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| Job Description - Director of Music  |

The Director of Music will oversee the provision of music across the school, including the management of peripatetic music staff.

KEY / SOLE RESPONSIBILITIES:

* All administrative tasks to ensure the smooth running of Music.
* Teaching all classes music.
* Organising of music events, both formal and informal
* Overseeing the programme of peripatetic music lessons
* Producing end of year reports for every child.
* Sourcing music for school events as required.



**GENERAL RESPONSIBILITIES:**

**Pastoral and Academic:**

* To promote and safeguard the welfare of pupils
* To help provide a safe and secure environment in which the child can learn and be happy at school
* To comply with the School’s Safeguarding and Child Protection Policy and ensure that any concerns you have relating to the safety or welfare of children are reported immediately to the Designated Safeguarding Lead (DSL) or one of the Deputy DSLs or the Head
* To keep up to date with pastoral care policies of the School and remain sufficiently aware of the personal profiles of individual pupils
* To act professionally at all times, setting a good example to children through high standards of presentation and personal conduct, contributing positively to effective relationships with the children
* To promote and aspire to the highest possible standards of teaching and learning so that as many children as possible can become successful learners
* To maintain an orderly and purposeful atmosphere in the music room and around the school
* To ensure good management, sense of order and tidiness of the music room so that the children may develop a sense of responsibility and pride in their learning environment.
* To ensure that all pupils adhere to the School rules
* To create an atmosphere of trust and cooperation between home and school by working and communicating with parents/carers

**Professional:**

* To act consistently, in a friendly and supportive manner with colleagues
* To attend staff briefings as required by the staff meeting schedule
* To attend staff meetings, open days, briefings, assemblies, INSET days, parents’ evening, parent meetings and other school events, as may be required
* To run a programme of before and after schools music activities
* To undertake other specific duties which may, from time to time, be reasonably requested by the Head, such as being a Form Teacher
* To carry out supervisory duties, including playground and lunch supervision, as directed by the Assistant Head (Operations)
* To cover for absent colleagues, when required, as organised by the Assistant Head (Operations)
* To take part in day and/or residential trips, if necessary and reasonable
* To meet all deadlines for the efficient running of the school, such as in submitting planning or reports
* Work within the school’s policy to promote equality of opportunity for all pupils and staff, both current and prospective.
* To participate in any arrangements that may be made for teacher professional review
* To keep up to date with all school policies and procedures
* At all times, to adhere to the school’s Code of Conduct for staff

**Specific areas of responsibility as Director of Music**

**Leading Music across the school:**

* To develop a passion for music among all WGPS pupils, by your own inspiring example of teaching and musicianship, to ensure the enthusiastic, all-inclusive, child centred musical ethos of WGPS is maintained while preserving the school’s proud record of excellence in Music
* To lead preparations for Music events in the school calendar, such as the Christmas and Summer Concerts, assisting in the timetabling of these events concerts
* Work together with other teachers on school productions (principally, nativities and plays), planning for, and rehearsing, the musical elements of those productions
* Prepare for, and lead, school music assemblies and assist form and subject teachers with the musical elements of their class assemblies
* Ensure that individuals and music groups obtain as wide a set of performing opportunities as possible, to include school concerts, attendance at local festivals, integration with drama productions, attendance at other schools and all other possibilities that may arise
* Managing waiting lists, lesson numbers and other statistics for individual lessons.
* Ordering and maintaining all resources, stored centrally in the Music Room.
* Conducting risk assessments and constantly monitoring safety and suitability of teaching areas and equipment.
* Choosing and playing the hymns for all assemblies.
* Organising of informal concerts
* Liaising with local church to organise the annual Carol SErvice
* Organising music competitions across the school

**Leadership & management of others**

* Lead and manage peripatetic music teachers, recruiting, inducting, developing, deploying, motivating and appraising them 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.
* 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.
* Chair departmental meetings to ensure that they are used effectively to review performance and that actions are recorded and implemented.
* Lead the Music Development Plan in line with the school vision and objectives as outlined in the School Development Plan.

