



Oak Wood
School

OAK WOOD SCHOOL

SUTTON COURT ROAD

HILLINGDON

Tel: 01895 237350 Fax: 01895 271995

Headteacher: Daniel Cowling

N.O.R. 1266 (including 188 in the Sixth Form)

External Vacancy

Head of Music MPS + TLR 2c (currently £8,611)

Required for September 2026

Oak Wood School is seeking to appoint a well-qualified and enthusiastic teacher to lead our Music Department. Applications are welcome from experienced teachers able to teach Music throughout the ability range at KS3, KS4 and KS5.

Oak Wood School was recently judged as a 'Good' school by Ofsted (May 2022) and is a truly inclusive, mixed, multi-ethnic 11-18 school that embraces all aspects of comprehensive education. A career at Oak Wood School is your chance to be part of a remarkable team that are working to ensure our students are prepared to be the well rounded leaders of tomorrow.

"Pupils at Oak Wood School are polite, friendly and confident. They are part of a diverse community and get along well with each other. The school's ethos is for pupils to dream, learn and grow. Staff here inspire pupils and develop their knowledge, understanding and character." Ofsted 2022

We believe our best resources are our teachers. There is a popular and thriving programme of professional development in the department and across the school at all levels and colleagues have the opportunity to develop personally and professionally through our membership of organisations such as the PiXL club and the Hillingdon Learning Partnership (HLP). The school also offers a comprehensive induction programme and excellent promotion prospects. Colleagues benefit from a commitment to staff well-being and are provided with several schemes to support them maintain an active and healthy lifestyle. This post would be appropriate for an ECT or a more experienced teacher – we will also consider applications from candidates who would request a part-time role.

Situated on a large site close to Heathrow Airport and the centre of Hillingdon, Oak Wood School has much to offer:

- A commitment to the professional development of all its staff to become outstanding teachers and leaders
- Staff wellbeing programme
- Childcare and cycle to school vouchers
- Excellent transport links (by train 45 minutes to central London), bus routes 427, 278 & U2, train (Chiltern Railways, Great Western Railway and Underground (Metropolitan & Piccadilly))

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- On-site parking including electric charging facilities
- On-site catering facilities.

Please read the Head of Music information document for information about the department, Job Description and Person Specification.

Closing date: Monday 13 April 2026 at Midday

Interviews: W/B 20 April 2026



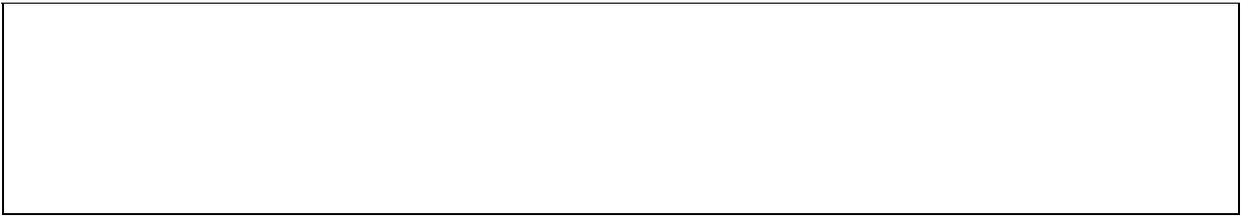
Job Description

Head of Music

Title of post:	Head of Music
Purpose:	To establish high standards of teaching, learning, behaviour, attainment and achievement.
Reporting to:	Assistant Headteacher
Liaising with:	Senior Leadership Team, Teaching & Support staff, students, parents, and external partners
Salary/Grade:	MPS/UPR + TLR 2c with outer London Allowance
KEY AREAS OF RESPONSIBLITY/SCOPE	
Strategic	<ul style="list-style-type: none">• To lead the development of the Department in line with the strategic development of the school.• To support and promote school improvement, as expressed in the school aims, policies and improvement plans.• To be involved in the target setting process for the Department and the contribution it makes to the achievement of whole school targets.• To represent the Department at Curriculum Committee and other meetings, as appropriate.
Operational	<ul style="list-style-type: none">• To lead the day-to-day management of the subject, ensuring the effective deployment of staff and resources.• To lead subject meetings, ensuring that the agenda is dominated by teaching and learning issues.• To maintain an up-to-date Department Handbook and schemes of work that reflect all appropriate DfE, LA, school and examining body requirements and policies.• To ensure that the administration and management of the subject is efficient and effective, with all subject staff being fully aware of all appropriate procedures and other administrative matters.• To develop and promote extra-curricular opportunities for students.
Teaching, learning and student progress	<ul style="list-style-type: none">• To ensure the delivery of an appropriate, comprehensive and high-quality curriculum, in line with all statutory requirements and in support of the school improvement agenda.• To ensure that teaching within the Department meets the needs of all learners and specifically SEND pupils and students.• To lead curriculum development within the Department.• To be aware of current developments within the subject and teaching and learning generally, ensuring that the subject is at the leading edge of performance and practice.

