



EDGBASTON HIGH SCHOOL

DEPUTY DIRECTOR OF  
MUSIC

September 2024



**EDGBASTON**  
HIGH SCHOOL

## INFORMATION FOR APPLICANTS

### History

Founded in 1876, Edgbaston High School for Girls (EHS) is the oldest independent day school for girls in Birmingham. The school is very pleasantly situated next to the Botanical Gardens, 1½ miles from the city centre. There are over 870 girls aged 2½ to 18 divided into four phases working together on one site. Continuity of education is a key feature of EHS, but girls can join at different stages of their academic career.

### Modern and Ambitious

Pupils enjoy a broad-based programme which substantially fulfils the requirements of the National Curriculum and extends beyond it. Examination results are very good with high grades distributed across both Science and Arts subjects. Staff and parents work closely together so that each girl can develop her individual gifts to the full.

Edgbaston High School is proud of its high academic standards, its pastoral care, and the wealth of co-curricular opportunities the school provides. Key to this success are the staff that work here. We employ a wide range of staff in addition to our well-qualified and experienced Teachers, Estates, Finance, IT, Human Resources, Specialists Technicians, Early Years Practitioners and many others.

### Pupils

Edgbaston High School has approximately 870 girls aged from 2½ to 18 years old, divided into Pre-Prep, Preparatory, Senior and Sixth Form phases. Around 500 of these are in the Senior school. Edgbaston High School attracts girls both from the immediate neighbourhood and across the West Midlands, attracted by the high academic standards, the lively programme of co-curricular activities and the individual attention and flexibility of our approach.





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## **Professional Reward and Development**

We recognise the expertise of our staff and aim to create an inspiring environment in which you can work to your full potential and develop your career. As a school we believe in;

- A competitive salary with additional allowances for extra responsibilities
- Fully funded training costs where there is a benefit to the School and many opportunities for continued professional development projects
- Personal Development and recognition through our annual appraisal scheme
- Full commitment to the induction and training of NQT's
- Comprehensive INSET programmes, delivering high quality seminars, shared good practice and insights from external speakers
- Well-resourced departments

## **Benefits**

- Access to your own laptop and iPad
- Free refreshments and lunches when the school is operational provided by our excellent Catering team
- There is a generous fee remission for the children of teachers who might want to attend EHS.
- Free access to the Botanical gardens for yourself and your family

## **Health and Wellbeing**

Your health and wellbeing are important to us and we offer;

- Free use of the school's Gym at agreed times
- Free use of the school's swimming pool at agreed times
- Access to our onsite counsellor
- A supportive network of experienced Heads, Deputies and Senior Leadership Teams
- As part of the staff community there are opportunities to take part in enjoyable social events, sports activities and more
- Friendly and supportive staff who work together and share resources and ideas



# EDGBASTON

HIGH SCHOOL

## **Ethos**

Our mission is to nurture confident, considerate and intellectually curious young women – an ethos that underpins everything that we do. We are an ambitious and thriving school with a focus on providing a broad, modern, enriching and inspiring education that instils EHS girls with the confidence, independence, motivation and ambition to succeed both within and beyond the school. We foster an environment where students can expand their minds, think flexibly, develop the skills of leadership that they all have within them, and grow personally as well as academically. Children should be, and deserve to be; empowered, inspired and challenged throughout their education so that they leave school fully equipped to succeed in whatever they decide to pursue.

## **Diversity**

Diversity and inclusion are central to everything we do. We are actively committed to promoting and participating in good practice in the way that we attract, recruit and retain staff.

Everyone is encouraged to bring their whole self to work because we appreciate the value that a truly diverse workforce brings to an organisation. We celebrate difference, recognising the benefits that this brings to our inclusive culture, including age, disability, gender identity and expression, religion, race, sex, sexual orientation and socio-economic background.





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## **Deputy Director of Music**

**Reporting to:** Director of Music

### **Purpose of Job**

To assist the Director of Music with their role, as outlined below.

