



# The Paragon School

## Post: Head of Music

### Prior Park Schools

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Prior Park Schools is a family of Christian schools based in Bath and Gibraltar. Together, the Schools offer education for pupils aged between 3 and 18. Since the establishment of Prior Park College in 1830, the family has grown, with The Paragon School joining in 2006, and Prior Park School Gibraltar being opened by Prior Park Schools in 2016.

The Schools' Mission is to steward a thriving family of communities with love for the young people they serve at their heart. These vibrant communities cultivate creativity, foster integrity, and transform lives.

Across three sites, the Schools educate over 1100 young people of all faiths and none. The values underpinning the Mission and the Schools' educational offerings are Curiosity, Generosity, and Courage. The Schools believe that quality education changes lives and that outstanding schools are engines for positive social transformation.

Our Schools provide excellent teaching, equipping our young people to leave for a variety of exciting destinations. The success of what the Schools do in the classroom is intertwined with their co-curricular offerings. The young people undertake a wide variety of activities, which, in addition to being fun, challenge them to persevere to succeed. We work together imaginatively and courageously to hone the skills our young people need to forge their place in the world.

Prior Park Schools (PPS) have long been renowned for the quality of their pastoral care. Grounded in the love that sits at the centre of our Mission, our pastoral ethos allows young people to feel safe and secure to challenge themselves, to learn who they want to be, and to discover the difference they want to make.

Each of the Schools' Heads are supported by a Leadership Team, who together lead the day-to-day educational business of their respective schools. The Board of Trustees provides governance and support for the Heads and their schools via a number of Advisory Committees which include Local Boards for each of the schools, the Finance, Audit, Investment & Risk Committee (FAIR), an Education Committee and Safeguarding oversight.

The Executive management of the schools is devolved to the Prior Executive Board (PEB) which comprises the Heads of each constituent school and The Director of Operations & Finance. The PEB drives the strategic development of PPS, ensuring that it is on track to deliver its Vision and thereby remains a market leader in independent education.



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## Purpose of the Role

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- Take overall responsibility for the delivery and development of Music across The Paragon School (3-11 years).
  - Inspire a love of Music in all children through engaging lessons, creative exploration, and performance opportunities.
  - Lead and coordinate a vibrant programme of extra-curricular clubs, musical ensembles, concerts, school productions and informal musical events.
  - Encourage and nurture musical participation and enjoyment across all year groups, supporting children of all talents and abilities.
  - Oversee the provision and quality of instrumental and vocal lessons taught by our team of enthusiastic and skilled peripatetic music teachers.
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The duties outlined may vary in response to the evolving needs of the school. Changes would be discussed and agreed with the post holder in advance. This job description is not contractual but outlines the general expectations for the role. It should be read alongside the Conditions of Employment of School Teachers (Schedule 3), which set out the professional duties expected of all teachers.

## Contacts

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The post holder will have a wide range of contact with stakeholders both within and beyond the organisation. Contact with prospective and current parents is of particular importance.

## The Role

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The Head of Music will have day to day responsibility for their own work priorities and maintenance of high standards.

The role is based predominantly at The Paragon School, but travel to other locations may be required as part of wider Prior Park Schools work.

The Head of Music is responsible for leading and inspiring the musical life of the school, ensuring that music is an integral and joyful part of every child's experience. They will oversee the delivery of a broad and exciting programme of music across the school community, fostering a lifelong love of music from the earliest years through to Year 6.

### Key Responsibilities:

#### Musical Events and Performances

- Plan and organise a varied and inclusive programme of musical events throughout the school year, including concerts, assemblies, productions, and informal performances.
- Ensure that performance opportunities are available for children of all abilities, encouraging wide participation.
- Collaborate with class teachers and the Leadership Team to coordinate rehearsals, productions, and special events such as school plays, end of year celebrations, notable events and Christmas celebrations.
- Plan important music events well in advance and liaise with the school office to ensure they are included in the school calendar.



# The Paragon School

## Teaching and Learning

- Deliver high-quality, engaging Music lessons across all year groups from Squirrels to Year 6, following an age-appropriate, creative curriculum.
- Inspire pupils with a love of singing, instrumental work, and composition, stretching the most talented musicians and ensuring all children experience success and joy in music-making.
- Promote key skills including listening, performing, composing, and appraising, using a range of musical styles and traditions.