#### **Teaching**

* Adapt your teaching to the learning needs of your pupils.
* Ensure effective teaching methodologies to suit a variety of learning styles.
* Ensure progression and high achievement.
* Be creative in your teaching and in your expectations of pupils.
* Foster a spirit of enquiry among your pupils.
* Set high expectations for yourself and your pupils.
* Maintain order and good discipline among pupils and safeguard their health and safety.
* Set, mark and record work to be done in school and, where applicable, for homework.
* Carry out all other duties, in and out of the classroom, including after and out of school activities and outings, care of the environment, display and overall care.
* Ensure resources and teaching methods are up-to-date with innovative use of IT.
* Know which pupils are on the SEN and academically more able registers and take their needs into account when planning lessons, carefully tracking their progress.
* Consult and be familiar with the School handbook and to ensure that its guidelines are followed.
* Ensure that pupils are correctly prepared for any music assessments
* Evaluate your teaching for its effectiveness, through reflection, research, reading, peer and colleague observation and by consulting pupils.
* Identify, track and provide proper learning experiences for the academically more able.

**Assessment and Reporting**

* Make regular assessments of pupils’ attainment and progress and ensure you follow the marking policy.
* Maintain and update manual and computer records of pupils’ marks and progress.
* Know data relating to pupils and to analyse trends in performance of your pupils.
* Use data management to improve teaching and learning.
* Write reports on pupils’ attainment and progress and provide results of assessments.
* Attend parents’ evenings to discuss pupils’ progress with parents.
* Provide written reports on pupils on request e.g. for school transfers, music scholarship applications

#### **Teamwork**

* Be supportive to all your colleagues.
* Liaise and carefully manage all peripatetic music teachers
* Support new members of staff in your area of the school.
* Attend Key Stage or year group /phase meetings and read minutes.
* Work in a co-operative, diplomatic and flexible manner.
* Foster and maintain good working relationships, acting as a courteous, friendly and businesslike member of the school team.
* Undertake such additional duties as might be reasonably requested by the Head or other authorised person.

**Policies**

* Be familiar with policies of Woodford Green Preparatory School.
* Ensure all legal requirements regarding child protection and health and safety at work are met.
* Use risk assessments where appropriate.
* Promptly report all safety hazards and unsafe working practices.

**Continuous Professional Development (CPD)**

* Attend school organised CPD sessions whether they be twilight/whole day/off-site.
* Develop your use of ICT both as an organisational tool and as a means to deliver a better curriculum.
* Actively engage in the School’s Professional Development Programme.
* Analyse and identify your own areas of strength and areas for development and seek opportunities to learn.

#### **Communication**

* To liaise with all those people who work within the areas that you oversee.
* To liaise with parents.
* Topromote andmaintain a good reputation for the School.
* To ensure that events for which you are responsible are properly planned, promoted and celebrated.
* To contribute to and read the daily bulletin on our intranet, ‘Dear Parent’ letters, eMagazine and the calendar.
* To deal with emails promptly as far as is possible without compromising the quality of your teaching.
* Maintain appropriate level of liaison with outside bodies and other agencies, where needed.

#### **Finance**

* To be familiar with the budget of your area and input into financial planning and strategic decision making.
* To obtain authorisation for expenditure.
* Ensure all musical equipment is kept in good order.

**Extra-curricular activities**

* Actively promote interest in music outside the immediate physical and timetabled confines of the department.
* Contribute to the broader life of the school by supporting and leading curricular and extra-curricular events.
* Organisation of co-curricular activities in music throughout the school, including ensembles, orchestras, choirs and groups.
* Arrangement of concerts and other performance opportunities at all levels, including choir/music tours and assemblies.
* Marketing and external links, including public occasions
* Actively promote music within the school community to encourage pupils’ interest in the subject area.
* Contribute to the positive promotion and marketing of the school in the local and wider community.