



DIRECTOR OF MUSIC

Permanent Full-Time

1. INFORMATION ABOUT THE POST

This is a key post in the school. The vacancy arises from the retirement of the present post-holder at the end of this academic year, who has made a distinguished contribution to the teaching of Music in the school and given the Department skilful and effective leadership.

It is expected that the person appointed will take up post at the start of the 2025/26 academic year, or as soon as possible thereafter.

The school wishes to appoint someone who will bring to the post not only a high standard of teaching but also the ability to lead, encourage and support a strong and well-qualified team of teachers.

[Detailed personnel and job descriptions are included in this statement of information under points 4 and 5 respectively].

Salary will be according to the common pay spine for teachers and will depend on the successful applicant's qualifications and experience. **This will be paid in equal monthly instalments from 1 September to 31 August.** Duties and conditions of service will be in accordance with the Teachers' [Terms and Conditions of Service] Regulations [NI] 1987.

This post attracts an allowance of four Teaching & Learning Responsibility Points

Other Benefits

The school participates in the Cycle to Work Scheme and employees are also eligible to join Benenden Healthcare as corporate members. Free parking is available on the school site.

2. INFORMATION ABOUT MUSIC DEPARTMENT

The Music Department is comprised of two full-time and one part-time member of staff and a part-time Music Technician. In addition to this, twenty-three specialist peripatetic music tutors visit the school on a weekly basis to provide individual instrumental or vocal tuition to around 300 pupils and assist with a variety of musical ensembles as part of the music extra-curricular programme.

The Music Department is housed in an individual suite of rooms spread over two floors which consists of two large teaching rooms, one smaller teaching room, a Mac Suite, two recording studios and eight practice rooms. Whole-school venues such as the Pavilion Hall, Dance Studio and Drama Theatre are used as rehearsal spaces as required. Facilities and resources are of a high standard and participation in musical activities is extensive with over 300 pupils involved.

The subject is offered at GCSE, AS and A Levels and the examination results are excellent. A wide variety of extra-curricular musical groups and activities are provided. The annual music calendar includes a number of concerts including the Spring Concert in the Ulster Hall. Other performance opportunities are organised for pupils to display and develop their many musical talents both in and outside school. The list of extra-curricular music groups includes:

Junior Choir (Years 8-10)	Jazz Band
Sullivan Singers (SATB Years 11-14)	Brass Ensemble
Senior Girls Singers (Years 11-14)	Percussion Ensemble
Orchestra	Woodwind Group
Band	Traditional Group
Flute/Spring Groups	Pop/Rock Groups
Guitar Group	

3. INFORMATION ABOUT THE SCHOOL

Sullivan Upper School was founded in 1877 by the trustees of Robert Sullivan “to bestow the blessings of education on all succeeding generations in his native place”. Today it is a co-educational and non-denominational voluntary grammar school of more than 1000 pupils aged between 11 and 18.

It is owned and managed in all its affairs by the Board of Governors of the School, which is drawn from the local community and reflects all the main religious denominations of Holywood. The school is funded directly by the Department of Education for Northern Ireland.

There are 49 full-time members of the teaching staff, 2 job share teachers and a further 20 part-time teachers in the secondary department. The school is well served by 67 non-teaching staff who work in the administrative, financial, technical, clerical and maintenance areas of the school's activities.

Pupils study for 10 or 11 GCSE subjects and the vast majority enter the Sixth Form to undertake 3 or 4 A Level subjects. A very high percentage of leavers from Year 14 go on to degree courses in higher education.

There is a strong emphasis on both academic achievement and on extra-curricular involvement. Overall performance statistics for KS3, GCSE and A Level have been excellent over recent years. The teaching staff is committed to improving standards and is also intimately involved in the many out-of-class sports, clubs and activities that contribute so much to the life of the school. Demand for places at the school is very high.

It is the school's aim to help each pupil to achieve the best that he or she is capable of both academically and in all the other aspects of education that the school provide.

4. PERSONNEL SPECIFICATION

A ESSENTIAL CRITERIA: the person appointed to the post must:

- A1 at the time of taking up the post, hold a recognised teaching qualification which has prepared him/her to teach Music as the main subject, have a personal teacher reference number issued by the Department of Education for Northern Ireland and be registered with the GTCNI;
- A2 hold a recognised degree in Music or a related and appropriate discipline;
- A3 have at least 5 years teaching experience in a post-primary school within the past 10 years;
- A4 have taught Music at all levels from Key Stage 3 to GCE Advanced Level;
- A5 have taught Music to GCE Level for a minimum of 5 years in a post-primary school
- A6 have excellent communication (written and verbal), organisational, administrative, interpersonal and ICT skills;
- A7 have a clear vision for curricular and extra-curricular Music and the ability to inspire and motivate pupils and staff in a love of Music;
- A8 have experience of leading instrumental and/or choral groups and concert planning;
- A9 have a sound knowledge of the Northern Ireland Curriculum (including GCSE and A Level specifications) particularly as it relates to Music.