## Ensembles and Extra-Curricular Music

- Lead or oversee school ensembles such as choirs, instrumental groups, and other musical clubs, providing regular opportunities for pupils to rehearse and perform.
- Encourage broad participation across the school community, ensuring children feel confident to take part, regardless of previous musical experience.

## Wider School Community

- Liaise with the Leadership Team regarding budget planning, resourcing, and purchasing instruments and music resources.
- Work with the Operations and Events Teams to organise logistics for concerts and performances, ensuring excellent presentation and smooth running.
- Arrange workshops or performances from professional musicians to enrich the music curriculum.
- Maintain a welcoming, organised, and safe environment in all music practice areas and storage spaces.

## Leadership and Vision

- Build a strong, vibrant culture of music within the school, celebrating children's achievements and raising the profile of music internally and externally.
- Support the pastoral development of pupils through music, promoting teamwork, confidence, and resilience.
- Support the promotion of the school's reputation by showcasing musical excellence at public events.
- Encourage links with other schools and music organisations to enhance the opportunities for pupils.

## Other Responsibilities

- Work with class teachers to integrate music into wider curriculum themes and school events.
- Support music in school Chapel services or assemblies, encouraging reflective and respectful participation.
- Promote inclusive music-making, valuing diversity of background and musical interest.

## Line Management

The Head of Music has line management responsibility for the Music department staff and visiting instrumental and vocal teachers.

*The tasks listed above are not exhaustive and other additional, reasonable duties falling within capabilities of the post holder may be required, depending on the needs of PPS.*

*JD reviewed April 2025*



## Professional Specification and Personal Attributes

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The post holder will be

	Essential	Desirable
Qualification	<ul style="list-style-type: none"><li>• Qualified Teacher Status (QTS) or recognised equivalent</li><li>• Degree in Music or related discipline</li><li>• Evidence of continuing professional development (CPD)</li></ul>	<ul style="list-style-type: none"><li>• Educated to A Level or equivalent in Music</li><li>• First Aid qualification (or willingness to gain)</li><li>• Postgraduate qualification in Music Education (PGCE or similar)</li></ul>
Experience	<ul style="list-style-type: none"><li>• Successful teaching experience in a primary setting</li><li>• Proven experience of leading and directing musical performances, ensembles and/or choirs</li><li>• Experience of planning and delivering an engaging curriculum across EYFS, KS1 and KS2</li></ul>	<ul style="list-style-type: none"><li>• Experience of organising large musical events (e.g., concerts, productions)</li><li>• Previous experience in an independent/prep school setting</li></ul>
Knowledge	<ul style="list-style-type: none"><li>• Strong knowledge of the primary Music curriculum and current good practice</li><li>• Understanding of how to adapt music education for a range of learning needs and abilities</li><li>• Awareness of safeguarding responsibilities within a school context</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of ISAMS or equivalent school database</li><li>• Knowledge of peripatetic music lesson management and timetabling</li></ul>
Skills and competences	<ul style="list-style-type: none"><li>• Confident IT user with experience of Microsoft Word, Outlook and Excel to support admin duties</li><li>• Excellent written communication skills, including report writing</li><li>• Strong organisational and time management skills</li><li>• Ability to inspire, enthuse and motivate young learners</li><li>• Excellent interpersonal skills for working with staff, parents and external organisations</li><li>• Collaborative approach, able to work well across departments</li><li>• A flexible and proactive attitude</li><li>• A good sense of humour and positivity</li></ul>	<ul style="list-style-type: none"><li>• Ability to play a range of musical instruments</li><li>• Skills in music technology (e.g., GarageBand, Sibelius, Logic) for supporting lessons and performances</li><li>• Experience of leading choirs, orchestras, or musical ensembles</li></ul>

## Child Protection

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All staff employed by Prior Park Educational Trust must be committed to safeguarding and promoting the welfare of children and young people across our 3-18 Trust, both in and out of our Schools. All staff are expected to adhere to and always ensure compliance with the Trust's Child Protection Policy Statement. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.



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## Data Protection

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In the course of employment at Prior Park Educational Trust, staff may have access to confidential information relating to pupils and their families and are required to exercise consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the interests of any school within the Trust. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must always be adhered to. The Trust's schools operate under the Data Protection Act 2018 and implement policies that meet General Data Protection Regulations (GDPR). Staff must not at any time use the personal data held by the school or disclose such data to a third person.