We are seeking an accomplished musician who is also an individual of vision to lead the Music Department at Mayfield at this exciting stage of its development. As well as being an outstanding musician in his or her own right, the successful candidate will have the charisma, determination and perception to engage with the musical talent of the wider School community in addition to inspiring our current musicians and those already committed to the Department. He or she will possess good management skills and tireless enthusiasm. The Director of Music has traditionally been an important and well-respected role: bridging, as it does, the spiritual, academic and extra-curricular areas of the School. The holder of the post is accountable in the same way as a Head of Department, but has a wider range of privileges and responsibilities.

The Director of Music at Mayfield School is expected to act as a figurehead for music at Mayfield, promoting and sustaining music in all its forms throughout the School and through relationships with external bodies. In addition, he or she must work closely with the Headmistress, Deputy Head and Director of Studies to actively encourage our holistic approach to education: supporting the education of the whole individual, in line with the philosophy of Cornelia Connelly and the Society of the Holy Child Jesus, as well as being an enthusiastic proponent of education for girls. Ideally, he or she would be a practising Catholic, or must have an excellent understanding of the practices and liturgies of the Catholic Church and be in sympathy with the ethos of the School.

**SPECIFIC DUTIES OF THE DIRECTOR OF MUSIC**

**To sustain and enhance the high calibre and variety of Musical opportunities available to Mayfield pupils.**

**Support and challenge staff, including the Visiting Music Tutors,** **to contribute and share the same goals.**

**Maintain the high profile and guard the good reputation of Music at Mayfield.**

**Strategic planning with the Headmistress for the continued progress of the Music Department.**

**Academic teaching and Learning**

The Director of Music has overall responsibility for all teaching in the Department, both practical and academic. He/she must:

* Be highly qualified and capable of teaching at the highest level, including preparation for Oxbridge and Conservatoire admissions.
* Ideally possess good accompanying skills.
* Audition Music Scholars and subsequently advise the Headmistress on scholarship offers.
* Oversee the enrichment programme for Choral and Music Scholars.
* Provide appropriate advice for individual girls on musical careers.
* Advise on work experience, including liaising with Alumnae Coordinator.

**Visiting Music Tutors and individual music lessons**

* Take responsibility for appointment of VMTs (working with HR).
* Direct VMTs and monitor the quality of teaching and performance in the department: ensuring appropriate curriculum; range of musical groups and ensembles.
* Ensure appropriate timetable and room allocations for VMTs.
* Communicate and liaise with VMTs.
* Devise and Initiate a programme of events and opportunities to encourage girls to take up new instrument/s.
* Ensure good maintenance of School instruments; organising tuning, etc.
* Organise provision of extra-curricular oral and theory lessons.
* Oversee all stages of the Practical Examination process (Associated Board, Trinity, Guildhall etc.) with Exams Officer when necessary.

**Contribution to School Liturgy**

* Working with the Headmistress and Lay Chaplain, ensure a high calibre of appropriate Chapel and Liturgical Music, throughout the year.
* Organise appropriate accompaniment at School Masses and liturgies, including Sunday Masses through the School year.

**Extra-Curricular Provision**

* Ensure a high standard and varied range of Choral singing through the School.
* Ensure a high standard of performance from the School Orchestra, and guaranteeing opportunities for girls of all abilities to gain orchestral experience.
* To organise a diverse range of concerts and musical events through the year
* Oversee a programme of trips and tours during the course of the academic year.
* Work with other Departments (including Drama) on cross-curricula initiatives and trips.

**Community Outreach**

* Co-ordinate outreach – promoting music outside the School to primary and feeder schools.
* Work with the organisers of the Mayfield Festival and TWYCA– to sustain and appropriately extend their provision of access to high quality musical performances for the School and wider community.
* Establish links with other schools to create opportunities for choral and orchestral initiatives including boys.

