



Mossbourne  
Federation

# Head of Department - Music

## Job Description

Date last reviewed on:	
Date to be revised on:	



<b>POSITION</b>	Head of Department - Music
<b>SALARY</b>	Teachers' Main Payscale + TLR / UPS + TLR
<b>START DATE</b>	24 <sup>th</sup> April or 1 <sup>st</sup> September 2025
<b>HOURS</b>	40 hours per week
<b>FULL TIME EQUIVALENT</b>	Full Time, 52.143 weeks per annum
<b>CONTRACT TYPE</b>	FTC - Maternity Cover
<b>RESPONSIBLE TO</b>	HoLA Expressive & Performing Arts
<b>RESPONSIBLE FOR</b>	N/A
<b>LOCATION</b>	Mossbourne Fobbing Academy
<b>KEY WORKING RELATIONSHIPS</b>	SLT, ELT, Teachers, Students and Parents

### Background

Mossbourne is the realisation of Sir Clive Bourne's dream to provide the children of Hackney with an outstanding education. Mossbourne is built on a formula of high expectations, doing the simple things right, and the belief that all children can succeed. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning. The Federation's calm working atmosphere creates well-rounded individuals who excel in the arts, on the sporting field and academically. Three Thurrock schools joined the Federation in January 2025.

The Mossbourne Federation consist of seven academies: Mossbourne Community Academy (MCA), Mossbourne Fobbing Academy (MFA), secondary and sixth form, Mossbourne Victoria Park Academy (MVPA), Mossbourne Port Side Academy (MPA) secondary, Mossbourne Parkside Academy (MPA), Mossbourne Riverside Academy (MRA), Mossbourne Herd Lane Academy (MHA) primary.

The Mossbourne Federation is actively seeking to increase the proportion of our workforce who come from diverse backgrounds. We particularly welcome applications from people of Black, Asian and other minority ethnic descent. Injustice, discrimination and intolerance go against the core tenets of the Mossbourne ethos. We actively reject discrimination in our academies through continuous review of our working policies & practices across the federation, including at board level. We are committed to developing & supporting inclusivity, diversity & anti-racism in every facet of what we do.

### Mossbourne Fobbing Academy (MFA)

Mossbourne Fobbing Academy is a school with a rich history of excellent academic, artistic and sporting achievements. Today, that legacy of excellence lives on through our wonderfully talented students and terrifically dedicated staff.

Everything we do is built on the conviction that learning and safeguarding come first. We expect the highest standards of behaviour so that our students can focus on learning in an environment that supports them to feel and be safe. This means our teachers plan and teach lessons with great care and detail to ensure that all of our students acquire the knowledge, character and qualifications they need to reach their potential.

Our students capitalise on a fantastic range of facilities that encourage them to nurture and pursue their passions in sports and the arts. While our range of extra-curricular activities, including the Combined Cadets Force and The Duke of Edinburgh's Award, offer experiences that broaden horizons and enrich lives.

We are dedicated to ensuring that our students leave equipped with the knowledge, character and qualifications that open the doors to whatever future they envisage for themselves. Our students leave ready to make their mark on the world and bring positive change to their communities.

Mossbourne Fobbing Academy is at an exciting point in its history as it joins the Mossbourne Federation – a Federation with exceptionally high standards where pupils achieve outcomes which are among the best in the country. These exciting times



bring our school a fantastic opportunity to develop, to grow and really prosper as we continue our mission to ensure our students get the outstanding education they deserve.

If you want to be part of the team that is improving the future of our students, then read on!

## **The Expressive and Performing Arts Learning Area**

Expressive and Performing Arts is a huge part of Mossbourne Fobbing Academy. We have a celebrated history of fantastic productions, internationally recognised alumni and a community full of passion and love for the Arts. Within this, the Music Department is comprised of two main teaching rooms, one of which is equipped with 20 iMacs, and the department boasts composition rooms, a larger space for large ensembles, and several practice rooms equipped with pianos etc. As well as an exciting offer at both GCSE and Sixth Form, we have a strong extra-curricular offer with regular enrichment opportunities, including several shows throughout the year. As part of a dynamic, creative and incredibly committed Expressive and Performing Arts team, Mossbourne Fobbing Academy is a wonderful place to teach Music.

## **Job Summary**

We are seeking an outstanding leader and Music practitioner who is ready to lead this important team. The successful applicant will be passionate about Music, have excellent subject knowledge and have the drive and ambition to help drive continued improvements in the department. They will be well organised and willing to go the 'extra mile'. They will embody the high standards that we expect from all of our staff. They will be instrumental in ensuring that outstanding teaching and learning is maintained in the department. They will share in the vision that success in Music is for **all** students and will be central in not only maintaining high standards but have the desire to play a significant role in developing the Music department further.

