



## KIRKHAM GRAMMAR SCHOOL

# Head of Music and Performing Arts

Full-Time | Permanent Contract

### The Role

An exciting opportunity has arisen for an inspirational, dynamic, and experienced teacher to lead Music and Performing Arts at our thriving independent school.

The successful candidate will be passionate about music and performance and will provide ambitious, visible leadership across curricular and co-curricular provision. They will inspire pupils of all ages and abilities, promote excellence and participation, and develop a vibrant programme of concerts, productions, ensembles, and performance opportunities.

Working collaboratively with colleagues across the school, the Head of Music and Performing Arts will set a clear strategic direction for the department, ensure consistently high standards of teaching and learning, and oversee the effective use of staff, facilities, and resources. The role requires excellent subject knowledge, strong organisational and leadership skills, and a firm commitment to the academic, creative, and personal development of every pupil.

### Key Responsibilities

#### **Strategic & Departmental Leadership**

- Provide clear, ambitious, and forward-looking leadership for Music and Performing Arts across the school.
- Develop and implement a departmental vision and improvement plan aligned with the school's values and strategic priorities.
- Promote a culture of high expectations, creativity, inclusion, collaboration, and continuous improvement.
- Lead, support, and develop teaching staff, visiting music teachers, accompanists, and other colleagues working within the department.
- Monitor the quality and impact of curricular and co-curricular provision and take effective action to secure improvement.
- Contribute positively to the wider leadership and development of the school.

#### **Teaching & Learning**

- Teach Music across a range of age groups and abilities to a high standard.
- Plan and deliver engaging, challenging, and inclusive lessons that meet the needs of all pupils.

- Model excellent classroom practice and support colleagues in developing effective teaching and learning.
- Inspire enthusiasm for music, drama, performance, composition, and creative expression.
- Monitor, assess, and support pupil progress, providing appropriate intervention and guidance where necessary.
- Maintain high expectations of pupil achievement, behaviour, participation, and engagement.
- Make effective use of technology and specialist resources to enhance teaching, learning, composition, and performance.

### **Curriculum & Assessment**

- Lead the planning, development, and review of an ambitious and coherent Music and Performing Arts curriculum.
- Ensure schemes of work, teaching resources, assessment practices, and departmental policies are current, effective, and inclusive.
- Oversee the monitoring and evaluation of pupil progress and attainment across the department.
- Use assessment information to inform teaching, departmental priorities, and support for individual pupils.
- Prepare pupils effectively for internal assessments, public examinations, practical assessments, auditions, and performances.
- Keep up to date with developments in Music and Performing Arts education, curriculum requirements, and examination specifications.

### **Performance, Enrichment & Co-Curricular Provision**

- Lead a varied, inclusive, and high-quality programme of concerts, productions, recitals, ensembles, workshops, and performance events.
- Encourage broad pupil participation while providing appropriate challenge and opportunity for highly accomplished performers.
- Direct or oversee choirs, orchestras, bands, ensembles, productions, and other performance groups as appropriate.
- Coordinate the department's contribution to assemblies, services, Speech Day, Open Days, and other significant school occasions.
- Develop partnerships with professional artists, local organisations, other schools, and the wider community where these enhance pupil experience.
- Organise educational visits, concert trips, workshops, tours, and performance opportunities where appropriate.
- Promote pupil achievement and celebrate the contribution of Music and Performing Arts to school life.

### **People, Resources & Administration**

- Allocate responsibilities effectively and ensure colleagues understand and fulfil their roles within the department.
- Support induction, professional development, performance review, and the sharing of good practice.
- Coordinate visiting music teachers and oversee the effective administration of individual instrumental and vocal tuition.
- Manage the departmental budget responsibly and ensure resources provide value and support agreed priorities.
- Oversee the appropriate maintenance, security, and safe use of instruments,

equipment, performance spaces, and specialist facilities.

- Maintain accurate departmental records, calendars, risk assessments, inventories, and event documentation.
- Support recruitment and admissions activity, including auditions, scholarships, and awards, as required.

