



**Dame Alice Owen's School, NoR 1,448, Sixth form: 425**

Ofsted: "An outstanding school", "Students achieve outstandingly well",  
"Behaviour ... is excellent"

**ASSISTANT DIRECTOR OF MUSIC  
Required for September 2021**

**MPS/UPS plus TLR 2b  
Full time, permanent post**

**Closing date: Noon, Thursday 13 May 2021**

**Interview date: Tuesday 18 May 2021**

*We reserve the right to make an appointment before the closing date, so early applications are encouraged.*

The Governing Body of this highly successful, partially selective, mixed school invites applications for the post of Assistant Director of Music due to the promotion of our current incumbent. We are seeking a highly motivated, committed musician who is passionate about instilling a love for music across the whole school community.

This post offers an exciting opportunity to assist with leading our thriving music department in a school which places a special emphasis on the subject. The successful candidate will have an interest in developing teaching, learning and opportunity across the school as we continue to shape this remarkable department, where we constantly strive to provide musical experience that is accessible, inspiring and exciting for all our students. You may be looking to take on more responsibility within a thriving music department or you may already hold a similar position in your current school yet be seeking a position which offers greater scope for personal development in a stimulating, intellectually challenging environment. An interest in choirs could be an advantage.

Music is a popular choice at GCSE and A level and there are many extracurricular opportunities including a range of concerts in our own Concert Hall, less formal Soul Band and Jazz evenings, the student led 'Great Gig', musical theatre productions, tours abroad and competitions at regional and national level.

In 2019, 96% of all students secured five or more grades 9-4 at GCSE and 84% of all A level entries were graded A\*- B. 92% of GCSE Music results were graded 7-9, with 100% at grade 5 or above; 100% of A Level Music results were graded A\*-B.

The school is situated on an attractive 35-acre site in the Green Belt, has excellent facilities and is committed to an extensive programme of staff development. Central London is easily reached by rail from Potters Bar and the school is close to motorway links.

**The Governing Body is committed to admitting the children of staff in line with our admissions procedures.**

Please visit <https://damealiceowens.herts.sch.uk/about-us/vacancies/> to download an application pack. For an informal discussion, contact Katherine Bamber, Director of Music via email: [bamberk@damealiceowens.herts.sch.uk](mailto:bamberk@damealiceowens.herts.sch.uk).

To apply, please send your completed application form together with a covering letter stating why you are well placed to take this position at our school to [recruitment@damealiceowens.herts.sch.uk](mailto:recruitment@damealiceowens.herts.sch.uk) by **noon on Thursday 13 May 2021**.



# Dame Alice Owen's School

Dugdale Hill Lane | Potters Bar | Hertfordshire EN6 2DU

Headteacher | Mrs Hannah Nemko MA

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## INFORMATION FOR APPLICANTS

Name of post: Assistant Director of Music  
Location: Potters Bar, Hertfordshire  
Closing date: Noon, Thursday 13 May 2021  
Interviews: Tuesday 18 May 2021

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Thank you for your interest in applying to Dame Alice Owen's School. Though much of the information we have about our school is available on our website, we have put some key information together here to help you through the application process.

The school is committed to safeguarding children, young people and vulnerable adults. Please take time to read our [Safer Recruitment](#) and [Safeguarding and Child Protection](#) policies.

The selection process includes scrutiny of the information provided in your application form, a request for references including a reference from your current/previous employer, teaching a lesson, an informal interview with a student panel and a formal interview.

If you have any general enquiries about the recruitment process, or to arrange a tour or informal discussion about this position, please do not hesitate to contact Katherine Bamber (Director of Music) via email: [bamberk@damealiceowens.herts.sch.uk](mailto:bamberk@damealiceowens.herts.sch.uk).

Please download our [Teaching Staff application form](#) from our website to make your application. Please note that applications cannot be considered unless the application is completed in full. We are not able to accept CV's for any posts based in school.

Applicants shortlisted for interview must bring original evidence of their qualifications for verification. Applicants will also be asked to complete a declaration regarding convictions and working with children as posts in schools are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All appointments are subject to a satisfactory enhanced Disclosure and Barring Service disclosure check.

Please email your completed application form together with a letter of application to [recruitment@damealiceowens.herts.sch.uk](mailto:recruitment@damealiceowens.herts.sch.uk) by **noon on Thursday 13 May 2021**.

