

**JOB DESCRIPTION  
Head of Music  
TLR 2a**

**Core Purpose**

To provide leadership and direction for Music and ensure that it is managed and lead to meet the aims and objectives of the department.

To support the securement of high standards of teaching and learning as well as playing a significant role in the development of departmental policy and practice.

All teachers are responsible for safeguarding and promoting the welfare of children.

**Key Areas**

**Strategic Direction and Development of the Subject**

- In discussion with the SLT link for Music, develop and implement policies and practices for the department which reflect whole school aims and objectives
- Create a climate which enables other staff to develop and maintain positive attitudes towards the subject and teaching it
- Demonstrate both enthusiasm and high standards of teaching to members of the department and students
- Participate in the establishment of short, medium- and long-term plans for the development and resourcing for Music which contribute to whole-school aims, policies and practices and identify realistic targets for the development of the subject.
- Analyse data and implement strategic vision for ensuring outcomes are outstanding in Music.

**Teaching and Learning**

- Keep up to date with new initiatives in Music
- Ensure that teachers are aware of the requirements of current and imminent Music examinations at KS4 and updates to KS3 curriculum and assessment
- Ensure the appropriate Schemes of Work are developed and updated
- Ensure that teachers are clear about the teaching objectives in lessons, provide guidance on the choice of appropriate teaching and learning methods, and after evaluation of the teaching of technology, take action to improve if necessary
- Ensure that all student have access to appropriate material through a range of resources and teaching strategies
- Ensure that appropriate ICT resources are developed and available and that teachers are supported in their deployment.
- Support the establishment of high expectations and ensure that clear targets are set for student achievement
- Establish clear policies for assessing, recording and reporting on student achievement, including those the SEN and the gifted and Talented, and use these to set targets for further improvement
- To instigate, monitor and evaluate intervention strategies where appropriate.
- Use data effectively to identify students who are underachieving in the subject and establish a system for effective targeting and monitoring within the subject
- Support staff in their management of students, both academically and behaviourally with advice and strategies
- Establish a partnership with parents to involve them in their child's learning
- Offer opportunities for extended curriculum activities

**Leading and Managing Staff**

- Help staff to achieve constructive working relationships with students and establish clear expectations and constructive working relationships among staff involved with teaching Music
- Ensure that all new teachers are appropriately supported and effectively inducted in the requirements of each subject

**Efficient and Effective Deployment of Staff and Resources**

- Inform SLT link for Music of likely priorities for expenditure in close connection the school policies and subject development plans
- Ensure the effective and efficient management and organisation of learning resources in Music including ICT

**Communication and Liaison**

- Communicate effectively with members of the department through formal and informal meetings and briefings
- Meet regularly with SLT link for Music

**Examinations and Administration**

- Manage and administer Music external examinations
- Devise and administer appropriate internal tests for Music
- Manage coursework moderation for each of the subjects
- Debrief the department on results.