	<ul style="list-style-type: none"> • To implement strategies for raising and maximising achievement and progress within the Department. • To ensure that the subject is delivered in an effective manner, using new and emerging technologies as appropriate. • To be responsible for student performance and behaviour within the Department, supporting other staff in the pursuit of excellence and the promotion of school curriculum and behaviour policies. • To use performance and assessment data to raise student attainment and achievement. • To ensure that cross-curricular areas are effectively delivered, including literacy, numeracy and citizenship. • To ensure that, where appropriate, teaching within the Department contributes to the personal, social and health education of students. • To liaise with other staff regarding the progress of individual students and groups. • To liaise with parents, as necessary and in accordance with school policies, regarding the progress and performance of their children.
Staffing	<ul style="list-style-type: none"> • To be responsible for the efficient and effective deployment of all staff working within the subject. • To undertake performance management reviews for identified members of the teaching and support staff working within the subject. • To contribute to the recruitment of new members of staff to the subject. • To be responsible for the induction of new members of staff including beginning teachers in the subject, liaising with the Professional Tutor on the Leadership Team. • To promote teamwork and effective working practices within the subject. • To be responsible for the day-to-day management of staff within the subject. • To make arrangements for classes when staff are absent, ensuring appropriate work is provided and supporting staff covering classes. • To ensure that the subject is appropriately resourced and that capitation and other sources of funding are used to promote both the efficient day to day running of the Department and the raising of student attainment. • Manage the administration and organisation of the peripatetic music teachers
Monitoring & evaluation	<ul style="list-style-type: none"> • To monitor the work of members of staff working within the subject. • To observe staff teaching within the subject, reporting on the observations to the member of staff observed and the line manager. • To monitor the work of students through, for instance, scrutiny of class and homework, assessment data and dialogue. • To ensure that all appropriate school policies are followed.

	<ul style="list-style-type: none"> • To contribute to the school's self-evaluation procedures, including subject reviews. • To complete an annual team review and subject development plan, in line with both the school improvement plan and specific Department priorities. • To provide information, data and reports on the performance of the Department to the Headteacher, Leadership Team and Governing Body, as required.
Accountability	<ul style="list-style-type: none"> • To be accountable to the Headteacher, Governing Body and members of SLT for the work of the Department.
Specific Responsibilities	<ul style="list-style-type: none"> • To be responsible for the planning, delivery and monitoring of the Department. • Organise and contribute to a full programme of music co-curricular activities, including trips and termly concerts. • Work in collaboration with the teaching staff, including those staff overseeing art and drama, to organise the musical elements for the school productions • Provide or organise musical accompaniment in assemblies & whole school events when required • Provide leadership for a team of teachers and all the pupils and students taught by the Department. • Lead assemblies and other appropriate activities to develop pupils both morally and spiritually. • Ensure that the school's rewards and sanctions systems operate effectively. • Report to the Assistant Headteacher on a regular basis.
Other Duties	
<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its mission and ethos • To be courteous to colleagues and be welcoming to visitors • To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate • To undertake any professional duties, reasonably delegated by the Headteacher • To undertake any other specific duties as specified in the School Teachers Pay and Conditions Document not mentioned in the above <p>Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified.</p> <p>Employees will be expected to carry out any reasonable request to undertake work of a similar level that is not specified in this job description.</p> <p>The Governors will endeavour to make any reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled applicants, or continued employment for any employee who develops a disabling condition.</p> <p>This job description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary.</p>	



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Person Specification

Head of Music

It is essential that your application includes evidence of your experience against the requirements of the person specification and the interview process will be designed with a view to assessing this evidence.

<p>Qualifications</p> <ul style="list-style-type: none">• Degree and teaching qualifications (QTS)• Good use of ICT for both administrative reasons and to support learning• Ability to use data to track student achievement and to identify interventions needed
<p>Experience</p> <ul style="list-style-type: none">• Experience of working in an urban school• Experience of teaching all abilities and learners with different needs in a multi-ethnic school• Experience of teaching students with SEND or EAL• Experience of leading enrichment activities in subject area
<p>Professional Knowledge and Understanding</p> <ul style="list-style-type: none">• An enthusiasm for the teaching of subject and the contribution of that subject to a broad and balanced curriculum• An understanding of how pupils learn and progress in their knowledge, understanding and skills in the subject area• The ability to deliver lessons which provide both access and challenge for all students• Systematic in the planning of schemes of work and lessons• Can plan lessons that engage and motivate pupils including planning for learning outside the classroom• Professional commitment to pupil progress• Willingness to act as a form tutor
<p>Reliability</p> <ul style="list-style-type: none">• Good attendance and reliability• Professional dress• Good timekeeping
<p>Quality of relationships</p> <ul style="list-style-type: none">• An ability to work collaboratively with members of a team• Excellent teacher pupil relationships• Ability to display fairness and respect for pupils and colleagues• Excellent class management with an understanding of how to build a classroom climate in which students feel safe to take risks and learn
<p>Personal Characteristics</p> <ul style="list-style-type: none">• Capacity to work very hard under pressure• Approachable• Committed• Empathetic• Enthusiastic• Organised• Patient

- Resourceful
- Resilient
- Determined
- Sense of humour

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