We look forward to receiving your completed application.

Hannah Nemko  
Headteacher

## **Details of the School, Department and vacancy**

### **Assistant Director of Music for September 2021**

#### **Full Time/Part time, permanent post**

#### **Introduction**

Dame Alice Owen's School is a mixed, partially selective secondary school with over 1,430 registered students and a vibrant and highly successful sixth form. Our school was founded 400 years ago by Dame Alice Owen, a remarkable philanthropist with an unusually modern vision for education. She established the first school in Islington and as demand outstripped space, it moved to its current setting in the Hertfordshire countryside. Because of its roots and its close and important relationship with the Worshipful Company of Brewers, there are 20 places each year for 11 year old students from Islington. It also offers 65 places to the highest scoring applicants who sit the entrance exam each year and a further 10 places for students showing the most aptitude in music who apply for a place in Year 7. The remainder of the places, in an annual cohort of 200, go to siblings, local students on the basis of proximity to the school and to those with priority need.

It is this combination of student and its truly outstanding record of achievement and added value that makes our school such a special place. It is oversubscribed by 5 applicants per place every year. Our dedicated staff, parents' association, Governing Body and school (staff and student) leaders constantly appraise and re-appraise the various aspects of school life, learning and achievement so we are never complacent. Our school faces the usual challenges of all educational establishments in the public sector, and ensuring that their impact is felt least by the students is a key objective.

We were delighted to be recognised as The Sunday Times Regional School of the Decade in November 2020. Securing a place at Owen's has been described as "winning the lottery" by the Good School Guide and "the golden ticket" by Tatler. Our school benefits from some of the most able students in the country. Many of our school leavers from Year 13 have offers from top universities to choose from, including on average 20 places at Oxbridge each year.

Our Foundress left a number of fields in the then village of Islington to the care of the Worshipful Company of Brewers which, in a usual year, generates over one million pounds of additional income to support the school annually. This creates a very special ethos and fosters the very positive staff working environment. The students and staff benefit from a number of traditions including Beer Money, staff awards and Visitation.

Below are some of the key qualities and attributes we believe have contributed to the school's excellent reputation:

- Committed and dedicated staff who are responsive to change
- The value we place on collaboration, both within our school and with other schools
- Teamworking
- Superb pastoral care
- Energetic, curious and enthusiastic students
- A very wide range of extra-curricular activities, most notably within Music
- Excellent resources and facilities
- Forward-looking and proactive leadership
- Attention to detail
- A foundation stone of tradition and heritage; and
- Exceptional recognition by Ofsted.

Our primary aim is to work in partnership with students and parents to ensure that students achieve their full potential by:

- Striving for academic excellence;
- Providing a happy, safe, purposeful and caring environment and encouraging a sense of pride in the individual and our School;
- Embracing innovation whilst maintaining our strong links with tradition;
- Providing interesting and challenging opportunities so that students enjoy their learning and maintain a desire to continue learning throughout their lives;
- Recruiting and developing outstanding staff;
- Offering high quality extra-curricular activities which involve all students;
- Promoting respect for and understanding of religious and moral values.

## **The Music Department**

Dame Alice Owen's Music Department enjoys an excellent reputation and attracts some of the finest musicians to teach here. As a result, the school is lucky enough to attract students with an incredible aptitude for music as well as some of those who have been studying music at a high level in their own time.

The music department comprises two full time and one part time member of staff as well as a dedicated administrator.

Music is taught as part of the curriculum throughout Years 7-9. In a usual year, Year 9 classes benefit from smaller group sizes enabling greater scope in their learning. This means that we have been able to introduce, for example, greater use of music technology into their curriculum, as well as offering them a wider range of learning styles. We are continually looking to build on new ideas and resources to develop the curriculum further, this is what makes the music department at Dame Alice Owen's School such an exciting place to work.

Music is a popular choice at GCSE. There are currently 5 classes in KS4 as well as a strong interest and take up of music at A-level. A significant proportion of our KS5 students go on to pursue Music at a variety of Higher Education institutions. Recent alumni have gone on to study Music at universities such Cambridge, Surrey and Manchester and at conservatoires such as the Royal Academy of Music and the Guildhall School of Music.

