Experience

Some experience in leading INSET/supporting colleagues/professional development	Desirable
Experience/knowledge of Common Entrance Syllabus at 11+	Desirable

**Attitude/approach**

Enthusiasm for promotion of subject and able to communicate vision for the future direction of the subject	Essential
Tact and diplomacy	Essential
Approachable and helpful attitude towards colleagues	Essential

*June 2017*