



## **Ardvreck School**

### **Director of Music**

#### **Line management responsibility for: Music Teachers and Visiting Music Teachers**

##### **Main duties and responsibilities:**

##### **1) Strategic direction and development of the subject**

- a. Contribute to whole school policy-making and strategic planning as required by the Head.
- b. Prepare, monitor and update annual departmental plans in consultation with colleagues.
- c. Take the lead in ensuring that school policies and strategies are embedded in schemes of work and departmental plans.
- d. Encourage children of all musical abilities to make contributions to school music.

##### **2) Leadership & management of others**

- a. Lead and manage the department, recruiting, inducting, developing, deploying, motivating and appraising members of the department to ensure that they have clear expectations of their roles, establish positive relationships with pupils and staff and ensure that high performance standards are achieved and maintained.
- b. Empower members of the department to develop their leadership potential to ensure continuous improvement within the department.
- c. Manage day to day requirements such as examination entry, peripatetic music lessons and departmental timetables, delegating as appropriate, to ensure the efficiency of the department.
- d. Lead departmental meetings to ensure that they are used effectively to review performance and that actions are recorded and implemented.
- e. Lead the department's Departmental Development Plan in line with the school vision and objectives as outlined in the School Improvement Plan.

##### **3) Teaching and learning**

- a. Promote excellence in teaching and learning to ensure all children develop their potential and are equipped for life beyond school.
- b. Exemplify in own practice the skills of teaching and learning typified by lead professionals, and ensure that good practice is shared throughout the department.
- c. Ensure that schemes of work in Music are used, reviewed and modified to enable the maintenance and development of high standards of teaching and learning.

- d. Monitor pupils' work and the classroom practice of those in the department to ensure high standards are maintained.
- e. Keep up to date with developments in subject area.
- f. Ensure the department's delivery and development of the curriculum is effective in meeting the needs of all the children.

#### **4) Extra-curricular activities**

- a. Actively promote interest in music outside the immediate physical and timetabled confines of the department
- b. Lead co-curricular and extra-curricular events.
- c. Organisation of co-curricular activities in music throughout the school, including chamber ensembles, orchestras, choirs and groups.
- d. Arrangement of concerts and other performance opportunities at all levels, including choir/Ardvreck Music Competitions and assemblies.

#### **5) Marketing and external links, including public occasions**

- a. Actively promote the music department within the school community to encourage interest in the subject area.
- b. Contribute to the positive promotion and marketing of the school in the local and wider community.
- c. Lead the department's contribution to marketing events and external links.
- d. Management of resources.

#### **6) Monitor and control the music department's allocated budget and purchasing arrangements, to ensure the efficient and effective use of all resources.**

- a. Use the accommodation to create a stimulating learning environment.
- b. Identify future resourcing needs and aspirations for the music department for consideration in the school budget planning process.
- c. Ensure that all resources are fit for purpose and used in accordance with health and safety guidelines.

#### **7) Monitoring, evaluation & assessment**

- a. Ensure that within the department individual pupil progress is regularly assessed, recorded and reported and used to inform future teaching.
- b. Monitor the progress of pupils through the use of performance and benchmarked data.
- c. Training & development of self.

#### **8) As a lead professional set personal targets and take responsibility for own continuous professional development.**

## 9) General requirements

All school staff are expected to:

- a. Work towards and support the school vision and the current school objectives outlined in the School Improvement Plan.
- b. Contribute to the school's programme of co-curricular activities.
- c. Be an integral member of the pastoral system as a Form Tutor.
- d. Support and contribute to the school's responsibility for safeguarding students.
- e. Work within the school's health and safety policy to ensure a safe working environment for staff, pupils and visitors.
- f. Work within the school's policy to promote equality of opportunity for all children, both current and prospective.
- g. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues.
- h. Engage actively in the appraisal (performance review) process.
- i. Adhere to school policies.
- j. Undertake other reasonable duties re related to the job purpose required from time to time and as directed by the SMT or Headmaster.