We have, on average, 25 visiting music teachers (VMT) who work with our students to deliver over 450 individual music lessons a week covering the full range of orchestral and band instruments as well as voice. Some of the VMTs also assist by running extracurricular ensembles and provide additional support for the numerous concerts we put on throughout the year, enabling us to offer an enormous range of opportunities for our students. The successful candidate will, therefore, assist the Director of Music in leading and managing a highly skilled and motivated team who, working together, can continue to achieve excellence in all they do. We hold 15 'performance platforms' a year to encourage students to have the confidence to play to an audience. Our overseas concert tour (Concert Band, Symphony Orchestra and Senior Chamber Choir) in 2020 was, sadly, cancelled due to Covid, but we are looking forward to reinstating our regular foreign music tours in the future. For many students, going on tour has been a real highlight of their musical career at Owen's!

Our Senior Strings, Close Harmony Group, various chamber ensembles and composers have found great success in regional and national competitions. In recent years, chamber groups across the age range have reached the finals of the Chamber Music for Schools competition, performing at St Johns' Smith Square, while the Senior Strings have repeatedly been invited to perform at the National Festival of Music for Youth (NFMY) in Birmingham, going on to open the Schools Proms at the Royal Albert Hall in 2017. They were also featured in the NFMY 50th anniversary online in 2020, along with our Close Harmony Group.

The music department boasts:

- A large, well equipped Music block with 2 specialist classrooms, 1 networked computer suite, a recording studio, 8 practice rooms, a recital studio and a concert hall
- 60 GCSE students, 16 A Level students studying music in the current academic year
- In normal times, 5 orchestras, 4 bands, 5 choirs, chamber music and musical productions
- During the pandemic, we have continued with our extra-curricular programme as best we could hosting 'Live at 5' productions streaming 'bubbled' ensembles. Most year groups have their own orchestra, a band (wind/jazz/soul), a chamber ensemble, and some also have a chamber choir
- A 300-seater auditorium used specifically for music
- 10 places offered each year on the basis of musical aptitude



Music is at the heart of much of what we do at Dame Alice Owen's, and we have a history of creating ambitious excitement where music is concerned such as the school's 400<sup>th</sup> anniversary at the Royal Albert Hall and the 10 year anniversary of our Soul Band at the Cadogan Hall.

The music department has a strong history of working with the Drama department to produce a school musical, most recently putting on 'Oklahoma' in 2019, as well as a planned production of 'Chicago' for 2020 that was already cast, with the rehearsal schedule posted, when we went into lockdown in March 2020.

### **What we can offer you**

The school provides an excellent range of staff development opportunities. This is currently led by Lauren Common, Assistant Headteacher together with our team of ASTs/SLEs. All staff members are encouraged to continue their personal development and undertake further qualifications if they wish.

We have a commitment to ensuring staff undertake minimal cover and wherever possible none at all. The Governing Body is committed to admitting the children of staff in line with our admissions procedures.

We fully appreciate the time and consideration which go into applying for a new job. If there is anything we can do to help you through this process, please do not hesitate to ask.

We very much look forward to receiving your application.

## **Job Description**

**Post Title:** Assistant Director of Music

**Responsible to:** Director of Music

**Purpose of the Role:**



- To assist with leading the development, management and strategic direction of the department ensuring the highest academic standards.
- To work with the Director of Music to develop the skills within the department so it can continue to flourish, continually raising standards of teaching and learning therein.
- To play a major role in raising student achievement across the department
- To assist with the structure and shape of the academic timetables and extra-curricular offer, deploying staff and resources to ensure opportunity for all and excellent value for money.

## **Responsibilities**

1. To share the responsibility for setting the tone and the ethos for music education within and beyond the curriculum ensuring outstanding public examination results
2. To work with the Director of Music to inspire and lead staff within and associated with your department
3. To inspire and motivate students of all abilities, engendering in them the love of music and developing creative confidence within all students
4. To assist with the delivery and appropriate supervision of a diverse programme of concerts and musical events (formal and informal) throughout the year for students of all ages and abilities
5. In conjunction with the Drama department / other colleagues, to produce an annual school musical as well as to ensure an appropriate range and quality of music at the Carol Service
6. Contribute to the continued participation in musical competitions to challenge and motivate students
7. Together with the Director of Music and the Admissions Officer, organise and implement the process of selection of Year 6 students by musical aptitude in a seemly and timely manner
8. To support students seeking to continue their education into FE/Higher Education establishments as required by the school and the students
9. To assist with managing the departmental budget
10. Complete any additional responsibilities as reasonably required by the Headteacher

