



NOTTINGHAM HIGH
INFANT AND JUNIOR SCHOOL

CANDIDATE INFORMATION PACK

HEAD OF INFANT & JUNIOR SCHOOL MUSIC

Starting September 2024



COME AND JOIN US!

We have vacancy for a Head of Music to join Nottingham High Infant and Junior School from September 2024.

Completed application forms should be sent electronically to jobs@nottinghamhigh.co.uk by **9am on Wednesday 8 May 2024**. Interviews will be held on **Thursday 16 May 2024**.





THE SCHOOL

Nottingham High School is an independent day school (HMC/IAPS) for girls and boys aged 4 to 18. Our Junior School, Senior School and Sixth Form are based on-site at Waverley Mount and our Infant School is based across the road at Lovell House. The Infant and Junior School comprises of children from EYFS to Year 6 with its own leadership and management team which works as part of the whole-school.

We are a School with a rich history dating back to 1513 and we pride ourselves on developing happy, confident and motivated pupils who have a love of learning.

Nottingham High School is not your average School, we have a very strong academic reputation and the Senior School achieved the best examination results in the region last summer. We were named the East Midlands Independent Secondary School of the Decade by The Sunday Times Good Schools Guide 2021.

Development of teaching and learning is a key emphasis of the School and we seek to develop our pedagogy to deliver lessons that are challenging, fun and inspiring. We are looking for dynamic, forward-thinking teachers who engage with learning and teaching initiatives, share best practice and who are willing to adapt to new technologies as appropriate. In recent times, our remote learning programme has been crucial to our success and one of the strongest around and we look to develop this further in the coming years.

Our teachers are at the forefront of the School's success and we work hard to make Nottingham High School a place where people love to work. All staff for part of our Nottingham High community and we all work closely to achieve the aims and objectives of the School.

Students and pupils come from a wide range of backgrounds and the School is committed to maintaining a representative entry, supporting this with generous bursary and scholarship funds in the Senior School. Together, these mean that about a fifth of students receives some form of financial assistance. Entry to all parts of the School, including EYFS, is by age-appropriate assessment in the Spring Term.

As well as our academic success we put a strong focus on our extra-curricular programme and the wider life of the School. With a wide variety of clubs, we offer pupils the opportunity to try a whole range of activities including Lego club, board games, chess, music and sport to name a few. All of our teaching staff contribute to the extra-curricular life of the school.

VIRTUAL TOUR

Take a look inside our Schools!

[Infant School tour](#)

[Junior School tour](#)

[Senior School & Sixth Form tour](#)





THE INFANT AND JUNIOR SCHOOL

In the Infant and Junior School we aim to develop each pupil's potential and personality to the full. EYFS and KS1 pupils begin their journey at the High School in a separate building known as Lovell House. The pupils then transfer to recently extended and upgraded Junior School Building on the main school site. The dual site arrangement helps to provide age-appropriate nurturing and supportiveness and the best educational experiences and facilities for all our pupils.

Our School aims to be an inclusive, caring and stimulating environment where education is tailored to pupils' learning needs and is relevant and challenging. We encourage each child's individual development and promote their confidence, social responsibility, self-worth and integrity, as well as their talents and range of interests. Staff encourage enough freedom to build independence, self-esteem and trust, whilst maintaining security and stability. We are a happy and diverse community of learners. From a young age, the pastoral development of the pupils is planned, supported and stretched to enable them to be ready for the 'next stage' in their journey.

The Infant and Junior School follows many parts of the National Curriculum, but as an independent school, there is freedom to broaden the learning for all pupils. The curriculum is taught in a creative way with a lot of hands-on learning and the use of the outdoor areas. All pupils take part in Swimming, Games and PE as well as Music and Modern Foreign Language lessons. Pupils are encouraged to broaden and extend their learning further with a wide variety of trips and in-school enrichment activities. The year is punctuated with in house competitions such as the 'Poetry Plate' or 'Creativity Cup' and focus weeks for example, 'Stem Week' or 'Creative Arts Week'. Pupils enjoy the facilities shared with the senior school such as the swimming pool, theatre and Sports Fields at Valley Road or Highfields.

There is an extensive range of co-curricular activities for infants and juniors as well as competitive sports fixtures for Junior School pupils against other schools. All staff are expected to contribute to the wider life of the school and to the extra-curricular programme. From Reception, each child is affiliated to a 'House' in which they stay for their time at Nottingham High School.

Our supportive NHIJS community of around 30 teachers, teaching assistants and support staff works as part of the whole-school and has its own senior and middle management team.

MUSIC AT THE INFANT AND JUNIOR SCHOOL

Take a look at some of the fabulous music opportunities here at Nottingham High Infant and Junior School:

- [Year 3 Instrumental](#)
- [Aladdin Production](#)
- [Junior School Spring Concert photos](#) and [video](#)
- [Junior School House Choir](#)



THE ROLE

An exciting opportunity has arisen for us to recruit a driven and enthusiastic Head of Infant and Junior School Music. We are looking for someone who has a passion for teaching music, a desire to inspire our pupils to love music and provide a wide variety of opportunities for them to perform.

