



## SOLIHULL

### Job Description: Head of Strings

**Responsible to:** Director of Music

**Primary Responsibility:** To be responsible for the efficient operation and development of the String department throughout the Junior and Senior Schools, including the teaching of lessons, directing ensembles and accompanying pupils in concerts.

**Job Description Review Date:** January 2019

### Responsibilities

1. Be fully committed to maintaining the Department's high standards by showing a dynamic approach to the subject and enthusing pupils with a love of music
2. Teaching string instrumental lessons to individuals and groups of pupils (including in the Year 4 Instrumental Scheme) ranging from beginners to diploma level;
3. Having line management responsibility for string Visiting Music Teachers (VMT's): (allocating pupils to staff; monitoring pupils' progress; monitoring VMT teaching through observations; spreading good practice amongst VMTs; allocation of pupils to ensembles; assisting with VMT timetabling issues; assisting with appointing of VMT staff);
4. Rehearse and conduct string ensembles in performance (currently the Advanced and Intermediate String Orchestras);
5. Continue to develop string chamber music groups and, along with the Head of Keyboard, chamber music groups for strings and piano;
6. Organising master-classes given by visiting professionals and departmental concerts;
7. Working with the Director of Music on issues including budget, recruitment, selection, induction and performance management of string VMTs and music scholars;
8. Organise the termly Informal Concerts;
9. Administer the music exam entries for the termly Trinity College of Music examinations (another colleague deals with the ABRSM entries);
10. Providing aural and theory training sessions;
11. At an appropriate level, supporting the Head of Keyboard in acting as a piano accompanist for your own and other woodwind pupils in ABRSM/Trinity exams, concerts/assemblies, GCSE/A Level recordings, music scholarship auditions, assemblies and Prize Giving ceremonies;

12. Be a member of the adjudicating panel at Music scholarship auditions
13. Working with the Director of Music in looking after the school's hire stock of string instruments and arranging repairs when necessary.
14. Produce, for the Director of Music, termly billing charges details for pupils taught and for extras (e.g. music purchased, instruments hired) for all woodwind and percussion VMT staff;
15. To assist in the marketing and promotion of the Music Department and wider school community;
16. Creating other initiatives, e.g. liaison with local schools; entering pupils/ensembles for external music festivals; liaison with ESTA, etc.;
17. Maintaining efficient and timely communications with parents/guardians and other relevant stakeholders.
18. Attending full staff and departmental meetings.
19. For a candidate with suitable experience, and with mutual agreement, there may also be an opportunity to teach some curriculum music lessons.

General:

- Support the aims of the school;
- Support all members of the school community with respect and consideration;
- Set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance;
- Take responsibility for professional development, participating in staff training, including INSET days where required, and the school's CPD and Professional Development procedures;
- Participate in the management of the school by attending meetings as required, including full staff and departmental meetings;
- Adhere to the Health and Safety Policy.

Other:

The Job Description is subject to:

- Other reasonable requests by negotiation with the Bursar and Headmaster
- Annual Review

### PERSON SPECIFICATION: Head of Woodwind & Percussion

	ESSENTIAL	DESIRABLE
<b>Qualifications/ Professional Bodies</b>	<ul style="list-style-type: none"> <li>• Relevant string Teaching and/or Performing Diploma level qualification (or similar)</li> </ul>	<ul style="list-style-type: none"> <li>• Membership of a professional body (eg. ISM, MMA, etc)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Teaching pupils string instrument(s) on individual/small group basis</li> <li>• Experience as a member of an orchestra and/or chamber group</li> <li>• Experience as a conductor of large string and/or orchestral groups</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an educational environment</li> <li>• Experience of line-managing and interviewing staff/Visiting Music Teachers</li> <li>• Experience of managing a budget</li> <li>• Experience in organising concerts and entering pupils for exams and competitions</li> <li>• Experience in coaching and conducting ensembles</li> <li>• Experience as a piano accompanist</li> <li>• Experience as an examiner/adjudicator</li> <li>• Experience in delivering workshops and/or masterclasses</li> </ul>
<b>Skills/ Knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills and ability to relate to children of different age and abilities (Years 3-13)</li> <li>• Excellent organisational skills</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness and understanding of safeguarding and welfare of children</li> <li>• Reasonable administrative computer skills (especially word processing)</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• An enthusiasm for music</li> <li>• Excellent timekeeping and reliability</li> <li>• Able to use own initiative and work without supervision</li> <li>• Keen interest in and support for the ethos and aims of Solihull School</li> <li>• Diplomacy, tact, empathy with pupils and excellent interpersonal skills</li> <li>• Common sense</li> <li>• An exemplary attendance record in his/her past and present employment</li> <li>• An ability to work outside normal working hours when required</li> </ul>	<ul style="list-style-type: none"> <li>• A willingness to be involved in the wider life of the School</li> <li>• A good sense of humour.</li> </ul>