As a Head of Department at Mayfield, the Director of Music will be expected to take undertake the following responsibilities:

**Teaching and Learning**

* Lead by example, by modelling innovation, excellent practice and knowledge of individual girls’ abilities and potential.
* Be aspirational for each individual girl, encouraging and providing the tools for her to develop independent thinking.
* Encourage links between subjects and broader perspective on your subject.
* Ensure that schemes of work provide a creative curriculum which challenges, engages and informs; ensuring that it is accessible to all students as appropriate.
* Monitor pupil progress and intervene where necessary, by offering support and communicating with all those concerned; including parents, tutors, Heads of School and the Director of Studies.
* Provide guidance and training for colleagues on effective teaching and learning methods.
* Work closely with the Gifted and Talented coordinator and the Head of Learning Support to provide opportunities to challenge the most able and support weaker members of School.
* Ensure that Health and Safety policies and practices, including Risk Assessments, throughout the department are updated regularly.

**Direction and Development**

* Lead, inspire and motivate colleagues in a manner by which they feel fully supported whilst still being accountable for their performance.
* Develop and implement subject specific policies and practices which ensure the continuing progress and enthusiasm of the girls.
* Hold weekly Departmental Meetings, which focus on teaching and learning, minutes of which should be forwarded to the Headmistress/DoS.
* Complete an annual performance evaluation document to include reflection on examination results as well as formulate aims and objectives for the Department during the coming year. These should have coherence and relevance to the needs of girls and to the aims and strategic plans of the Music Department and the School.
* Analyse and interpret a range of relevant assessment data to inform day to day teaching, target setting and strategic development.
* Promote the profile of the Department within the School and beyond, for example holding themed assemblies/liturgies or outreach projects with feeder schools.
* Work constructively with colleagues in other departments to facilitate cross-curricular initiatives and sharing of good practice; recognising links and building on common skills.
* To be cognisant of key subject developments in terms of both content and assessment and to share this information with colleagues.

**Department Management**

* Establish and maintain a positive learning environment through regular monitoring and evaluation of colleagues by lesson observation in line with the School appraisal policy. In addition, a scrutiny of students’ work and both teachers’ planning and marking should take place once a term.
* Set clear expectations about professional conduct and working relationships amongst department staff, ensuring effective delegation of responsibilities and tasks.
* Produce and review on an annual basis, a comprehensive departmental handbook, which informs staff of agreed policies and procedures.
* Appraise staff in line with School policy, putting in place development targets and, in particular, ensure that all staff engage in continuous professional development with appropriate opportunities offered for additional training and support.
* Encourage all members of the Department to keep their own subject knowledge fresh, by promoting non examination related opportunities for learning based on personal interests.
* Oversee the involvement of members of the Department in the School’s extra-curricular programme, ensuring that appropriate activities are taking place which support and enrich the learning within the Department, in addition to departmental revision sessions and clinics.
* In conjunction with SMT, ensure that appropriate arrangements are in place to induct new staff to the Department and that trainee and Newly Qualified Teachers are monitored, supported and assessed.
* Support departmental colleagues in the consistent use of pupil sanctions and awards policies.
* Ensure that the Department has appropriate internal structures to promote positive behaviour in the classroom and manage routine disciplinary matters internally, in line with policy and practice.
* Attend Heads of Department meetings and feedback to department staff.
* Assist in the recruitment of departmental staff.

**Deployment of Staff and Resources**

* Establish staffing and resource needs, providing the Director of Studies with information as required.
* Facilitate the use of ICT, for learning and administration.
* Prepare and submit the annual budget request in line with priorities identified in the departmental development plan. Monitor and manage spending throughout the financial year.
* Maintain and store departmental resources in good order and organise them in a way that provides ready access to colleagues.
* To plan for, organise and oversee the work of support staff.

**Academic Administration**

* Review student GCSE & KS5 subject choices to ensure suitability.
* Plan and organise internal examinations, in conjunction with the appropriate Head of School; marking of entrance examination and common entrance and advising on admissions.
* Provide papers and mark schemes for internal examinations.
* Manage external examination entries in conjunction with the Examination Officer.
* Attend GCSE and A level Results Day and provide advice to pupils and parents as required.
* Co-ordinate and moderate controlled assessment / practical requirements within the Department.
* Oversee and monitor department GARs and reports to ensure accuracy of material.

*It should be noted that the above list of duties is not necessarily an exhaustive statement of the final responsibilities of the post. It is intended to give an overall view of the position and should be taken as guidance only. The post holder may be required to undertake any other reasonable task requested by the Headmistress for a Head of Department which fall within their capabilities and which are in accordance with the usual practice of an Independent Boarding and Day School.*

Nov 2016