### **Director of Music Responsibilities**

#### **MAIN DUTIES**

##### **Operational/ Strategic Planning**

1. To provide leadership and create enthusiasm for teaching among members of the department, to develop teamwork and balance the strengths of individuals, allocating responsibilities as appropriate. To make arrangements for departmental consultation and communication. To provide the Head and Deputy Head with a copy of the notes of departmental meetings.
2. To define and develop departmental policy, priorities and schemes of work regularly and to monitor their implementation, setting department targets as necessary, working within the aims of the school and in line with educational developments nationally. To produce and revise the Department Handbook.
3. To keep abreast of examination specification changes and to attend appropriate examination board courses and moderation meetings. To liaise with the Examinations Officer/ Secretary as necessary over external examination entries.

##### **Leading and Managing Staff**

4. To assist in the recruitment of new staff and to be responsible for the induction of new staff. All new teachers should be appropriately trained, monitored, supported and assessed. To be responsible for the day to day management of all members of the department.
5. To monitor and assess the work of the subject through the staff development and performance management programme and through nationally recognised guidelines for inspection. To promote and monitor professional development within the department. To offer support and advice to members of the department and encourage their professional development.

6. To regularly monitor the work of department members, ensuring that they are following the correct syllabuses and adhering to policies, including marking, and schemes of work and observing their teaching.
7. To establish common standards of practice and to encourage the sharing of good practice within the department and develop the effectiveness of teaching and learning styles

### **SOCS Administration, Visiting Teachers and External Examinations**

8. To direct and support Visiting Music and LAMDA Teachers delivering instrumental, vocal, theory and LAMDA lessons in accordance with the Agreement between the School and the visiting teachers.
9. To coordinate ABRSM Music examinations to be held at least once a year and up to three times a year in the Music School and facilitate the coordination of LAMDA examinations.
10. To handle administrative tasks within SOCS modules including Music (VMTs) and Performing Arts (LAMDA), ensuring the training of EHS staff and Visiting Teachers using SOCS.

### **Information and Data Management**

11. To produce an annual examinations analysis and department review.
12. To ensure that the members of the department fulfil the school's requirements for reporting to parents and that the school database is kept up to date.
13. Use data effectively to identify students who are underachieving in the subject and create plans of action with target setting

### **Teaching and Learning**

14. To stay updated with current trends in music education and incorporate innovative practices in the program.
15. To ensure that the department is up to date with the implementation of school policies including SEN and gifted and talented.
16. To ensure the development of students' literacy, numeracy and information communication technology skills through the subject where relevant including the development of students' skills in Music Technology.
17. To promote a high standard of teaching within the department, monitoring academic standards and ensuring with others that the pupils' learning is effective and continuous, enabling them to achieve the best results of which they are capable. This will include appropriate differentiation of the curriculum to meet the needs of all pupils and monitoring assessment, recording and reporting at all levels.
18. To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department, liaising with relevant staff to secure appropriate cover.
19. To promote teaching and learning styles which stimulate pupil interest and involvement in learning.

### **Cocurricular**

20. To design and implement a diverse range of co-curricular music activities and ensembles, including bands, choirs, orchestras, and music clubs fostering a positive and inclusive

environment, encouraging participation from students of all musical abilities and backgrounds.

21. To organise and direct rehearsals for ensembles and school productions, performances, and music events, including school concerts, competitions, and community outreach programs.
22. To manage the sourcing and arranging of music for school ensembles and the logistics for music events, such as venue bookings, equipment setup, and transport arrangements.
23. To mentor and support students in their musical development, providing opportunities for solo and ensemble performances, monitoring attendance at all ensembles and events.
24. To liaise with parents, teachers, and external organisations to promote and enhance the music program including music trips and tours.
25. To co-ordinate Music School scholarship programme including auditions, appointments and Scholars and Prep School Music Prefects supporting them to lead ensembles.

### **Communication and Liaison**

26. To represent the department at HoD and MMT meetings, and to contribute to curriculum development and other relevant whole school development (planning and implementation) through these and other means as appropriate. To disseminate relevant information to members of the department.
27. To encourage appropriate links across the curriculum, between departments and with other schools, and to promote relevant activities outside school. This will include developing aspects of cross-curricular themes such as citizenship and contributing to enrichment as appropriate within the department. It will also include liaison with the appropriate colleague in the Lower School with particular reference to transitional links between Key Stages Two and Three.

