

### **Job Description for Head of Preparatory Music**

<b>Job Title:</b>	<b>Head of Preparatory Music</b>
<b>Responsible to:</b>	<b>Head of Preparatory School</b>
<b>Responsible for:</b>	<b>Leading and managing all Music education throughout the Preparatory School (including the Pre-Preparatory School)</b>
<b>Hours:</b>	<b>Part Time (0.7FTE)</b>

### **Specific Duties/Responsibilities**

- Display a high standard of teaching of Music throughout the Preparatory School
- Promote, implement and positively encourage with all staff all policies and schemes of work relating to Music
- Monitor, evaluate and review the teaching and learning of Music throughout the Preparatory school and use evidence gathered to help inform a school development plan for the subject
- Arrange regular concerts and performances, encouraging pupils of all abilities to be involved
- To plan and prepare pupils for music performances throughout the school year, providing piano accompaniment when required e.g. school shows, end of term music concerts, Christmas productions, prize giving and weekly assemblies
- Regular communication and liaison with the senior school music department, in order to ensure the smooth running of a through Music department and to plan and prepare joint music events
- Ensure a range of music/instrumental groups are represented as part of the extra-curricular offer
- To organise and co-ordinate the Prep School Orchestra enrichment for Years 5 and 6
- Lead school based in-service training for Music staff, classroom teachers and assistants (where applicable)
- Keep informed of latest developments and initiatives within Music
- Show a depth of knowledge and a positive enthusiasm for the subject
- Thorough knowledge of the progression of Music
- Teach the allocated periods of Music per week according to the timetable
- Help pupils prepare for ABRSM exams
- Full participation in the planning and preparation of lessons
- Play a major role in the Music department's outreach programme
- Be aware of the social and pastoral needs of the pupils
- Behave professionally at all times and maintain confidentiality of information
- Promote and safeguard the welfare of children that fall under your responsibility or that you come into contact with
- Undertake such duties that the Head Teacher may reasonably require

### **Curriculum**

- Liaise with teachers to encourage any cross-curricular opportunities

- To demonstrate and actively encourage in children the skills for lifelong learning
- A clear understanding of a range of assessment practices including Assessment for Learning
- To support curriculum development
- To support review of long term planning to ensure coverage, progression and a range of learning experiences across the primary phase

#### **Assessment, Monitoring and Reporting**

- Organise assessment procedures for Music as appropriate
- Be responsible for monitoring the review and evaluation procedures
- Prepare reports for all relevant teaching groups
- To attend all parent's evenings relevant to pupils taught

#### **Discipline**

- Implement the school policy and be aware of procedures, maintaining high standards of discipline at all times

#### **General Duties and Responsibilities**

- All teachers should have knowledge and understanding of the school's aims, priorities, targets and action plans
- At all times show loyalty to the school
- Uphold the school's principles and philosophy

#### **Additional Duties and Responsibilities**

- To attend staff meetings and INSET days
- Requirement to follow the School's Health and Safety policy
- All teachers are expected to promote the education and welfare of students at all times.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification and amendment at any time after consultation with the holder of the post.

### Person Specification for Head of Preparatory Music

The successful candidate will have most, although not necessarily all, of the following:

<b>Essential</b>	<b>Desirable</b>
<b><i>Qualifications</i></b>	
<ul style="list-style-type: none"> <li>• Degree</li> <li>• Music qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Evidence of commitment to further professional development</li> </ul>
<b><i>Experience</i></b>	
<ul style="list-style-type: none"> <li>• Primary teaching with a track record of consistently high standards</li> <li>• Making the learning enjoyable, challenging and real.</li> <li>• Strong behavioural management strategies</li> <li>• Ability to work effectively on own initiative</li> <li>• Responsibility for curriculum leadership and leading on developments</li> </ul>	<ul style="list-style-type: none"> <li>• Good knowledge of the UK Independent School sector.</li> <li>• Monitoring the effectiveness of teaching and learning</li> <li>• Working in partnership with parents</li> </ul>
<b><i>Knowledge and Understanding</i></b>	
<ul style="list-style-type: none"> <li>• Monitoring, assessment, recording and reporting of pupils' progress</li> <li>• Committed to providing excellent provision for all pupils and achieving high standards of pupil progress</li> <li>• An excellent understanding of, and experience in, using assessment and data to drive improvement</li> <li>• Effective teaching and learning styles</li> <li>• Wide understanding of successful assessment strategies including AfL</li> <li>• Ability to produce and interpret data</li> <li>• Commitment to highest standards of Health and Safety</li> <li>• Confident use of ICT</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to offer other classroom subjects at Primary level</li> </ul>

<b><i>Skills/Attributes</i></b>	
<p><b>Personal qualities</b></p> <ul style="list-style-type: none"> <li>• Ability to communicate clearly</li> <li>• Excellent organisational skills</li> <li>• Reliability and integrity</li> <li>• Energy and enthusiasm</li> <li>• Resilient and tenacious</li> <li>• Creative, forward thinking and innovative</li> <li>• Excellent record of health, punctuality and attendance</li> <li>• Ability to contribute and work as a member of a team</li> <li>• Good time management skills</li> <li>• Develop good personal relationships within a team.</li> <li>• An inspirational, committed and highly effective classroom practitioner</li> <li>• An ability to create a warm, positive and motivating learning environment.</li> </ul>	
<p><b>Professional Qualities</b></p> <ul style="list-style-type: none"> <li>• Communicate effectively (written and orally) with parents, staff and pupils</li> <li>• Enthusiasm and willingness to go “above and beyond” by contributing and participating in the wide range of extra-curricular activities on offer</li> <li>• Experience of innovation and creativity in the curriculum</li> <li>• Establish effective relationships with parents</li> <li>• Promote the school’s aims positively.</li> <li>• Positive attitude towards change</li> <li>• Plan for progression across the age and ability range</li> </ul>	