## **Main Duties & Responsibilities**

- To ensure outstanding outcomes for students in the Music Department
- To promote the Academy's ethos of high aspirations and outstanding performance in all areas
- To model, in everything you do, the Academy's values
- Promoting and being committed to the Academy's aims and objectives and to implement Academy policies
- To create a Departmental Action Plan and to ensure that all actions are completed in the timescales required
- To model outstanding practice in Music
- To performance-manage teaching staff within your department.
- To line-manage visiting music teachers
- To oversee the peripatetic music offer
- To manage the Music budget
- To observe colleagues as part of their performance management and give objective feedback, setting targets where appropriate
- To keep abreast of developments in the Music curriculum and ensure that these changes are implemented in lesson delivery and schemes of learning
- To undertake duties as directed and in accordance with Academy expectations
- To attend and support all Academy events, including parents' evenings and results days
- To maintain the learning environment, equipment and the infrastructure within the Music department
- To resource the Music department
- To plan and deliver an outstanding series of INSET, designed to develop staff and optimise learning outcomes
- To work with Senior Leaders and HOYs to ensure that the behavioural and safeguarding protocols are adhered to in the Music department
- To manage and develop relationships with key outside providers
- To promote Music within the Academy in order to recruit suitable cohorts for Music at KS4 and KS5



- To be a member of the pastoral team and, if required, a form tutor carrying out the associated responsibilities.
- To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this jobdescription.
- To oversee Prep lessons, including delivery of 'Bourne Scholar' sessions, as directed and in accordance with Academy expectations

<b>Person Specification</b>				
<b>E</b> Essential Or <b>D</b> Desirable	<b>Requirements</b>	<b>Assessment Criteria</b>		
		Interview	Application Form	Task / Lesson
<b>Experience</b>				
<b>D</b>	A proven track record of success in middle leadership	<b>X</b>	<b>X</b>	
<b>E</b>	Ability to teach your subject at all key stages	<b>X</b>	<b>X</b>	<b>X</b>
<b>E</b>	A track record of supporting staff in improving their practice	<b>X</b>	<b>X</b>	
<b>E</b>	A track record of supporting students to achieve superb outcomes in your subject area	<b>X</b>	<b>X</b>	<b>X</b>
<b>E</b>	Ability to reflect on your own and student performance in lessons and adapt practice accordingly	<b>X</b>		<b>X</b>
<b>E</b>	Ability to select and devise appropriate teaching methods and resources to meet the differing needs of students in practical and written work	<b>X</b>		<b>X</b>
<b>E</b>	Effective planning, assessment and record keeping	<b>X</b>	<b>X</b>	
<b>E</b>	Ability to work independently and as part of a team, contribute to INSETS		<b>X</b>	
<b>E</b>	To develop & maintain positive relationships with all stakeholders	<b>X</b>		
<b>E</b>	Effective classroom management & efficient organisation of resources	<b>X</b>	<b>X</b>	<b>X</b>
<b>Qualifications</b>				
<b>E</b>	A good degree in the subject or a related subject	<b>X</b>	<b>X</b>	
<b>E</b>	Qualified Teacher Status (QTS)		<b>X</b>	
<b>IT knowledge</b>				
<b>D</b>	Expert knowledge of the MS Office Applications		<b>X</b>	
<b>D</b>	Ability to swiftly adapt to and utilise new/various systems / software		<b>X</b>	
<b>D</b>	Effective & appropriate use of ICT in lessons & across Learning Area		<b>X</b>	<b>X</b>
<b>Behavioural Competencies</b>				
<b>E</b>	Excellent analytical and communication skills	<b>X</b>		<b>X</b>
<b>E</b>	The ability to set, monitor progress towards, and achieve short, medium and long term targets for your area of responsibility	<b>X</b>	<b>X</b>	
<b>E</b>	Commitment to meeting deadlines internally and externally ensuring output consistently is of an exemplary standard	<b>X</b>	<b>X</b>	
<b>E</b>	The upmost integrity and high levels of motivation & commitment.	<b>X</b>		
<b>E</b>	Proactive approach & efficient time management & prioritisation skills	<b>X</b>		
<b>E</b>	Genuine interest & passion for the education of young people & the will to contribute to the wider life & community of the Federation	<b>X</b>	<b>X</b>	
<b>Applicable to all staff</b>				
<b>E</b>	Undertake training as required to fulfil the requirements of the role	<b>X</b>	<b>X</b>	<b>X</b>



<b>E</b>	Support Mossbourne's efforts both verbally and non-verbally (i.e. Via actions and attitude), including adjusting performance and practice in accordance with Mossbourne's initiatives and findings	<b>X</b>	<b>X</b>	<b>X</b>
<b>E</b>	Recognise your role as part of the succession of Mossbourne	<b>X</b>	<b>X</b>	<b>X</b>
<b>E</b>	Play an active role in terms of Safeguarding all students and adults	<b>X</b>	<b>X</b>	<b>X</b>

***Mossbourne Federation reserves the right to modify this job description to ensure the needs of the Federation & students are met. Mossbourne Federation provides equal employment opportunities to all employment applicants and employees without regard to race, colour, religion, gender, sexual orientation, national origin, age, disability, or status. The document is not a comprehensive list; it simply outlines expectations of this role. This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children.***