Job Description Head of IJS Music at Nottingham High Infant and Junior School

The above position is responsible to the Head of the Infant and Junior School and line managed by Deputy Head Academic.

Leadership and Management:

- To promote Music internally and externally, and ensure the highest standards are set for the pupils and shared by the music staff
- To coordinate all musical events at the IJS ensuring an excellence experience for both pupils and audience alike.
- Effectively communicate with all stakeholders to ensure that musical activities, rehearsals and performances run smoothly throughout the year.
- To oversee the work of Visiting Music Teachers in the Infant and Junior School both in individual lessons and leading ensembles.
- To manage the music budget in accordance with the School's financial policies
- Promote IJS music as a strength of the school to prospective parents and the wider community.
- Carry out Quality Assurance activities to ensure that we are maximising pupil outcomes.
- Write an annual report which includes a development plan which addresses for areas for improvement highlighted by self-evaluation activities and those direct by the Deputy Head (Academic).

Teaching:

- To be responsible for the musical education of the pupils in the Infant and Junior School.
- To teach fun and exciting lessons which inspire our pupils to learn.
- To provide a broad, balanced and relevant curriculum according to the school guidelines, recognising the various needs, interests and abilities of the pupils.
- To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
- To promote and foster a happy classroom and create a stimulating learning environment.
- To maximize the learning of all pupils by ensuring effectual differentiation of learning activities and effective use of support staff.

Assessing and Reporting:

- To use our internal pupil tracking processes to keep careful and accurate records of pupil progress (both formative and summative assessments).
- To ensure effective feedback is given to all pupils to maximize pupil outcomes.
- To build a strong home school partnership and be available for consultation and liaison with parents at all reasonable times.
- To give effective feedback and guidance for support to parents by means of interim grades and yearly written reports.

Pastoral:

- Ensure that the safeguarding of our pupils is at the forefront of everything we do.
- To share with colleagues the responsibility for the supervision and welfare of all the children in the Infant and Junior School.
- To promote high expectations of behaviour and implement the Infant and Junior School behaviour policy.
- To take an active part in our assemblies programme. To take an active part in our extensive trips and visits programme
- To provide stimulating and exciting co-curricular music-based activities that engage pupils of all abilities e.g. Choirs for different age groups, music theory club.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.



THE ROLE

Professional Responsibilities:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- To participate in staff meetings and to help to plan, to contribute to and take part in in-service training.
- To participate in the Nottingham High Infant and Junior School Personal Professional Development Programme - taking part in coaching sessions and becoming a reflective practitioner.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Undertake other reasonable duties related to the job purpose required from time to time.
- To be an active member of the teaching team – supportive of colleagues and stepping in to help where and when needed.

THE PERSON

	Skills		Evidence from:		
	Essential	Desirable	Application	Interview	Task
Qualifications	Recognised teaching qualification and Qualified Teacher Status	Evidence of further professional training or academic/musical qualifications	✓	✓	
	Willingness to improve own professional development through relevant training		✓		
Knowledge and Experience	Experience of teaching in EYFS, KS1 or KS2	Willingness to gain experience across different age groups	✓	✓	
	Excellent knowledge of the primary school music curriculum	Previous specialism in Infant and Junior Teaching	✓	✓	✓
	Experience of planning lessons/ units of work that inspire, motivate and challenge pupils		✓	✓	✓
	Track record of inspiring and effective teaching		✓	✓	
	Experience of assessing pupils' attainment and planning next steps	Experience of devising own assessment activities to maximise effectiveness	✓	✓	✓
	Experience of setting and reviewing targets for pupils based upon assessment		✓	✓	
	Knowledge and experience of assessment for learning strategies	Willingness to try out new ideas to improve pupil feedback		✓	✓
	Experience of using good ICT skills to improve and enhance teaching, learning, planning and assessment	Experience and knowledge of Google Classroom		✓	✓
	Ability to work as part of an effective team			✓	



THE PERSON

	Skills		Evidence from:		
	Essential	Desirable	Application	Interview	Task
Professional Skills and Abilities	Able to communicate effectively and build positive relationships with children				✓
	Knowledge of relevant parts of SEND code of practice	Experience of working with children with SEND		✓	
	Able to meet the needs of different learners with a range of strategies	Experience of working with Gifted and Talented children		✓	✓
	Able to adapt teaching to meet the needs of all learners	Proven track record of inspiring the most able learners to achieve their best		✓	✓
	Able to manage behaviour effectively in the classroom	Willingness to investigate new initiatives to improve behaviour around the school		✓	✓
	Willing to create an inclusive learning environment, promoting inclusion for all	Interest and willingness to be a part of our diversity action initiatives		✓	
	Experience of effective communication and motivation of a staff team	Interest in exploring more effective ways to communicate with and lead a staff team		✓	
	Understand the need for a safe, positive and stimulating learning environment	Ability to create inspiring and interactive displays	✓	✓	
	Excellent communication and interpersonal skills		✓	✓	✓
	Have high expectations of pupil behaviour and attainment			✓	✓
Understand when and how to involve parents in their child's learning	Experience of building positive relationships with pupils' parents	✓	✓		
Values, Personal and Professional Conduct	Acts with integrity and maintains confidentiality			✓	
	Well-organised with excellent time management skills			✓	✓
	Self-motivated and able to work under own direction			✓	
	Willingness to contribute to the co-curricular program and wider school events		✓	✓	
	Willing to uphold and promote the school's vision and values		✓	✓	
	Able to build professional relationships with colleagues and use these for support and advice			✓	



SAFEGUARDING

Child Protection

Nottingham High School is committed to doing all it can to ensure the safety and wellbeing of its students.

