

**St Ambrose Preparatory School**

**Job Description & Person Specification**

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| **Role** | | **Specialist Subject Leader – In all age groups** |
| **Job Purpose** | | **To lead the music curriculum thought the school** |
| **Accountable to:** | | **Headmaster** |
| **Responsible for:** | | **Music** |
| **Accountabilities** | | |
| 1. **Policy/Strategic direction and development**    1. Be responsible for the development and implementation of policies for the teaching of Music throughout the whole school.       * pupil progress and achievement       * pupil personal development and acquisition of skills    2. Develop and promote an accessible action plan for Music throughout the school, and keep this under regular review to ensure that policy and planning take account of the school’ s changing needs and are appropriate to the full range of pupils’ needs.    3. Coordinating a programme of enrichment related to Music including providing extra-curricular activities, including lunch time practices, workshops, plays and concerts, entering external competitions and participating in local events. 2. **Teaching and learning**    1. In accordance with school curriculum policy, determine the direction of the Music curriculum, informed by current knowledge and best practice to develop the potential of all pupils.    2. Formulate and revise schemes of work that are age appropriate to ensure continuity and progression, and the development of cross key stage and cross curricular links.    3. Promote excellence and inspiration in learning by being the lead Music practitioner; consult and advise colleagues in order to establish creative, responsive and effective linking between aspects of the curriculum and Music.    4. Maintain attractive displays, and provide a lively and challenging learning environment in which imagination, investigation, questioning and enquiry are key and pupils are able to develop their knowledge, understanding and skills.    5. Be responsible for organising a programme of music for:       * Early Years: Musical Nativity   &Infants Summer Concert   * + - Juniors: Christmas Mass   2 sing-alongs  Annual Musical Evening  Summer Concert and prize giving  Choir Festival   * 1. Play piano for Mass and support 1st Holy Communion.   2. Run a Preparatory School Orchestra, recorder ensemble and choir.   3. Liaise with and co-ordinate peripatetic music staff.  1. **Marketing and external links, including public occasions**    1. Build effective partnerships with parents to ensure  * a shared understanding between school and home about the subject, and how parents can support their child   -an excellent local reputation for the school through the promotion, profile and success of the subject  -extra-curricular activities that enrich the timetabled curriculum experiences   * 1. Promote the subject excellence and reputation of the school through public occasions (informal concerts and formal performances, workshops, Open Days).   c. Develop links outside the school in order to increase opportunities for sharing good practice, learning opportunities for pupils and showcasing the pupils’ talents.   1. **Training & development of self and others**    1. Regularly review own practice, set personal targets and take responsibility for own development.    2. Keep abreast of subject developments from a range of sources, in order to maintain best practice 2. **Management of resources**    1. Ensure that appropriate, well-maintained resources are available for the teaching of Music. 3. **Monitoring, evaluation & assessment**    1. Monitor and assess pupil progress in Music through a variety of strategies including the use of performance data, benchmarks and skills ladders, and link with Headmaster where appropriate.    2. Liaise effectively with the Headmaster to ensure that Music has a high profile within the school as a curricular area as well as extra-curricular activity. | | |
| **General requirements:** | | |
| All school staff are expected to:   1. Work towards and support the school vision and the current school objectives outlined in the School Development Plan. 2. Contribute to the school’s programme of extra-curricular activities. 3. Support and contribute to the school’s responsibility for safeguarding students. 4. Work within the school’s health and safety policy to ensure a safe working environment for staff, students and visitors 5. Promote equality of opportunity for all students and staff, both current and prospective. 6. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues. 7. Engage actively in the performance review process. 8. Adhere to all school policies. 9. Undertake other reasonable duties related to the job purpose required from time to time. | | |
| **Review and Amendment** | This job description should be seen as enabling rather than restrictive and will be subject to regular review. | |

**Person Specification**

**Skills Required**

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| Excellent classroom teaching skills/Keyboard skills | Essential |
| Ability to communicate effectively and efficiently orally and in writing | Essential |
| DEffective interpersonal skills | Essential |
| Ability to share/evaluate/review/implement current/new practice | Essential |
| Ability to create effective links across the whole school | Desirable |
| Ability to play and teach flute and piano to grade 6 level | Desirable |

**Knowledge Base**

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| Understands the nature of the subject and has a secure subject knowledge | Essential |
| Has knowledge of current subject-related developments | Essential |
| Has knowledge of key characteristics of quality teaching, learning and learning environment. | Essential |
| Gives clear direction that enables pupils to achieve the highest quality education | Essential |
| Has knowledge of the policies/plans of the whole school | Desirable |
| Good working knowledge of common ICT applications, with a clear understanding of, and enthusiasm for, the potential for ICT in enabling more innovative and effective approaches to learning and teaching | Essential |

**Qualifications/Attainment**

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| Qualified Teacher Status | Desirable |

**Experience**

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| Experience of teaching Music to a variety of age groups | Essential |
| Some experience in organising Music related events – concerts and performances | Desirable |
| Some experience in organising Music outreach or workshop events | Desirable |
| Knowledge of Kodaly music programme | Desirable |
| Ability to arrange musical pieces for Orchestra | Desirable |

**Attitude/approach**

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| Enthusiasm for promotion of subject and able to communicate vision for the future direction of the subject | Essential |
| Tact and diplomacy | Essential |
| Approachable and helpful attitude towards colleagues | Essential |