B DESIRABLE CRITERIA: preference may be given to applicants who:

- B1 have attained a classification of 2.1 or higher in their degree;
- B2 are able to demonstrate leadership and management potential from their professional experience and career so far;
- B3 hold relevant post-graduate qualifications;
- B4 have Grade 7 level or above in at least one instrument with some piano experience;
- B5 have experience of using and developing Music Technology at all Key Stages to promote effective teaching and learning;

- B6 have experience of teaching composition to at least A Level;
- B7 have experience of leading and managing Music co-curricular and extracurricular activities;
- B8 have experience of managing a team.

The school reserves the right to enhance the criteria if necessary, for the purposes of producing a manageable shortlist.

When applying for the post, applicants should show clearly how they meet the essential and/or desirable criteria for the post.

It is essential that you fully describe how you meet each of the criteria sought. Please provide detailed information against each requirement, providing dates and ensuring that where requirements are time bounded (eg 1 year within the last 5 years) you provide detail and dates that fully satisfy the requirement. It is not appropriate to simply list the various posts that you have held. Assumptions will not be made from the title of your post. Failure to do so may result in an applicant not being shortlisted since selection Panels cannot make assumptions in the absence of essential information.

5. JOB SPECIFICATION

Principal Duties and Responsibilities of Heads of Department

The Head of Department will be accountable for the efficient and effective performance of his or her duties in the first instance to the Vice-Principal responsible for the Teaching & Learning and, through him, to the Principal and Board of Governors.

The Head of Department's principal responsibility will be for the efficient and effective management and direction of the team of teachers and other members of staff in his or her department, for the leadership of this team, the determination of its main aims and priorities and for the establishment and maintenance of high levels of performance by the team as a whole.

In order to be able to fulfil this principal responsibility, the Head of Department will need to undertake, and be expected to carry out, the following duties:

- providing detailed, up-to-date and comprehensive schemes of work for each member of the department's teaching staff;
- assigning teaching and other duties to the members of the team, including in these duties responsibilities for examining, marking, curriculum co-ordination, record-keeping, resource allocation and assigning these duties in a fair and equitable manner;
- organising classes and deciding how pupils are to be grouped, ensuring that these decisions are consistent with overall school policy;
- directing and supervising the work of any non-teaching staff employed by or in the department;
- allocating resources, equipment and materials to members of the departmental team and ensuring that these are used to best effect and with minimal waste;
- keeping departmental team members informed about and aware of any important developments relevant to their work and ensuring that relevant written materials are forwarded to them;
- managing and supervising the departmental budget efficiently;
- monitoring the work and performance of all members of the departmental team, supporting, guiding and assisting new and EPD teachers, dealing with complaints and grievances and advising senior staff of any issues;

- identifying INSET and other staff development needs and taking steps to see that they are met as far as is possible;
- planning the best use of time available on staff and school development days, holding regular departmental meetings and liaising with all members of the departmental team;
- appraising members of the departmental team and ensuring that the work and performance of its members are regularly and systematically reviewed and evaluated and that any necessary development work is done;
- liaising with other Heads of Subject Departments and encouraging close links with other departmental teams, where these are appropriate;
- contributing to the appointment of members of the departmental team and, where there are opportunities, to their promotion;
- explaining the contribution which the department and its subject makes to the curriculum of the school as a whole and, where and when necessary, arranging for appropriate displays of materials, equipment and resources;
- liaising with the members of staff responsible for timetabling on all matters relating to time allocation and staff deployment;
- maintaining a high level of personal and professional awareness of the main developments occurring in the subject provided by the departmental team and encouraging other members of the team to do so too;
- attending regular Heads of Department meetings and contributing, with other Heads of Department and senior members of staff, to the formulation of overall school policies;
- producing the Departmental handbook and action plan;
- ensure a consistent learning experience for all pupils across the department;
- assisting the Senior Teacher responsible for school cover arrangements with the implementation of school policies for dealing with teacher absences by ensuring that all proposed absences involving members of his or her department are properly considered and discussed, by monitoring the arrangements made for the classes of the teachers who are absent and by ensuring that there are satisfactory arrangements to ensure that these classes have suitable work to do;
- undertaking such other duties as may from time-to-time be required.

Additional Director of Music Responsibilities

- Liaising between tutors, pupils, parents and other teaching and non-teaching staff in the school.
- Liaising with outside agencies and venues with regards to booking, payments performance requirements etc.
- Overall responsibility for, and day-to-day management of, the Peripatetic Music Tuition system including the following:
 - assisting with financial matters with regards to payment of lessons as required;
 - organisation of external ABRSM and Trinity College private entries and examination visits;
 - responsibility for the Hire Instrument Inventory and purchase, maintenance and repairs of all school hire instruments;
 - organisation of all individual Music Tuition lessons in the Preparatory Department and liaising with Preparatory Staff, as appropriate;

- management of all online application forms and associated administration of individual tuition lessons.

