

Leytonstone School Job Description

Post: Head of Music

Pay Range: MPS 1-6 additional payment equivalent to TLR 2A

You will be required to have full commitment to safeguarding and protecting the welfare of children and young people

You are required to carry out the duties of a schoolteacher as set out in the Schoolteachers' Pay and Conditions Document.

AS A HEAD OF DEPARTMENT

In addition you are required to undertake the following responsibilities in accordance with the National Standards for subject leaders (TTA 1998):

LEADERSHIP

School

- Ensure departmental and school improvement through the implementation of the school improvement plan and school policies.
- Supervision and guidance of students and staff.

Team

- Induction and guidance
- Monitoring and management of all departmental work including assessment.
- Effective chairing of regular meetings to include agendas and minutes.
- Represent the team at Middle Management Meetings.
- Advising on appointments – interviewing new colleagues
- Encouraging professional development and keeping the team informed of curriculum development and policy implementation
- Implement and participate in performance management review.

MONITORING STUDENTS' EXPERIENCE:

Attendance:

- Ensure effective practice in accordance with the school policy.

Behaviour:

- Manage effectively students' behaviour in accordance with the school policy, applying appropriate Departmental sanctions, including regular detentions.

Records:

- Ensure that procedures are carried out to ensure that students' records are accurate, updated and accessible e.g. attendance registers, internal communications, special reports.

Reporting:

- Organise and administer appropriate and effective report writing to parents, as identified in the School Calendar.

Uniform

- Monitor the standard of uniform in accordance with school policy and deal with persistent offenders.

CURRICULUM

- Lead the team in planning for departmental improvement and cross curricular links.
- Lead in the development and regular revision of appropriate schemes of work showing differentiation and assessment in accordance with school guidelines.
- Monitor and account for the quality of teaching and learning in the department, to include regular lesson observations, marking standards, quality and regularity of homework, maintenance of appropriate records.
- Lead and advise on classroom management and teaching styles appropriate to tasks.
- Liase closely with Head of Year to monitor student progress and agree interventions to raise achievement.
- Ensure the effective organisation of group visits.
- Manage the effective provision of all resources, human, financial and physical.

ASSESSMENT

- Ensuring clear and effective methods of assessment in lines with National and School Policies.
- Ensuring that all relevant prior and current performance data is used to monitor individual student progress.
- Ensuring KS3 and KS4 attainment targets are met using all appropriate strategies for improvement and student support.

HEALTH AND SAFETY

- To ensure the health and safety of all students and to report concerns to the line manager promptly.

To be alert to issues of safeguarding child protection ensuring that the welfare and safety of children attending School is promoted and safeguarded and to report any child protection concerns to the designated Child Protection Officer using safeguarding policies, procedures and practice.

Prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed.

Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g Children's Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Signature: _____

Headteacher's signature: _____

March 2018

Leytonstone School

Person Specification for Head of Music

You will be required to have full commitment to safeguarding and protecting the welfare of children and young people

ESSENTIAL (E)
DESIRABLE (D)

Education and Training

| | |
|--|-----|
| Qualified teacher status | (E) |
| Willingness to develop own expertise | (E) |
| Knowledge of all recent developments in your specialist subject of Music | (E) |
| Recent relevant in-service training | (D) |

Experience

| | |
|--|-----|
| Very successful teaching (teaching practice) record | (E) |
| Successful participation in the management of a Department | (E) |
| Successful participation in curriculum development | (E) |
| Successful experience of team leadership | (E) |
| Involved in extra curricular activities | (E) |

Abilities/Aptitudes

| | |
|---|-----|
| Clear communication skills (spoken and written) | (E) |
| Very good organisational skills | (E) |
| Very good inter-personal skills | (E) |
| Ability to work well as part of a team | (E) |

Willingness to be involved in all aspects of the work of the faculty and contribute to the wider life of the school (E)

Commitment to the highest levels of student achievement (E)

Commitment to the ethos of the school (E)

Other Requirements

Readiness to take on the role of tutor (E)

Commitment to School and LEA Equal Opportunities Policy and Practice (E)

Excellent attendance and punctuality record (E)

OTHER REQUIREMENTS (ESSENTIAL)

A commitment to on going personal development and willingness to undertake appropriate training.

Appointment to the post is subject to a satisfactory enhanced DBS check.

The post is exempt from section 4(2) of the Rehabilitation of Offenders Act 1974, as the duties give you access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes.

February 2015

