Modern English School

Cairo

**JOB DESCRIPTION:** Peripatetic Department Coordinator

**Job Purpose:** To support the Heads of Section in maintaining the ethos and achieving the aims of Modern English School, Cairo by taking responsibility for the coordination of peripatetic Music Department.

**Responsible to**: Line Manager

**Key Accountabilities (in addition to those of subject teacher)**

1. Operational/Strategic Planning
2. Curriculum
3. Recruitment/Deployment of Staff
4. Quality Assurance
5. Communications
6. Management of Resources
7. Pastoral System
8. Other Specific Duties
9. To ensure the wellbeing and health and safety of our students

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| 1 | 1.1 | To present a vision of music at Modern English School Cairo that will assist the building of the Peripatetic Music Programme |
|  | 1.2 | To review assessment and teaching and learning strategies in the department |
|  | 1.3 | To actively monitor and follow up student progress |
|  | 1.4 | To work with colleagues to review aims, objectives and strategic plans for the department |

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| 2 | 2.1 | To liaise with the assistant to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan |
|  | 2.2 | To be accountable for the development and delivery of the Peripatetic Department’s curriculum and ensure that suitable practice materials are sent home with students |

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| 3 | 3.1 | To work with the Assistant to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs |
|  | 3.2 | To be responsible for the efficient and effective deployment and management of the Peripatetic Department's support staff |
|  | 3.3 | To monitor the absence of teachers and make arrangements for classes when staff are absent for extended periods |
|  | 3.4 | To participate in the interview process for teaching posts when required and to ensure effective induction of new staff |
|  | 3.5 | To promote teamwork and to motivate staff to ensure effective working relations |
|  | 3.6 | To hold termly staff meetings to discuss new initiatives, answer questions and discuss concerns |
|  | 3.7 | To liaise with other music teachers in Primary and Secondary to increase the overall success and development of the whole school music programme |
|  | 3.8 | To delegate duties in accordance with the department management structure, specifically to the department Administrative Officer and Assistant Coordinator |

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| 4 | 4.1 | To establish the process of the setting of targets within the Peripatetic Department and to work towards their achievement |
|  | 4.2 | To establish common standards of practice and develop the effectiveness of teaching and learning styles |
|  | 4.3 | To conduct lesson observations and provide feedback at least once per teaching block |
|  | 4.4 | To conduct department review as part of the school’s self-evaluation cycle |
|  | 4.5 | To assist the music teachers when necessary with pedagogical advice |

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| 5 | 5.1 | To ensure that all members of the department are familiar with departmental aims and objectives, including Concert Band preparation where necessary |
|  | 5.2 | To disseminate information from meetings with SLT and line managers and feedback to the relevant staff |
|  | 5.3 | To ensure effective communication/consultation as appropriate with the parents of students |
|  | 5.4 | To liaise with examination boards, awarding bodies and other relevant external bodies |
|  | 5.5 | To represent the department’s views and interests |
|  | 5.6 | To liaise with relevant parties with regards timetabling issues |
|  | 5.7 | To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases, letters, leaflets and the school website |
|  | 5.8 | To lead the effective promotion of the Peripatetic Department at Open Days/Evenings and other events |
|  | 5.9 | To organise regular concerts, including rehearsals, preparation details, and coordination of activities of other members of staff |

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| 6 | 6.1 | To work with the assistant in order to ensure that the Peripatetic Department's classrooms are effectively and appropriately resourced |
|  | 6.2 | To work with the Administrative Officer in order to ensure that the Department's teaching commitments are effectively and efficiently timetabled and roomed |
|  | 6.3 | To provide appropriate, fresh, up-to-date teaching materials: books, music and audio-visual aid such as CDs, DVDs, computer programs, posters, artefacts etc |
|  | 6.4 | To be responsible for the resources used within the subject, including instruments, technical resources and to support and advise on good practice in the use of subject resources. |

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| 7 | 7.1 | To ensure the school behaviour policy is implemented in the department so that effective learning can take place |
|  | 7.2 | To monitor students’ attendance ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary |
|  | 7.3 | To award students with certificates and prizes for performances and progress |

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| 8 | 8.1 | To play a full part in the life of the school community, to support its distinctive mission, ethos and policies and to encourage and ensure staff and students follow this example |
|  | 8.2 | To continue personal professional development |
|  | 8.3 | To undertake any other duty as specified by SLT not mentioned above |

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| 9 | 9.1 | To work within the requirements of the Safeguarding Policy and have a responsibility for  promoting and safeguarding the welfare of students |
|  | 9.2 | To report all causes for concern to the Safeguarding team through the appropriate channels |
|  | 9.3 | To ensure the safety of all students in the MES Cairo learning environments |
|  | 9.4 | To follow the e-safety guidelines provided by the school and ensure students adhere to  the Student Acceptable User Policy for Technology |

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