### **Management of Resources**

28. To organise and manage the department budget, timetable, rooming and resources to ensure the efficient and effective use of all resources. To maintain a stimulating environment within the department. To be responsible for department administration.

### **Marketing**

29. To play a part in the marketing of the subject and the school at appropriate occasions including Open Days and Parent Information Evenings, as detailed in the Staff Handbook. To contribute to 'Friday headlines', the 'School Magazine' and similar publications as appropriate.

### **Health and Safety**

30. To be familiar with the School's Health and Safety policy and implement it as applicable within the department. To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are updated where necessary.

Elements of the tasks detailed above can be delegated as appropriate within the department. Other tasks may be added to the above at the reasonable request of the Headmistress.



## **Teacher of Music Job Description**

### **Purpose of Job:**

To teach girls relevant subject material and skills to enable each pupil to achieve her full potential in line with the aims of the school.

### **Specific Responsibilities:**

We are seeking a dynamic and passionate Music Teacher to join our team and inspire students across Years 1 to 13. The successful candidate will have a strong background in music education, with the ability to engage and motivate students of all ages. They will be responsible for delivering high-quality music lessons, leading co-curricular music activities, and contributing to the school's vibrant musical life. The ability to play the piano and accompany our most advanced students is desired for this role.

- **Teaching and Learning:** Plan, prepare and deliver inspiring music lessons that cater to the needs of all students across Years 1 to 13. Assess, record, and report on the development, progress, and attainment of students.
- **Curriculum Development:** Contribute to the development and enhancement of the music curriculum across all year levels including GCSE and A Level. Ensure that lessons are aligned with curriculum standards and objectives.
- **Piano Proficiency:** Utilise piano skills to accompany students during classes, rehearsals, and performances.
- **Musical Direction:** Direct, conduct, source material and arrange music for school choirs, orchestras, ensembles, productions and other musical groups. Organise and prepare students for performances, competitions, and school events.
- **Co-curricular Activities:** Lead and develop a range of co-curricular music activities that engage students outside the classroom and foster a love for music. Encourage student participation in music competitions and community events.
- **Professional Development:** Participate in professional development opportunities to stay abreast of new teaching methods and developments in music education.
- **Parental Engagement:** Communicate effectively with parents and guardians about students' progress and achievements in music. Encourage parental support for co-curricular music activities.

### **General Responsibilities:**

- To be aware of relevant curricular developments.
- To take an active role in the pastoral system of the school.
- To mark and assess girls' work, in accordance with the school policy.
- To prepare and teach appropriate lessons, and to set appropriate homework that is in accordance with the school policy.



- To inform parents of their daughters progress through writing reports and attending relevant Parents' Evenings.
- To set and mark assessments for all year groups, for example mock examination papers, as requested by the Head of Department.
- To attend staff meetings to contribute to school planning
- To attend departmental meetings to contribute to departmental planning
- To undertake a fair share of the work within the department, as requested by the Head of Department.

**Additional Duties:**

- To attend inset days at the start of term
- To be a Form Tutor
- To undertake a share of staff duties including, cover, break, lunch or after school duty.
- To cover lessons and other activities during directed time
- To play a part in the marketing of the subject and school at appropriate occasions such as Open Days and evenings (as detailed in the Staff Handbook).
- To contribute to co-curricular life of the school.
- To attend any after school CPD
- To carry out any other reasonable duties at the request of the Headmistress.

## HOW TO APPLY

Applications, addressed to Mrs Clare Macro, should include the completed application form, a covering letter of not more than 2 pages summarising your suitability for the role as outlined in the information pack.

<p>Application forms, covering letters and CVs should be submitted to the HR &amp; Compliance Officer:  <a href="mailto:mahmoodm@edgbastonhigh.co.uk">mahmoodm@edgbastonhigh.co.uk</a></p> <p>If candidates prefer to send their application by post, it should be addressed to:</p> <p><b>Meahwish Mahmood  HR &amp; Compliance Officer  Edgbaston High School for Girls  Westbourne Road  Edgbaston  Birmingham  B15 3TS</b></p>	<p>The closing date for applications is <b>12 noon on Friday 10<sup>th</sup> May 2024.</b></p> <p>Interviews will take place at Edgbaston High School for Girls on <b>16<sup>th</sup> May 2024.</b></p>
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