

Head of Music: APPLICATION PACK

OUR SCHOOL

Our school at a glance:

- Co-educational
- Ages 11 to 16
- Day school
- Small class sizes
- Central London location
- Modern facilities overlooking the iconic London skyline



NORTH BRIDGE HOUSE



Founded in 1939, North Bridge House is a co-educational day school group that nurtures the individual and develops each student's independent strengths and talents. It educates children from the ages of 2 to 18 and is part of the Cognita Schools organisation.

Our schools

- NBH Nursery and Pre-Prep Hampstead (ages 2-7 years)
- NBH Prep School Regent's Park (ages 7-13 years)
- NBH Senior Hampstead (ages 11-16 years)
- NBH Senior Canonbury (ages 11-18 years)

Our vision

All staff members across the North Bridge House group are dedicated to our three vision pillars:

- Knowing the individual
- Fostering academic excellence
- Cultivating character and promoting wellbeing

North Bridge House Senior Hampstead

Having previously shared its site with the Prep School, North Bridge House Senior School moved to its new home in Hampstead in 2012, allowing the group to expand and provide more specialist provision. Nestled just above Hampstead's bustling High Street and with stunning views across the Capital, North Bridge House Senior Hampstead is a contemporary building in the heart of London's most famous village, serving the needs of local children from Year 7 through to GCSE. The school has a maximum capacity of 450 students and maximum class sizes of 25.

Cognita

Cognita is a leading international schools group, with a portfolio of over 105 schools in Europe, Latin America and South-East Asia.

My children have received an enormous amount of support at school; this has given them the very best chance of achieving their potential. They have enjoyed excellent relationships with school staff and have really enjoyed the community of NBH.

Parent at North Bridge House
Senior Hampstead

MESSAGE FROM THE HEADTEACHER



Thank you for your interest in joining our team as Head of Music. This vacancy arises due to the relocation of an excellent teacher, and we are looking for a candidate that will bring a real passion for helping our students to explore their creativity whilst developing musicianship through Music.

The Music Department is at the heart of our school with a prominent position both within our timetabled lessons and our extra-curricular programme. The successful candidate will have a considerable degree of professional autonomy and the opportunity to contribute to existing projects and design their own enrichment activities at NBH, many children pursue GCSE Music achieving outstanding results and often take their passion onto Sixth Form and University. This interest is developed through a rich and highly innovative Key Stage 3 curriculum. Throughout the year there are music concerts, competitions and masterclasses that are much enjoyed by our entire school community.

This role is suitable to a more experienced educator looking for a challenge in a highly successful department who would embrace the many CPD opportunities our staff benefit from.

If you want to be part of a school that puts Music as a central element in helping out children to find their 'True North' then I look forward to hearing from you.

Christopher Jones
Headteacher

A handwritten signature in black ink, appearing to read 'C. Jones', with a long horizontal line extending to the right.

Christopher Jones
Headteacher

THE ROLE of Head of Music

Music is taught from Year 7 to Year 11. All students take part in Music lessons during KS3. Many students opt to take GCSE Music.

The role is primarily to lead and implement Key Stage 3 Music, the popular GCSE Music course at Key Stage 4, to plan and organise regular extra-curricular music activities as well as to line manage a team of outstanding peripatetic music teachers.

The Music Department offers a range of popular clubs and enrichment activities and the successful candidate would be expected to contribute and enhance this co-curricular programme.

