



Whitchurch High School - Ysgol Uwchradd Yr Eglwys Newydd

Job Description: Departmental Leader of Music

Name: <<Name>>

Salary Scale: TLR 1B: £9,472

Responsible to: ASSISTANT HEAD TEACHER: Curriculum, Skills and Learning Pathways

1 CONDITIONS OF EMPLOYMENT AND GENERAL DUTIES

- i. You are employed exclusively in the capacity of a teacher subject to and with the benefit of the conditions of employment as set out in the School Teachers' Pay and Conditions Document currently in force having due regard to the requirements of the National Curriculum and the school's aims and policies. To share in the corporate responsibilities for the well being and discipline of all pupils and carry out supervisory duties in accordance with published rosters. Attend appropriate meetings with colleagues and parents relative to your duties and responsibilities.
- ii. To be a Form Tutor of an assigned form and carry out related duties in accordance with the job description of a Form Tutor under the direction of the Learning Leader or to be a relief Form Tutor
- iii. Participate in IN-SERVICE training to ensure professional development and maintain a Practice, Review and Development (PRD) record.

2 JOB PURPOSE

- i. To provide professional leadership and management for the subject area and be accountable for high quality learning, the efficient and effective use of resources and improved standards of teaching and learning for all pupils.

3 LEADERSHIP OF THE DEPARTMENT'S TEAM OF TEACHING STAFF

- i. Act as a role model for members of the department.
- ii. Induction of new teachers to the department.
- iii. Offer guidance and advice to colleagues.
- iv. Oversight of the work of members of the department, including assessment and evaluation, to complement the school's performance management programme.
- v. Organise the performance management programme within the department.
- vi. Organise and chair regular departmental meetings ensuring that a record of agreed action points is forwarded to SLT link and Headteacher.
- vii. Provide intellectual leadership for the department and encourage members of the department to keep abreast of recent developments in their subject.
- viii. Assist in the professional development of teachers in accordance with the school Staff Development Policy.
- ix. Offer appropriate coaching to individual department members.
- x. Organise the supervision and support of students on teaching practice in the department.
- xi. Establish the department's priorities for INSET and consult the appropriate SLT link about meeting these needs.
- xii. Establish good communications within the department.
- xiii. Discuss with teachers in the department the distribution of classes and associated timetable arrangements and advise SLT accordingly.
- xiv. Advise the Headteacher about the recruitment and appointment of new staff.
- xv. Give advice on threshold, upper pay spine, references, promotion, induction and ITT.

- xvi. To direct the work of any support member of staff wholly or partly involved with the department.
- xvii. Make the best use of any gained time allocated to the department to contribute to high standards of learning and teaching.
- xviii. Promote the activities of the department in and out of school, and where appropriate provide information for students, parents, governors and the local community.
- xix. In consultation with the Headteacher, draw up suitable job descriptions for all teachers in the department and delegate appropriate tasks to those within the department with reference to departmental aims and objectives, with reference to existing terms and conditions of service for teachers including those on UPS3.

4 CURRICULUM

- i. Lead the department's curriculum planning, within the framework of the National Curriculum and incorporating whole school policies.
- ii. Keep up to date with curriculum developments relating to your department and respond strategically to changes.
- iii. Be a member, attend and contribute to Middle Leadership Team (MLT) meetings.
- iv. Where required contribute relevant units or components to other subjects and cross-curricular themes and competences e.g. Literacy and Numeracy Framework, Digital Competence Framework and the Skills Challenge Certificate.
- v. Oversee the work of the department's TLR holders in ensuring that schemes of work are in place for each Key Stage and published along with the departmental handbook.
- vi. Develop effective links with the local community including business and industry in order to extend the subject curriculum.
- vii. Organise the provision of work for cover teachers and cover supervisors when departmental colleagues are absent.
- viii. To act as a professional mentor to staff within Department particularly those on EPD.

5 LEARNING AND TEACHING

- i. To ensure that the work of the department is based on sound pedagogy and methodology, whilst allowing for the incorporation of new and innovative approaches to teaching and learning that are shown to be effective.
- ii. In consultation with the appropriate SLT link, agree an agenda item on Learning and Teaching for discussion at every departmental meeting.
- iii. Have high expectations of the quality of learning and teaching within the department, which is verified by regular monitoring and share and develop best practice.
- iv. Ensure that school policies on Learning and Teaching are implemented.

6 ACHIEVEMENT – Assessment and Reporting

- i. In consultation with the SLT link ensure that achievement issues are discussed at every departmental meeting.
- ii. Uses effectively the data supplied on the department and undertake any relevant analysis of this.
- iii. Give support to whole school strategies on achievement and provide any returns as required.
- iv. Ensure that school policy on Achievement is implemented within the department.
- v. Devise procedures for assessment of pupil progress in accordance with school policy on assessment.
- vi. Ensure that effective moderation mechanisms are in place in line with school and National policies
- vii. Ensure that accurate records are kept.
- viii. Ensure the regular setting and completion of homework in accordance with school policy.
- ix. Organise the setting and marking of internal examinations and the marking and submission of coursework.
- x. Oversee all external examination entries for the department.

- xi. Ensure the accurate and full completion of pupil reports to parents.

7 SELF EVALUATION

- i. Participate in the school self-evaluation process. Monitor and evaluate the work of the department, focusing particularly on the standards achieved by pupils.
- ii. Following consultation within the department and with the appropriate deputy head, submit your department's targets and action plan for inclusion in the School Improvement Plan.
- iii. Incorporate whole school action plan into your departmental procedures and policies.

8 TEACHING GROUPS

- i. Organise the allocation of pupils to teaching groups within the department according to school and departmental policy, and provide up-to-date lists.

9 RESOURCES

- i. Take lead responsibility for the Department's capitation budget and expenditure plans to incorporate key priorities from the School and Departmental Improvement Plans.
- ii. Allocate departmental funds and distribute resources accordingly whilst maintaining accurate records for audit and administrative purposes.
- iii. Ensure the on-going provision of interesting and relevant displays in the teaching areas of the department, and, as appropriate, on occasions such as open evenings.
- iv. Discuss and document suggested learning environment improvement plans with the department's SLT link and report maintenance defects in departmental areas to the Estates Director.

10 HEALTH AND SAFETY

- i. Report any concerns on Health and Safety issues within the departmental area to the Estates Director in accordance with school policy. Ensure that departmental staff and pupils are aware of the importance of reporting any Health and Safety issues and the procedures to follow.

11 DISCIPLINE

- i. Oversee the conduct and behaviour of pupils within the department in accordance with the school's policy on behaviour and discipline.

12 SCHOOL LEADERSHIP

- ii. Contribute to the well-being and development of the school through the supervision of pupils, guidance of teachers and proactive engagement with Middle Leadership Team colleagues and others.
- iii. Attend and contribute to meetings of school committees as required.
- iv. Give support to whole school initiatives and activities.
- v. Organise and lead key whole school events in developing the cultural life of the school.

13 EXTERNAL LINKS

- i. Promote links with local industry, commerce and community groups as appropriate.
- ii. Liaise with Careers Wales where appropriate.
- iii. Establish and maintain links with feeder schools.
- iv. Maintain links with external organisations relating to peripatetic music lessons and contacts with regional and national associations

14 PERSONAL

- i. Keep up to date with contemporary developments in education and teaching.
- ii. Endeavour to attend relevant in-service courses and meetings and provide feedback to others.

- iii. Provide, by personal example, leadership and guidance, high professional standards for the department.

Any other responsibilities as deemed reasonable by the Headteacher