



St Thomas More School & Sixth Form College
Greenmoor Road, Nuneaton, Warwickshire, CV10 7EX
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JOB DESCRIPTION

POST: HEAD OF DEPARTMENT - MUSIC

Job Purpose:	To lead and manage Music across the curriculum.
Responsible to:	Principal and SLT
Responsible for:	Writing and developing the Music curriculum across KS3, KS4 and KS5. Leading and developing staff with or without specialist knowledge
Liaising with (Working Relationships):	Senior Leaders and Managers Heads of Departments/Heads of Year Teaching staff IT support staff
Main / Core Duties:	To lead and manage the Music Department To teach Music at KS3, KS4 and KS5. Co-ordinate the provision and peripatetic and extra-curricular music across the school. To lead liturgical music to support the Catholic life of the school.
Operational Planning:	Day-to-day management of students and staff. Music timetable and curriculum.
Service Provision:	To ensure high quality of teaching in the department. To ensure provision is focused on student and academy targets. To provide an appropriate curriculum at all key stages. To appreciate and support the role of other professionals. Be responsible for promoting and safeguarding the welfare of children and young people within the school.
Service Development:	To continually seek to develop service improvements. Be responsible for your own continuous professional development and participate fully in training and development opportunities identified by the school or as developed as an outcome of your performance management. To continually develop the curriculum and examination courses offered.
Staffing and Staffing Development:	To play a key role in the performance management of staff within the department. Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil.

Quality Assurance:	<p>To ensure that teaching, curriculum and student outcomes are in line with St Thomas More Catholic School and Sixth Form targets.</p> <p>To inform Principal and Vice Principal immediately of any Health and Safety or Child Protection concerns that arise.</p> <p>To undertake the identified role in implementing all St Thomas More Catholic School and Sixth Form policies.</p>
Management Information and Administration:	Participate in and carry out any administrative and organisational tasks as necessary, including ensuring that data collection and reporting deadlines relating to music are met.
Communications:	<p>Ensure that all communications with service users demonstrate the values of St Thomas More Catholic School and The Holy Spirit Catholic Multi Academy Company.</p> <p>To attend all meetings identified by the Principal and communicate the St Thomas More Catholic School and The Holy Spirit Catholic Multi Academy Company vision effectively at meetings – both internal and external.</p>
Marketing and Liaison:	<p>Develop, nurture and maintain the positive image of St Thomas More Catholic School and The Holy Spirit Catholic Multi Academy Company.</p> <p>Attend all functions and meetings necessary to support the delivery of the role, ensuring the values of St Thomas More Catholic School and The Holy Spirit Catholic Multi Academy Company.</p>
Management of Resources (Other than People):	<p>Management of the departmental budget.</p> <p>Responsibility for the safe use and safe keeping of Multi Academy Company resources.</p>
Corporate Responsibility:	To abide by and implement all policies and procedures of The Holy Spirit Catholic Multi Academy Company, including being aware of and responsible corporately and as an individual for Health and Safety policies and procedures.
Other Specific Responsibilities:	<p>To contribute to the overall ethos, work and aims of St Thomas More Catholic School and The Holy Spirit Catholic Multi Academy Company.</p> <p>To provide liturgical music for assemblies and Mass.</p> <p>To carry out all duties in the most effective, efficient and economic manner.</p> <p>To continue personal development in the relevant area. Participate fully with arrangements made in accordance with St Thomas More Catholic School and The Holy Spirit Catholic Multi Academy Company Performance Management Policy.</p> <p>Perform any other reasonable duties as requested by the Principal.</p>
Safeguarding:	St Thomas More Catholic School and Sixth Form College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.
Date:	January 2018