## **Leadership and Management**

1. Take leadership and management roles within the department, providing a professional, positive, proactive and creative approach to all areas of the curriculum and beyond at all key stages
2. Support the SLT in implementing whole school standards and practice
3. Contribute to the management of job roles within the department
4. Represent the views of the department at Subject Leader Forum meetings, in the absence of the Director of Music
5. Take a proactive role at regular departmental meetings, discussing innovation in Teaching and Learning as well as disseminating good practice.
6. To be aware of the health and safety of all members of the school community at all times when engaged in school activities either on or off site and to deal with or report any areas of concern immediately
7. To liaise with VMTs as required to help ensure the best quality extracurricular offer

## **Through effective line management**

1. Promote the wellbeing/morale of colleagues
2. Take a proactive role in developing a team ethos
3. Support staff in receiving appropriate CPD which meets the needs of the individual, the department and the school

## **New staff**

1. Assist with the appointment of new staff within the department
2. Assist with the induction of new staff
3. Work closely with trainees/Newly Qualified Teachers as appropriate

## **Teaching and Learning**

1. Teach well prepared, challenging lessons in accordance with Dame Alice Owen's expectations
2. Demonstrate your commitment to personal development through your actions and your commitment to your own Performance Management
3. Take a leading role in curriculum change as appropriate
4. Contribute to the writing and delivery of appropriate Schemes of Work which meet the academic needs of all students.
5. Take a role in ensuring public examination syllabuses are taught thoroughly, keeping abreast of changes and swiftly making amendments as required
6. Encourage staff to share good practice within the department
7. Promote a stimulating learning environment, including useful and stimulating displays, which encourage students to learn.

8. Develop the Music page(s) on the Dame Alice Owen's Hub/Google Classroom to facilitate independent learning across the school

### **Achievements and Standards**

1. Take a role in tracking and monitoring individual students and different groups of students in order to develop appropriate action plans and interventions to share with necessary staff to bring about improvement where needed
2. Take responsibility for overall behaviour management within the department and across the school to ensure a safe, secure and structured learning environment

### **General requirements**

1. To carry out any pastoral support roles (including being a tutor) as required
2. Provide clear and useful feedback to students and parents/carers as required
3. To attend periodical after school meetings/events such as Visitation, Parents' Evenings, whole staff meetings or Senior Leadership Team meetings as required by the Headteacher and published in the school calendar
4. To check your email regularly and respond in a timely manner
5. To contribute articles to the half-termly newsletter to maintain the high profile of the music department within the school and the wider school community

**This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.**



## Person Specification

	Desirable / Essential
<b>Education</b>	
Holds a degree (or higher) level qualification in Music or related subject	E
Holds QTS	E
Up-to-date in-service training in subject and whole school issues	E
Additional qualifications relevant to the post	D
<b>Experience</b>	
Experience from a similar post with management responsibility within existing or previous school	D
Recent experience of teaching the 11-18 age range	E
Involvement in the professional development of staff	D
Experience of producing examination results to a high standard	E
Experience of facilitating outstanding extra-curricular provision	E
Experience of working in more than one previous school	D
<b>Specialist skills and knowledge</b>	
Strong working knowledge of the National Curriculum, issues and developments	E
Excellent administration, organisation and management skills	E
Excellent information and communication technology skills	D
Knowledge of equal opportunity issues for students and staff	E
Clear commitment to the safeguarding of students	E
An innovative and exciting approach to teaching and learning with an understanding and proven practice of excellence for all	E
Ability to motivate and coach staff to perform to the best of their ability	E
Ability to teach Music Technology	D
Ability to and interest in running choirs	E
<b>Other</b>	
An outstanding classroom practitioner	E
An energetic committed individual with a clear vision and unwavering commitment to excellence for all	E
Open and enthusiastic	E
A problem solver with a 'can do' attitude	E
Ability to multitask, prioritise, stay relaxed under pressure and deal with numerous challenges simultaneously	E
Willingness and clear commitment to be involved in extracurricular activities	E
Excellent emotional intelligence, interpersonal and communication skills	E
The ability to lead and enthuse others	E
The ability to cooperate and coordinate with other departments	E
Desire and potential for future Senior Leadership Team position	D
A good sense of humour!	E