

NOTTING HILL PREPARATORY SCHOOL

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Job Description: Director of Music

General areas of responsibility

Pastoral and Academic:

- To promote and safeguard the welfare of pupils
- To help provide a safe and secure environment in which the child can learn and be happy at school
- To comply with the School's Safeguarding and Child Protection Policy and ensure that any concerns you have relating to the safety or welfare of children are reported immediately to the Designated Safeguarding Lead (DSL) or one of the Deputy DSLs or the Head
- To keep up to date with pastoral care policies of the School and remain sufficiently aware of the personal profiles of individual pupils
- To act professionally at all times, setting a good example to children through high standards of presentation and personal conduct, contributing positively to effective relationships with the children
- To promote and aspire to the highest possible standards of teaching and learning so that as many children as possible can become successful learners
- To maintain an orderly and purposeful atmosphere in the classroom and around the school
- To ensure good management, sense of order and tidiness of the classroom so that the children may develop a sense of responsibility and pride in their classroom.
- To ensure that all pupils adhere to the School rules
- To create an atmosphere of trust and co-operation between home and school by working and communicating with parents/carers

Professional:

- To act consistently, in a friendly and supportive manner with colleagues
- To attend staff briefings as required by the staff meeting schedule
- To attend staff and departmental meetings, open days, briefings, assemblies, INSET days, parents' evening, parent meetings and other school events, as may be required
- To run an after-school club for two terms in an academic year (based on full timetable). This will be organised on a rota basis amongst all staff (see below under Academy)
- To undertake other specific duties which may, from time to time, be reasonably requested by the Head, such as being a Form Teacher
- To carry out supervisory duties, including playground and lunch supervision, as directed by the Deputy Head (Operations)
- To cover for absent colleagues, when required, as organised by the Deputy Head (Operations)
- To notify the school about personal absence due to illness and gain permission from a member of the Senior Management Team well in advance of any intended absence
- To take part in day and/or residential trips, if necessary and reasonable
- To meet all deadlines for the efficient running of the school, such as in submitting planning or reports

- To participate in any arrangements that may be made for teacher professional review
- To keep up to date with school policies and procedures as and when directed by the Head of Compliance or members of the Senior Management Team
- At all times, to adhere to the school's Code of Conduct for staff

Specific areas of responsibility as Director of Music

Leading Music across the school:

- To develop a passion for music among all NHP pupils, by your own inspiring example of teaching and musicianship, thereby to ensure the enthusiastic, all-inclusive, child centred musical ethos of NHP is maintained while preserving the school's proud record of excellence in Music
- To lead the NHP Music Academy, planning for its work and development (alongside the Assistant Director of Music)
- To lead preparations for Music events in the school calendar, such as the Christmas and Summer Concerts, assisting in the timetabling of these events concerts
- To organise the Early Morning Recital Series, which give individual children a regular platform to perform
- Work in concert with other teachers on school productions (principally, nativities and plays), planning for, and rehearsing, the musical elements of those productions
- Prepare for, and lead, school music assemblies and assist form and subject teachers with the musical elements of their class assemblies
- Ensure that individuals and music groups obtain as wide a set of performing opportunities as possible, to include school concerts, attendance at local festivals, integration with drama productions, attendance at other schools and all other possibilities that may arise

The NHP Music Curriculum:

- Take responsibility for co-ordinating the teaching of Music throughout the school, in liaison with the Assistant Director of Music
- To provide departmental rationale, aims and objectives for the subject, including writing and reviewing the Departmental Action Plan and the Departmental Policy for Music
- To write and review the Learning Progression Document for your subject outlining learning objectives for the children from Reception to Year 8, reviewing and adapting as required
- To monitor schemes of work and planning for the learning of your subject throughout the School, including Medium Term and Weekly Lesson Plans written by other members of your department
- To arrange departmental meetings with other teachers in the department
- To be responsible for the department's team of peripatetic Music teachers, taking part in the recruitment of new peripatetic teachers as required

Specific areas of responsibility as Form Teacher

- To maintain an overview of the welfare, academic achievement and behaviour of all pupils in your class, communicating with the Deputy Head (Academic), Subject teachers and SENCO as appropriate, about any concerns
- To maintain good communicative relationships with parents and keep and distribute records of any meetings and conversations
- Writing Form Teacher reports at times and length required by the school's schedule for reporting
- To take the daily register at the start of the morning for your form and afternoon sessions (for the form or set you are teaching in the first class of afternoon school) using 3sys, the school's electronic database
- To take class assemblies, as scheduled

Specific areas of responsibility as Subject Teacher

- To provide Medium Term and Weekly Lesson Plans for each group you teach. These will be consistent with the objectives in the department's Learning Progression Document
- To teach other subjects beyond your subject specialism, as required by the school
- To be familiar and up to date with the requirements of the National Curriculum, Common Entrance and the syllabuses of other schools for which you may be required to prepare candidates. This information will be provided by the Head(s) of Department or Deputy Head (Academic)
- To be familiar and up to date with the school's Thinking School tool box, weaving the tools effectively into your lesson planning, delivery and assessment
- To keep informed of current curricular and syllabus changes by attending the necessary meetings, undertaking INSET courses and reading widely
- To make adequate differentiated provision within the teaching plans for the full range of ability within every class or set in order to maximize the learning opportunities for each individual pupil
- To ensure that pupils derive as much satisfaction as possible from the lessons and make the maximum progress possible
- To maintain an overview of the welfare, academic achievement and behaviour of all pupils in your class, communicating with the Subject Leaders, Form Tutors, Form Teachers, Deputy Head (Academic) and SENCO, as appropriate, about any concerns
- To ensure that the general standard and presentation of work is in accordance with expectations of the school
- To follow the School assessment and record keeping procedure in order to monitor pupil progress and attainment
- To maintain good communicative relationships with parents and keep and distribute records of any meetings and conversations
- To provide termly grade sheets and full end of year reports in accordance with the reporting schedule of the School
- To set homework according to the timetable and in such a way that it is helpful to the pupil
- To mark children's work promptly and thoroughly in accordance with the School's marking policy.