### **Communication & Engagement**

- Communicate effectively with pupils, parents, colleagues, visiting teachers, and external partners.
- Provide clear information regarding pupil progress, performances, rehearsals, tuition, examinations, and departmental events.
- Produce accurate and informative pupil reports in accordance with school requirements.
- Attend parents' evenings, departmental meetings, staff meetings, and other relevant school events.
- Contribute positively to Open Days and other school occasions as required.
- Promote the work of the department through appropriate displays, publications, communications, and digital channels.

### **Pastoral Care, Health & Safeguarding**

- Promote and safeguard the welfare of pupils in accordance with school policies and procedures.
- Create a safe, positive, inclusive, and supportive environment for lessons, rehearsals, productions, trips, and performances.
- Build positive professional relationships with pupils and support their personal development, confidence, and wellbeing.
- Ensure that rehearsals, events, educational visits, equipment, and performance spaces are managed safely and appropriately.
- Fulfil pastoral responsibilities as required by the school.
- Ensure full compliance with safeguarding and child protection procedures, including the appropriate oversight of visiting staff and external partners.

### **Reports to**

Deputy Head (Academic)

### **Person Specification**

#### **Essential**

- Degree in Music, Performing Arts, or a closely related subject.
- Qualified Teacher Status (QTS) or equivalent.
- Excellent subject knowledge and a genuine passion for music and performance.
- A proven record of successful teaching and the ability to inspire pupils across a range of ages and abilities.
- The ability to provide effective leadership, articulate a clear vision, and secure high standards.
- Experience of planning and delivering successful concerts, productions, ensembles, or performance events.
- Strong organisational, communication, interpersonal, and administrative skills.
- Ability to lead and support colleagues, manage competing priorities, and meet deadlines.
- Commitment to high academic and artistic standards and to continuous professional

development.

- Commitment to pupil wellbeing, inclusion, and safeguarding.

### **Desirable**

- Experience of leading Music, Performing Arts, or a related area in a secondary school setting.
- Experience within the independent school sector.
- Experience of teaching GCSE and/or A Level Music or equivalent qualifications.
- Experience of directing choirs, orchestras, ensembles, musical productions, drama, or other large-scale performances.
- Experience of managing visiting music teachers, instrumental tuition, budgets, facilities, and departmental resources.
- Familiarity with current examination specifications, practical assessment, and music technology.
- A high level of practical musicianship, including accompanying, conducting, arranging, composition, or musical direction.
- Evidence of continued professional development and successful contribution to whole-school initiatives.

### **Personal Attributes**

- An inspirational, enthusiastic, and visible leader.
- An engaging and accomplished classroom practitioner.
- Creative, ambitious, and committed to widening participation.
- Approachable, supportive, and collaborative.
- Well organised, dependable, and attentive to detail.
- Resilient, adaptable, and willing to contribute fully to school life.
- Committed to the academic, artistic, pastoral, and holistic development of pupils.

### **Further Information**

Hours of Work: Full time, as required to fulfil the responsibilities of the role.

A flexible approach is required, including attendance at rehearsals, concerts, productions, school events, and occasional evening or weekend commitments.

Salary:

Commensurate with experience and qualifications.

All employees at Kirkham Grammar School are expected to:

- Embody and promote the school's values and ethos.
- Make effective use of technology to support and enhance learning.
- Commit to ongoing professional learning and reflection.
- Prioritise pupil wellbeing, inclusion, and safeguarding in all aspects of school life.
- Make a positive contribution to the wider life and community of the school.

**Closing date for applications: 30 September 2026**

**Proposed interview date: October 2026**

**Applications**

By application form and supporting letter to:

Mrs A Roberts

HR Manager

Kirkham Grammar School

Ribby Road, Kirkham, PR4 2BH

Email: [a.roberts@kirkhamgrammar.co.uk](mailto:a.roberts@kirkhamgrammar.co.uk)

The post is subject to completion of the school's application form, two satisfactory references, DBS clearance and verification of qualifications.

**Kirkham Grammar is committed to safeguarding and promoting the welfare of children and young people.**

Kirkham Grammar School reserves the right to close this vacancy early should we receive a sufficient number of suitable applications. Early applications are therefore encouraged.