

JOB DESCRIPTION

Director of Music

The Music Department has a key role in the success of the School. Its importance in both the academic and co-curricular life of the School is highly valued. The Director of Music has a pivotal role in maintaining and developing this success.

The Director of Music has overall responsibility for the management of the music curriculum, performance, resources and staff. He or she will also be responsible for advising the Head and other senior staff about current trends and future developments relating to the development of music. He or she will sit on the Head of Department committee and report to the Head of Creative Arts.

In particular, the Director of Music should:

1. Meet with the Head at least once a term to advise him about current issues within the department and the musical life of the School.
2. To plan, organise and lead a programme of musical events at King Edward's for each term and as a part of an overall programme through the year.
3. Ensure numbers opting for Music GCSE and A Level remain buoyant.
4. Organise regular formal and informal meetings with staff within the department so as to ensure that there is appropriate co-ordination and regular discussion of key issues and policy.
5. Support and appraise all members of the department and provide appropriate opportunities for relevant training.
6. Consult effectively with, and represent fairly the views, interests and arguments of, colleagues at Faculty and Heads of Department meetings as appropriate.
7. Appoint, manage and assess suitable Visiting Music Teachers, to meet the demand for lessons in the School.
8. Organise the Visiting Music Teacher lesson schedule in collaboration with the Creative Arts Administrator and consult regularly with the VMT staff to ensure that there is appropriate co-ordination across the Department.
9. Monitor the use of resources, staffing and INSET across the department and provide advice about budget requirements when required.

10. Attend the necessary meetings and conferences to be well informed about future musical issues.
11. Ensure that the department is well administered and effectively organised in conjunction with the Creative Arts Administrator.
12. Act as an ambassador for music at King Edward's both within the School and elsewhere.
13. Support cross-curricular events that might benefit from the involvement of music such as the Summer Arts Festival, links with local schools and the development of partnership initiatives.

The post carries the appropriate period remission and responsibility allowance.

Person specification

Key qualities for the post of Director of Music

- i. An ability to inspire young people to participate in a range of musical activities and to lead a diverse team of full-time and VMT musicians.
- ii. Excellent academic and musical qualifications and relevant experience up to and including A level.
- iii. Organisational and administrative experience and skills.
- iv. The capacity to rehearse and direct instrumental and choral groups to a high standard is essential, as is a good keyboard facility.
- v. Excellent communication and management skills.
- vi. An understanding of the School's musical heritage, current needs and future development.
- vii. An understanding of the School and educational context within which Music Department must operate.
- viii. A willingness to work the hours that the job requires, notably the commitments during evenings and over some weekends.
- ix. A familiarity with music technology and the application of IT in Music.

Additional responsibilities applicable to all Heads of Department

The Head of Department has overall responsibility for the management of the curriculum, resources and staff within his or her department. He or she is responsible for maintaining high standards of teaching and learning within the department. The Head of Department reports to his or her respective Head of Faculty and is a member of the Head of Departments Committee.

The specific responsibilities of the head of department include:

CURRICULUM

The Head of Department is responsible for

- determining and reviewing the aims and objectives of the department, and ensuring that these are consistent and compatible with those of the School
- formulating departmental policy
- the production and updating of suitable schemes of work
- choice of examination specifications, course books and other teaching materials
- ensuring that teaching within the department is consistent and of a high standard (through lesson observations)
- regularly reviewing the assessment and progress of pupils (through lesson observations, tracking, work reviews etc.)
- keeping abreast of developments in the department's subject(s) and taking appropriate action
- contributing to the overall curriculum planning of the School
- ensuring that the requirements of any legislation affecting the department, such as health and safety, are met
- the organisation or monitoring of the organisation of trips, excursions, visiting speakers and other co-curricular activities associated with the department
- Ensuring the appropriate use of IT within the department including the effective use of 1-1 technology
- In conjunction with the Teaching and Learning Link, developing the teaching within the department to encourage all pupils make excellent progress in all lessons.
- Regularly updating the School website.

RESPONSIBILITIES FOR STAFF

The Head of Department is expected to

- provide effective leadership for the department and to set high personal standards in classroom practice
- advise and support members of the department, e.g. on classroom practice, discipline, safety issues, understanding of and adherence to School policies, etc.
- play a major part in appointments within the department
- in conjunction with the Assistant Head (Staff Development), be responsible for implementing the policy on induction of new staff. No timetable remission will be given for this.
- in conjunction with the Assistant Head (Staff Development), advise on INSET and professional development
- in conjunction with the Assistant Head (Staff Development), be responsible for teachers working towards Qualified Teacher Status. No timetable remission will be given for this. Contribute to initial teacher training when appropriate
- be responsible for formal reviews of staff within the School's programme of Professional Development Reviews.

ORGANISATION OF THE DEPARTMENT

The Head of Department is expected to

- encourage the department to work as a team and to create appropriate structures within the department
- involve staff in determining policy and in decision making
- allocate responsibilities within the department
- organise departmental meetings which have a clear agenda, and to make sure that records are kept
- deploy teaching staff consistent with their particular strengths and enthusiasms and ensuring balance in individual teaching programmes
- allocate pupils to groups, where appropriate
- be responsible for the organisation of teaching resources
- be responsible for the organisation and support of non-teaching staff associated with the department

- be responsible for the compilation and updating of a departmental handbook
- be available to be contacted on GCSE and A Level results days
- ensure that the post-results procedures regarding results, enquiries and results are followed correctly
- have oversight of assessment and reporting arrangements within the department

COMMUNICATIONS

The Head of Department is expected to

- attend Faculty meetings, meetings of Heads of Department and other meetings as required by the Head
- keep the Head and other senior members of staff informed of activities and developments within the department
- maintain communication with other departments within the School
- maintain liaison with Stroud School
- maintain liaison with parents, governors, awarding bodies and other organisations, other schools, higher education institutions, industry and commerce
- ensure that the department is represented at meetings of subject groups and other important meetings
- liaise with and inform the Examinations Officer regarding examinations entries and arrangements for external and internal examinations

FINANCE & RESOURCE CONTROL

The Head of Department is responsible for

- departmental capitation, via consultation of staff and liaison with the Bursar and Head
- the acquisition, use, maintenance and replacement of teaching resources
- monitoring the use of rooms and laboratories by the department

AJT

Revised June 2014