The person appointed will continue to carry out the duties and responsibilities of a teacher, including:

- teach music to Key Stage 3, GCSE and A Level as required, according to the school's curriculum and timetable;
- contribute to the organisational and developmental work of the department and to undertake all associated tasks eg assessment, reporting, record keeping, planning and evaluation, attendance at department and parent meetings;
- undertake extracurricular activities as agreed with the Principal;
- share in the general supervision duties as undertaken by all members of staff;
- undertake any other additional relevant duties as agreed with the Senior Management Team and/or Principal.

The above is not an exhaustive list. The professional duties of the post are as set out in Schedule 3 of the Teachers' (Terms and Conditions of Employment) Regulations (NI) 1987.

6. PROCEDURES FOR APPLICATION

- Suitably qualified teachers who are interested in being considered for this post are asked to complete an application form. **It is preferred that application forms are emailed** to the Principal's Personal Assistant, Mrs Amanda Graham at agraham813@c2kni.net. An acknowledgement will be sent by return of email. The format of the application form should not be altered in any way. Applicants should note that Apple Pages or Mac versions of the application form should not be emailed.

Application forms are available on the school's website (www.sullivanupper.co.uk) or by e-mail agraham813@c2kni.net from Mrs Amanda Graham, Principal's PA.

If you do not have access to email, you may hand-deliver or post the application to the Principal's PA, Sullivan Upper School, Belfast Road, Holywood, BT18 9EP.

The closing date for the receipt of applications is **Wednesday 30 April 2025 at 12.00 noon** and applications received after 12.00 noon on that date will not be accepted.

- A shortlist of applicants to be interviewed will be drawn up. Shortlisted applicants will be given the opportunity to visit the school.
- Interviews will take place, with **Monday 12 May 2025** currently the proposed date. **All correspondence in relation to interviews, etc will be via email, if an email address has been provided.**
- Applicants who have not been shortlisted will be notified once the interviews have taken place.
- The person to whom the post is to be offered will be informed and when the offer of the post has been formally accepted, all other shortlisted applicants will be informed of the outcome.
- A reserve list for future, similar vacancies will be maintained which will normally be kept open for no longer than twelve months unless there are cogent reasons for extending the period. The Board of Governors reserves the right to appoint an alternate applicant from the reserve list, without re-advertisement, for such future vacancies or if any change in circumstances should mean the successful applicant is unable to take up the post.
- Applicants are referred to the Privacy Policy for Applicants which is available on the school's website at www.sullivanupper.co.uk.
- It is the policy of the Board of Governors that all those eligible for employment will have equal opportunity for employment and promotion in the school, irrespective of gender, including

gender reassignment, marital or civil partnership status, having or not having dependants, religious belief or political opinion, race, disability, sexual orientation or age. Selection for employment and promotion will be on the basis of ability, qualifications and aptitude to carry out the duties of the post.

- (i) Interviewees will be required to bring photographic proof of identity i.e. a passport, driving licence or electoral identity card and an original birth certificate and/or marriage certificate (as appropriate). These should be presented to the designated member of staff immediately prior to interview. **Interviewees should therefore ensure that they arrive at least 15 minutes prior to the scheduled interview time.** Applicants are assured that the recruitment panel is not involved in these identity checks.
- (j) Canvassing of any kind will disqualify.

7. CONDITIONS OF APPOINTMENT

- [a] Sullivan Upper School is fully committed to the implementation of Child Protection procedures as outlined in Department of Education Circulars. Therefore, all applicants should be aware of the following:

Posts involving work in educational institutions are subject to the provisions of the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 (as amended by the Protection of Freedoms Act 2012).

As part of the recruitment process, a criminal record check is required to be completed by the successful applicant. In Northern Ireland this check is undertaken by AccessNI, upon receipt of a valid application. A disclosure certificate will be issued at the end of the process, including criminal record and other relevant information. Applicants will be asked if there is any reason why they cannot work in Regulated Activity prior to them commencing an application for an Enhanced check with a Barred List check.

This check currently costs **£33** and the successful applicant will be required to pay the school for this service. The appointment will be confirmed upon receipt of a satisfactory Enhanced Disclosure Certificate from AccessNI. You can find out more about AccessNI on the nidirect website, or at the following link:- [AccessNI webpage](#)

AccessNI has published a Privacy Notice on the Department of Justice website. This can be found at <https://www.justice-ni.gov.uk/publications/ani-privacy>. All signatories are urged to read this and understand the contents, and to note the mailbox for data protection queries.

The school's **Policy on The Recruitment Of Ex-Offenders** and the **AccessNI Disclosure: Applicant Information Leaflet** are available on the school website: <https://www.sullivanupper.co.uk/job-vacancies>

- [b] As an employer, Sullivan Upper School has a legal responsibility to prevent illegal migrants working in the UK. The applicant's right to work in the UK will be checked before confirmation of appointment.
- [c] Proof of qualifications will be requested before confirmation of appointment.
- [d] Two written, satisfactory references will be sought before confirmation of appointment, one of which must be from the most recent employer.
- [e] Receipt of satisfactory health clearance – upon receipt of the completed Health Declaration Form, the school's Occupational Health Advisor will assess the form, which may require the successful applicant to attend a medical examination.