Key Responsibilities

- Provide excellent, inspirational and dedicated teaching in a safe and stimulating environment.
- Teach Music to pupils in KS3 (Years 7-9) in designated timetabled lessons.
- Teach Music to pupils in KS4 (Years 10-11) in designated timetabled lessons.
- Liaising with the peripatetic music teachers to ensure the smooth running of one-to-one music lessons, music clubs as well as developing pedagogies.
- Take responsibility for promoting, coordinating and participating in Music activities throughout the school year via clubs (before and after school and at lunch), concerts, enrichment activities, guest-performers, themed weeks and House competitions.
- Plan lessons and schemes of work both independently and collaboratively with the Music Department that address the various needs of our individual pupils and as collective, diverse cohorts.
- Expected to keep abreast of curriculum development and be available for consultation in these matters with the Head of School, other senior staff and inspectors whenever necessary.
- The Head of Department is expected to have a knowledge of external examination syllabuses and career opportunities.
- The Head of Department is responsible for the way in which the departmental allowance is spent and accounted for, as well as for planning and foreseeing departmental needs and budgeting accordingly.
- Managing the resources of the Music department, ordering equipment and maintaining instruments.
- To prepare the annual Departmental Development Plan and Self Evaluation Form which will reflect whole school priorities and initiatives and to present it to the Head of School when required.
- Contribute to the creation of Departmental development plans, policies, curriculum documents, risk assessments etc. in liaison with the Music Department and the Senior Leadership Team.
- Public exam entries, marking, moderation and submission of coursework.
- Record and report upon the development, progress and attainment of all pupils and share this information with pupils, parents/guardians and colleagues.
- Report to parents/guardians in a timely, transparent and positive manner via a number of communication methods to include parents' evenings, information events, written reports, interim grades, one-to-one meetings, telephone conversation, letter and email. Deploy the data from assessment to ensure that individual pupils have targets that challenge and stretch their ability.
- Take responsibility as a Form Tutor on taking the register and sharing messages etc at the beginning and end of the school day. Deliver PSHEE as and when required.

Events and Activities

- Organise regular concerts, assemblies, masterclasses, guest-speakers and other school-based events to promote the Music Department.
- To organise and lead the London Cognita Orchestra rehearsals and concerts.
- To enter individual students and ensembles in ISA and other Music competitions.
- Host events for other schools where appropriate (e.g. with other schools from the Cognita Group)
- Provide news articles and features for the NBH website and newsletter
- Arrange, establish suitable administration for and run compliant and effective field trips, excursions and residential events to promote the celebration of the Music at NBH

Compliance

- Keep a disciplined, purposeful class, which promotes the wellbeing of our pupils and offers a safe environment where challenge is embraced
- Attend required INSET and CPD sessions for all staff
- Maintain required level of First Aid training for the Music Department

- Ensure a thorough awareness and practical application of the policies and procedures for NBH and specifically for the Music Department.
- Maintain all resources to the required safety standards and renew, as necessary within Departmental Budgetary allowance.
- Operate safely in the NBH workplace and at external facilities, maintaining high standards of Health and Safety practice.
- Behave professionally at all times and maintain confidentiality of information.
- Promote and safeguard the welfare, health and safety of all pupils that fall under your responsibility or that you come into contact with.

General

- Assessment of Pupil Progress-
- All pupils receive regularly set homework. It is expected that teachers will mark all work promptly, and in constructive detail with formative and summative feedback for the individual pupil. Internal school exams are set in January and June of every academic year.
- Interim levels/grades and attitude to learning assessment are offered every half term and full written reports are once every academic year.
- The successful candidate is expected to report on pupil progress to parents at parental information and progress evenings. In addition, the successful candidate is expected to contribute to open events and to promote the subject positively in the school community.

The right candidate will also need to have the following:

- Basic knowledge of Health and Safety regulations.
- Ability to communicate effectively, orally and in writing.
- Excellent organisational and planning skills, including prioritising tasks.
- Ability to think creatively to anticipate and solve problems.
- Ability to encourage and inspire young people to achieve.
- Ability to work as part of a team; working effectively with people across a wide range of levels and responsibilities.
- Computer literate - must have good ICT skills including a working knowledge of MS packages.
- Ability to work using own initiative, exercising good judgement when unsupervised.
- Creative flair.
- Flexibility of approach to work.

Benefits

- Competitive salary package
- Teachers' Pension Scheme membership
- Extensive Professional Development opportunities - including an international staff exchange programme
- Free lunch provided each day
- Fee reduction for staff children
- Childcare voucher scheme
- Collaborate and supportive working environment
- Longer holidays than the maintained sector
- Membership of a global schools group



North Bridge House Senior Hampstead



HOW TO FIND US

The school is situated in the heart of Hampstead, north London and easily accessible via public transport with closely located underground and overground stations. A short walk from the picturesque Hampstead Heath and a stone's throw from a selection of popular cafes and restaurants.



OUR LOCATION

65 Rossllyn Hill
London
NW3 5UD

PUBLIC TRANSPORT

Hampstead: 0.2 miles
Hampstead Heath: 0.2 miles
Belsize Park: 0.6 miles
Finchley Road & Frognal: 0.7 miles

CONTACT US

020 7267 6226 (option 4)
www.northbridgehouse.com

FIND YOUR TRUE NORTH.