



Job Description

Position	Early Years Music Specialist
Location	Jack and Jill Nursery and Reception School, Twickenham
Reporting To	Director of Music
Hours	Part time : 1000-1500 Monday to Friday during term time (33 weeks per year)
Contract Type	Permanent
Salary	Competitive
Start Date	September 2020

Jack and Jill Family of Schools

The Jack & Jill Family of Schools is a group of schools that has been providing education for children since 1951 and is now one of the few remaining family-run educational establishments in the UK.

All Jack and Jill schools focus on achieving high standards in both behaviour and performance within the close supportive 'family' environment and through a broad academic curriculum. Emphasis is placed upon acceleration in literacy and numeracy as well as development of effective working practices, diligence and the sheer joy of learning – a *'tradition of excellence'* established over many decades.

The Jack & Jill Family of Schools again achieved Ofsted 'outstanding' in all areas' in its latest inspection in 2020.

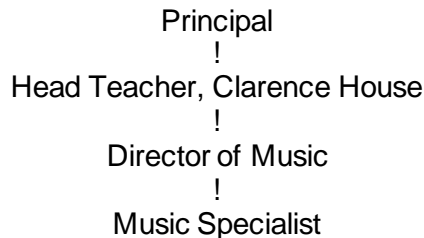
It is comprised of three schools:

- Jack & Jill Nursery and Reception (Twickenham)
- Nightingale House Pre-Preparatory School (Hampton)
- Clarence House Preparatory School (Hampton Hill)

Safeguarding

The Jack & Jill Family of Schools is committed to safeguarding and promoting the welfare of all stakeholders. To meet this responsibility, we follow a rigorous selection process. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Structure Chart



Purpose of Role

Deliver and develop the programme of music for the children in Early Years providing dedicated music teaching to the Early Years setting, providing an inspirational, fun and broad curriculum that reflects the School's ethos.

Promote a life-long love of music in all pupils, whilst also promoting equality of opportunity for all pupils so that their potential is encouraged and developed.

Raise standards of student attainment and achievement in music and to monitor and support progress.

The job holder is also expected to assist in the production of School performances, shows and community events.

The job holder may be required to cover music at the other schools, as required.

Job Content

This job description may be amended at any time following discussion between the line manager and the member of staff to meet the requirements of the Family of Schools

1. Planning, Teaching and Class Management

Model best practice and provide effective high-quality learning and teaching of music which enables all pupils to achieve their maximum potential.

Plan teaching to achieve progression through:

- Identifying clear teaching objectives and how they will be taught and assessed
- Providing clear structure for lessons maintaining pace, motivation and challenge
- Setting tasks which challenge pupils and ensure high levels of interest
- Allowing for creativity and fun and best use of available time
- Selecting appropriate teaching resources and strategies, using a variety of learning strategies which involve planned adult intervention, first-hand experience, music and play
- Encouraging pupils to listen attentively, think and talk about their learning, develop self-control and independence, concentration and perseverance
- Work creatively to include music in all nursery activities, either as discreet sessions or within the general nursery morning – both inside and outside the classrooms

Manage pupil behaviour in accordance with agreed school procedures.

Keep up-to-date with national developments in music teaching practice and methodology in an Early Years setting with a commitment to continuous personal development.

2. Monitoring, Assessment, Recording and Reporting

Ensure effective assessment, recording and reporting on progress in pupils' development in music.

Evaluate how well learning objectives have been achieved and own teaching critically to improve effectiveness.

Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses to inform planning and recognise level at which the pupils are achieving.

Input to the preparation and presentation of informative subject reports to parents.

Attend parents' evenings as required and liaise with and meet pupils' parents at other times as necessary to resolve difficulties and promote the pupils' educational and pastoral needs.

3. Curriculum Development

Working with the Director of Music, provide a broad and balanced music curriculum for the Nursery and Reception School, including innovative approaches to enrich the musical experiences of all pupils.