All adults who work at the School must recognise that there is an absolute duty to respond to any issues that are brought to their notice and as such, this post is subject to an enhanced DBS check. The post holder's responsibility for promoting and safeguarding the welfare of children for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Child Protection and Safeguarding Policy at all times. Any safeguarding concerns must be reported to the School's Designated Senior Lead.

Mandatory training in safeguarding children is given to new members of staff.

All posts in School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

As a part of our pre-employment checks, your past and current employers will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although a current employer may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons.

BENEFITS OF SERVICE

Professional Development

The High School believes in, supports and resources an extensive system of continuing professional development and all teachers and non-teaching staff participate in it throughout their careers. The School has developed an Appraisal Scheme for all staff. Each member of staff has a Line Manager with whom they have Professional Review or appraisal meetings for their individual personal development. At NHIJS, we work a Coaching Model of professional development alongside our quality assurance programme.

Working Environment

This is an enjoyable and stimulating place to work. We offer a wide and varied range of staff benefits including free refreshments and school lunch during term time. Staff organise a series of social events during the year including an annual Christmas event. Many of the facilities of the School are open to staff and their families, including the gym and swimming pool.

Eligible employees who have children in the School currently benefit from some remission of fees in accordance with School policy, at the discretion of the Governors.

Living in Nottingham

Good quality housing in Nottinghamshire and the surrounding counties is affordable and as a result many of our staff have a good choice of areas to live in and experience a good quality of life. Most live within a twenty-minute commute of school. There are many attractive villages surrounding the city as well as good quality housing in the city. In the centre there has been considerable development of high-quality apartments.

The School is well served by public transport and is on the tram network. In addition, there is car parking available on site.



HOW TO APPLY

The Application

Candidates should complete the School's application form electronically and email this to jobs@nottinghamhigh.co.uk. Applications will only be considered from candidates completing the form in full. We will acknowledge receipt.

Before interview, we will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or DfE Children's Safeguarding Operation Unit.

Equal Opportunities

Nottingham High School seeks to recruit individuals of the highest calibre. We welcome applications from all sections of the community.

The High School recognises its responsibility to treat equally each person who comes into contact with the School. All members of the School are equally valued so that they can develop a sense of self-esteem. No-one is discriminated against because of actual or imagined differences.

This policy applies to both staff and students, and it is the responsibility of all staff to promote practices which overcome prejudice in our society.

The School is committed to Diversity and Inclusion. Our statement on this can be [found here](#) on the School website.

Informal Queries

If you have any questions about this role prior to applying, please email our **Infant and Junior Deputy Head (Academic) Lucy Thorpe**: thorpe.l@nottinghamhigh.co.uk and she will be pleased to assist you.



INVITATION TO INTERVIEW

Interviews

It is intended that interviews will be held in School on Thursday 16 May 2024.

At interview all candidates must bring with them or be able to show certificates confirming any education and professional qualifications that are necessary and relevant to the post. Where originals or certified copies are not available, candidates must provide written confirmation from the relevant awarding body.

In addition, all candidates need to show their birth certificate & valid passport to confirm their identity. Originals of these documents are required, we cannot accept photocopies. If you are being interviewed online a member of the HR team will ask to see your documents on screen before your interview starts.

Background Checks

The School reserves the right to obtain formal or informal background information about an applicant to determine whether they are suitable to work at the School. This will include online searches on shortlisted candidates. The online searches the School carries out may include searches of internet search engines and websites using three means of identification related to the individual.

Online searches will only be carried out at the shortlisting stage. The School will not carry out online searches as part of its initial sift of applications. All applicants for a role at the School will be treated consistently with regard to online searches.

Online searches will be undertaken by a person who will play no other part in the recruitment process (including the shortlisting exercise) or the appointment decision. In carrying out online searches the School is looking for any publicly available information about an applicant that:

- may be relevant to their suitability to carry out the role for which they have applied;
- may be relevant to their suitability to work at the School or in an education setting;
- is of a safeguarding nature; and/or
- may have an impact on the School's reputation (whether positive or negative).

Pre-employment checks

Any offer of employment will be conditional upon:

- receipt of satisfactory references
- verification of identity and relevant qualifications
- evidence of the right to work in the UK
- a Barred List check and a check of the list of individuals prohibited from teaching
- a satisfactory Enhanced DBS disclosure (original certificate must be shown to HR) and a Staff Suitability Self-declaration
- where the successful candidate has worked or been resident overseas in the previous ten years, such checks and confirmations as the School may require in accordance with statutory guidance
- verification of medical fitness in accordance with DfE Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training
- satisfactory completion of the probationary period