



KING EDWARD VI SCHOOL

SHAKESPEARE'S SCHOOL

## Director of Music

### Job Description

#### **A. Achievement of Students**

##### Responsibilities:

- To be accountable for the performance of all students within classroom-based Music and extra-curricular ensembles.
- To ensure that data is refined and used to monitor the performance of students.
- To report and celebrate pupils' achievements.

##### Roles:

- To complete examination reports after external examinations.
- To meet with Headmaster and Deputy Headmaster (Academic) early in each year to review examination results.
- To make strategic use of IST progress tracking sheets in order to target under-achievers and organise appropriate and timely intervention .
- To track the performance of students across the Department by regularly setting common and standardised assessments.
- To nominate Department Prize Winners for Speech Day.
- To set appropriate mock examinations and end-of-year examinations and ensure moderation across the Department.
- To set appropriate academic targets for Departmental colleagues and monitor their progress towards these.
- To ensure examination entries for all candidates in the Department.

#### **B. Teaching Quality**

##### Responsibilities:

- To ensure that the teaching within the department is organised throughout the School.
- To be a role model exemplifying the highest standards of classroom practice.
- To demonstrate a high level of musicianship in the classroom.
- To accompany students on the piano in performances.
- To maintain a climate for learning that encourages high standards of achievement and conduct.
- To ensure the quality of teaching and learning is monitored and evaluated according to School policies.
- To be aware of up-to-date pedagogy and ensure that the most appropriate methods are used to meet the needs of all learners.
- To ensure that schemes of work are up-to-date, meet statutory and examination board requirements and are available to staff.
- To ensure that data and other student information is used by staff effectively to inform and improve teaching and learning (including those with SEND).
- To promote extra-curricular activities by the Department to enrich the curriculum.

### Roles:

- To arrange suitable CPD visits for departmental colleagues to BASS link schools, or other suitable schools.
- To undertake lesson observations as directed by the Deputy Headmaster – Academic.
- To complete Walkthrough Observations and Work Trawls as part of Observation Weeks.
- To review and update Schemes of Work regularly and ensure that they are readily available in the Department File.
- To monitor that homework is being set in line with the Homework Policy across the Department.
- To lead in the provision of extra-curricular and subject enrichment activities and work with departmental colleagues to review and develop these further.

## **C. Leadership and Management**

### Responsibilities:

- To promote a shared vision within the Department.
- To provide the Department with strategic direction and development.
- To contribute to the development and implementation of whole-School policy and procedures as part of the Academic Leadership Team.
- To monitor and support Departmental staff.
- To carry out self-evaluation and appraisal processes in line with School policy.
- To delegate specific responsibilities within the Department to draw upon strengths of staff and ensure effective management.
- To deploy resources effectively to ensure value for money.
- To ensure effective communication with and between staff in the Department.
- To liaise regularly with the Director of Sport and the Head of Drama.
- To ensure effective communication between the Department and parents, governors and other external agencies.

### Roles:

- To prepare appropriate displays, activities and presentations for Open Morning, Sixth Form Open Evening and GCSE Options Evening.
- To be responsible for the management of the Departmental Budget.
- To work with the timetabler to organise the appropriate staffing allocation for the timetable.
- To check regularly, and update if necessary, the Department's page on the School website.
- To complete relevant reports for *The Living Record* and *The Stratfordian*.
- To work with the Estates Manager on the Accommodation Review.
- To work with the Department's Link Governor, as detailed on the Link Governor Procedure.
- To complete Performance Management/Appraisal lesson observations and review meetings for all colleagues for whom responsible.
- To play a role in the recruitment and selection of new staff in the Department.
- To finalise each year's SEDP (Self Evaluation & Development Plan) in September in the light of external examination results and regularly review progress towards objectives throughout the year.
- To update regularly the Department File.
- To be the first point of contact for parents who have any concerns or queries regarding the Department.
- To review annually the Departmental Assessment Strategy.

- To hold regular Department Meetings, including a standing item on student progress and action taken, and to circulate the minutes of these to the Headmaster, Deputy Headmasters and relevant Heads of School.
- To attend Academic Leadership Team meetings and Working Party meetings and to actively contribute to this forum.

## **D. Behaviour and Safety**

### Responsibilities:

- To manage student behaviour within the Department.
- To ensure that the Department contributes to the pastoral support of students as necessary.

### Roles:

- To organise Departmental Detentions.
- To monitor the performance of different groups of students within the school community (e.g. SEND, exceptionally able, under-achievers).
- To report regularly and systematically concerns about students to Vertical Tutors and Heads of School.

## **Additional Roles and Responsibilities**

- To organise and promote a wide range of extra-curricular activities by the Department in a way which engages not only students who have taken Music as an academic options but also those who have not.
- To develop a comprehensive range of practical musicians within each year group and across the School.
- To oversee arrangements for the training and coaching of small ensembles, using the academic staff and Visiting Music Teacher.
- To organise and lead arrangements for regular rehearsals and an imaginative variety of public performances by choral and orchestral groups and chamber ensembles, both vocal and instrumental, including entry into appropriate festivals and competitions, tours, etc.
- To work closely with Warwickshire Music to further develop our unique partnership and the school's role as a Centre of Musical Excellence.
- To contribute to the development of the Warwickshire Music Hub as a member of its Steering Group.
- To supervise all Visiting Music Teachers and colleagues assisting in the ensembles, orchestras and concert programme.
- To quality assure the work of the Visiting Music Teachers with individual pupils.
- To oversee the maintenance in good condition of all instruments, arranging for their repair as required; and the regular tuning and maintenance of all pianos and the harpsichord.

- To line-manage the Senior Visiting Music Teacher who is responsible for making arrangements in connection with the provision of private instrumental tuition for individual students by Visiting Music Teachers.

To take roles and responsibility for other areas as may reasonably be requested by the Headmaster.

It is recognised - without prejudice - that if certain of the departmental responsibilities detailed and accepted above, particularly those concerned with orchestral, choral and ensemble training and performance, are to be successfully carried through for the benefit of pupils, staff will be committed on numerous occasions to working beyond "normal school hours"; the good-will of staff in enabling such activities to prosper over many years is genuinely appreciated by the Headmaster and the Governors.