

THE ROLE OF THE HEAD OF MUSIC

The Head of Music will:

- Co-ordinate all aspects of music for all boys within the School
- Fulfil a role and have responsibilities similar to those of a Head of Department

Teaching

- Write Music Policies, Syllabuses and Schemes of Work for all years (including Pre-Prep)
- Organise and monitor the Third Year Music Scheme

Management

- Organise school concerts and conducting choirs and orchestras when appropriate
- Appoint and manage Music Staff – in line with safer recruitment guidelines
- Arrange Associated Board Music Examinations
- Arrange weekly Assembly Music
- Organise House Music Competition
- Arrange concert trips and/or instrumental days at other schools (once a term)
- Enter musical events (whenever possible) for forthcoming term in office diary in advance of publication of school calendar
- Liaise with the Head of Music at Cumnor House Girls' School
- Responsibility for the Music budget

Instrumental

- Arrange all instrumental lessons
- Teach/support booster Aural lessons for boys taking examinations
- Organise, maintain and oversee the school instruments

Ensembles

- Coordinate all music for ensembles

School choirs and Choristers

- Organise all aspects of the choral music in the school
- Arrange, organise and write programmes for the following:
 1. School concerts (Easter and Summer)
 2. School Carol Service (including Carol singing)
 3. Piano/String Concerts (three per year)
 4. Brass/Woodwind Concerts (two per year)
 5. Third Year Music Scheme Concert