



## Job Description

Post title	Head of Music
Academy	Crayford Academy
Grade	MPS/UPS + OLW + TLR 2B
Responsible for	Music Department
Responsible to	Assistant Principal

### Summary of the overall purpose of the job

The academy has a Music specialism with 10% of year 7 available places being secured through an audition process. The department offers Music at Key Stage 3, at GCSE and post 16. We are looking for an innovative and forward-looking individual who can inspire students and contribute fully to a very active Music department.

The HOD Music will provide strong leadership which provides first-class teaching and learning opportunities for students and staff; develop an innovative approach for the Music department that will stimulate all students to achieve their full potential; develop and implement a creative curriculum across the departments and ensure the delivery of high-quality music educations in all curricular and extracurricular activities; lead on whole school productions and performances; provide performances within and outside the academy.

### Key responsibilities and objectives of the job

- To create and deliver on a vision for music provision
- To ensure a high-quality experience for all students in music, especially music specialism place holders
- To demonstrate and inspire an enthusiastic and committed approach to teaching within the Department.
- To advise the Line Manager of music on all matters connected with the delivery of music within the academy and to liaise on timetable planning and other curriculum issues.
- To run the peripatetic scheme within the secondary phase of the academy.
- To promote and lead on the delivery of all extra-curricular music activities in the Academy.
- To participate in curriculum development and relevant areas of academy policy making including designing a broad curriculum that meets the aims of the Academy and the needs of all students.
- To develop appropriate and differentiated schemes of work at KS3, KS4 and KS5, and to ensure that the aims and objectives for the teaching of the Departments are delivered.
- To keep up-to-date about subject development and to take part in relevant CPD for this purpose, disseminating to other staff where appropriate.
- To have a secure grasp of music ICT software, including Sibelius and Logic, and use in the classroom to aid learning and raise achievement.
- To line manage the music teaching and non-teaching staff, including performance management, quality assurance and day-to-day management.
- To ensure that there is an effective assessment, recording and reporting system of student progress
- To ensure that 'Best Value' principles are applied to all appropriate purchasing decisions.

General responsibilities and objectives
<ul style="list-style-type: none"><li>• To work within the academy framework with regard to Health and Safety</li><li>• To promote equal opportunities in the academy</li><li>• To actively promote the aims and ethos of the Federation / Academy</li><li>• To support the Academy's commitment to the continued professional learning of all staff</li><li>• Ensuring that all staff, including short and long term temporary staff, receive departmental induction and fully understand all relevant policies and their implementation.</li><li>• To provide accurate information for parents as directed by the Academy and department policy and to attend parents' evenings and other presentation meetings as directed.</li><li>• To undertake any additional duties as may reasonably be required by the CEO or Principal</li></ul>



Please note

This job description reflects the core activities of the role and as the Federation and the post-holder develop there will inevitably be changes in the emphasis of duties. It is expected that the post-holder recognise this and adopt a flexible approach to work and be willing to participate in training.

If changes to the job become significant, the job description should be reviewed formally by the post-holder and line manager.

Date JD was agreed:

24.11.16

## Person specification

Criteria	E S S E N T I A L	D E S I R A B L E	HOW IDENTIFIED AND ASSESSED
			AP      Application AS      Assessment I        Interview P        Presentation R        References
Education/qualification and training			
• Degree	x		
• Teaching qualification	x		
• A higher qualification in education and/or management		x	
Knowledge/skills			
• Ability to produce and implement appropriate improvement plans and policies	x		
• Experience of monitoring and evaluation practices	x		
• Commitment to the benefits of collaborative working within a Federation	x		
• Ability to delegate responsibility with accountability	x		
Experience			
• Proven track record of raising educational standards	x		
• Curriculum and/or pastoral experience	x		
• Ability to inspire, demonstrate and support the highest of expectations for all	x		
• Participation in school events	x		
• Ability to motivate and inspire others: both colleagues and students	x		
• Recent experience preferably gained in a second in charge role		x	
Personal characteristics/other requirements			
• Passionate about subject area	x		
• An effective communicator	x		
• Leads by example with high professional standards	x		
• Resilient, energetic and enthusiastic		x	