



The Royal Masonic School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

PROFESSIONAL DUTIES OF HEAD OF MUSIC AT CADOGAN HOUSE

JOB DESCRIPTION

Person Specification

Head of Music at Pre-Preparatory and Preparatory Department

ESSENTIAL QUALITIES

Qualifications

- Degree (or equivalent)
- QTS (prior to commencement of employment)
- A commitment to self-improvement, and evidence of continuing professional development

Knowledge & Experience

- Ability to explain concepts and applications to pupils
- Understanding of Self-Evaluation
- Evidence of sound skills in ICT and an awareness of how to maximise its use to aid learning

Personal Qualities

- A commitment to the extra-curricular life of the music department
- An interest in the development of young people and their needs
- The ability to form good relationships with colleagues, and supportive but appropriate relationships with students
- Drive and energy
- A commitment to high standards in personal work
- The ability to work under pressure
- Good organisation
- A record of good health and attendance and smart personal appearance
- Able to provide a positive role model for students
- Willingness to be involved in extra curricular activities
- Clear educational vision

Job Purpose

To be responsible for leading the delivery of music in accordance with the practices and policies of Cadogan House to those pupils for whom s/he has been allocated teaching responsibility.

Objectives

- To deliver relevant curricular content to students
- To monitor effectively the work of the pupils, giving clear directions for improvement
- To maintain a suitable environment for successful learning to take place
- To assist in the development of departmental practice and policy
- To work within the framework of school policies

Key Areas of Responsibility

- A. Curriculum delivery, lesson preparation and planning
- B. Assessment, monitoring and recording pupil progress
- C. Maintenance of good discipline and a positive environment for learning
- D. Maintenance of professional standards and development

Subject Specific Requirements

- To teach to a very high standard all curriculum music from Reception – Year 6
- A strong singer and inspiring leader of both vocal and instrumental ensembles
- To develop musical opportunities for all girls at Cadogan House
- Manage the Music First instrumental teaching scheme in the Pre Prep
- A competent pianist
- A commitment to the extra-curricular life of the Music Department
- To lead music in Cadogan House assemblies.
- To be responsible for the Music budget at Cadogan House

Key Tasks

A Curriculum delivery, lesson preparation and planning

- A1 planning and preparing courses and lessons
- A2 teaching according to their educational needs, the pupils assigned to her/him, including the setting and marking of work to be carried out by the pupils in school and elsewhere and being aware of the needs of children and the SEN register
- A3 assessing, recording and reporting on the development, progress and attainment of pupils
- A4 taking such part as may be required of her/him in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school
- A5 reviewing from time to time her/his methods of teaching and programmes of work

- A6 advising and co-operating with the head teacher and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements

B Assessment, monitoring and recording pupil progress

- B1 promoting the general progress and well being of individual pupils and of any class or group of pupils assigned to her/him
- B2 providing guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports
- B3 making records of and reports on the personal and social needs of pupils
- B4 communicating and consulting with the parents of pupils
- B5 providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils
- B6 participating in arrangements for preparing pupils for public examinations and assessing pupils for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examinations

C Maintenance of good discipline and a positive environment for learning

- C1 attending assemblies, registering the attendance of pupils and supervising pupils whether these duties are to be performed before, during or after school sessions and upholding school policies on behaviour
- C2 understanding the school's commitment to equal opportunities being committed to ensuring that every pupil is given the opportunity to achieve their potential and meet the high expectations set for them
- C3 maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere. Understanding their professional responsibilities in relation to school policies and practices, including those concerned with child protection, bullying and personal safety

D Maintenance of professional standards and development

- D1 participating in arrangements for her/his further training and professional development as a teacher
- D2 participating in arrangements for the further improvement of her/his ICT skills
- D3 participating in meetings at the school, which relate to the curriculum of the school or the administration or organisation of the school, including pastoral arrangements

- D4 supervising and so far as practicable teaching any pupils whose teacher is not available to teach them
- D5 communicating and co-operating with persons or bodies outside the school
- D6 participating in meetings for any of the purposes described above
- D7 participating in administrative and organisation tasks related to such duties as are described above, including the management of supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials
- D8 setting a good example to the pupils they teach, through their presentation and their personal and professional conduct
- D9 organising and participating in extra curricular activities
- D10 to undertake any other duties that may reasonably be expected of a main professional grade teacher

Working with children and young people

In addition to the candidate's ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with young people
- Ability to form and maintain relationships and personal boundaries with young people
- Emotional resilience in working with the challenges that teenagers can present
- Attitudes to the use of authority and maintaining discipline

Remuneration

Your salary will be dependent on your experience and years of teaching. The RMS provides competitive salaries using its own salary scale.

There is an expectation that all full-time teachers will be tutors and that all part-time teachers will fulfil the tutorial and additional duties of a full-time teacher on a pro rata basis.

RMS is committed to the ongoing professional development of all staff and appropriate courses will be made available to staff by the INSET co-ordinator and as a result of the professional review process

This job description is not necessarily exhaustive but is designed to be an illustration of the duties required of all teaching staff. It may be subject to modification at any time due to the changing requirement of the school or for the continuing professional development of the post holder

The postholder's responsibility for promoting and safeguarding the welfare of children and young persons for whom she/he is responsible, or with whom she/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, she/he must report any concerns to the Head in accordance with school procedures.