Working with the Director of Music, develop the music curriculum for the Nursery and Reception School, developing plans, targets and success criteria.

Contribute to ideas for the curriculum for the whole Family of Schools.

4. Extra Curricular Activities

Actively promote interest in music outside the immediate physical and timetabled confines of the School.

Contribute to the broader life of the school by supporting and leading curricular and extra-curricular events.

Support of co-curricular activities in music throughout the Family of Schools, including school performances and concerts.

Promote the Music Department within the School community to encourage pupils' interest in the subject area.

5. Quality Assurance

Ensure the effective operation of quality control systems for music. Manage the space and equipment efficiently, according to agreed procedures. Monitor and evaluate the music curriculum including against agreed quality standards, ensuring adherence and promptly implementing improvements where required.

Participate in any meetings reasonably arranged for any relevant purpose and attend and participate in all school events, as required, to promote the development of music at the school.

6. Safeguarding

The job holder has due regard for safeguarding and promoting the welfare of the children and will be required to follow the child protection procedures outlined in the school's safeguarding policy.

7. Other duties

Provide cover for music at other schools, as required. Support School events and ensure music is included and represented wherever and whenever possible.

Other duties at an appropriate level may be required. Whilst every effort has been made to explain the main duties and responsibilities of the role, there may be other duties to ensure the success of the school.

What we can offer

The role gives you the opportunity to maintain and grow your passion for providing music activities and developing a love of music in an Early Years setting in a high-achieving Family of Schools.

The opportunity to work in Twickenham and be part of a Family of Schools that supports children up to the end of KS2.

Person Specification

The criteria below will be assessed by the application form (A), lesson (L), interview (I). The tasks will include a presentation during the interview and a lesson observation.

Attributes		Assessment Criteria
Qualifications	<ul style="list-style-type: none"> • Accomplished musician including piano and another instrument • Evidence of up-to-date CPD 	A A
Experience	<ul style="list-style-type: none"> • 2 years minimum experience of providing music sessions to children from age 2-5 • Confident in piano to accompany Early Years ballet classes • Ideally trained or experienced in Dalcroze Eurhythmics or Kodaly methodology • Excellent behaviour management using appropriate strategies • Experience of organising or participating in extra – curricular activities and shows 	A A, L A L I
Knowledge	<ul style="list-style-type: none"> • Excellent subject knowledge • Up-to-date knowledge of Early Years curriculum development • Good knowledge and understanding of the principles that underpin inclusion and equal opportunities and a commitment to implementing these in practice • Commitment to own continuous CPD 	I I I A, I
Vision	<ul style="list-style-type: none"> • Supports our belief that a school curriculum requires focus, coherence and rigour 	I
Other Skills and Abilities	<ul style="list-style-type: none"> • Inspirational provider of musical activities for young children with ability to motivate young children to perform to the best of their abilities • Ability to work in partnership with parents and the wider community. • Excellent oral and written communication skills and good listening skills • Excellent organisational skills, setting targets and managing own work with minimum supervision • Approachable and promotes positive working relationships • Ability to relate well to young children and share their interests and enthusiasm • Ability to effectively manage pupil discipline and have a commitment to high quality pastoral care • Ability to evaluate own teaching critically and improve effectiveness 	L I I, L I I L L A, I

	<ul style="list-style-type: none"> Proficient IT skills 	A
Behaviour	<ul style="list-style-type: none"> Demonstrates high standards of personal integrity, loyalty, discretion and professionalism A calm and authoritative manner with a visible presence around the school 	I
Safeguarding	<ul style="list-style-type: none"> Commitment to safeguarding and welfare of all stakeholders 	I

Application Process

To apply for the post, please complete the following documents and return to HR:

hr@jackandjillschool.org.uk

- Application Form (found on website)
- Cover Letter including why you feel you have the key skills to meet the requirements of this role and how your ethos would fit the role and our school.

CLOSING DATE: 15 July 2020