



Falcons Preparatory School for Boys Job Description

Director of Music

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The School

We ensure that every boy at Falcons has a happy and fulfilling experience whilst at school. Above all, we encourage academic endeavour and that each boy strives, gives of his best, and achieves his goals. We place equal importance on his social, moral and cultural growth. At all times the boys are expected to uphold the ethos of the school in a positive manner and are proud ambassadors; not only on campus but when representing Falcons at outside events, activities and fixtures. We foster a desire to learn by offering a curriculum that has breadth, balance and challenge. At Falcons we maintain high expectations and place a strong emphasis on acknowledging the positive ways in which the boys conduct themselves and interact with others. Trust, honesty, good manners, a hardworking attitude and respect for the environment and above all, each other, are intrinsic in all that we teach. We place great emphasis on the strength of our community and the boys being considerate, courteous and tolerant of the needs of others. In this environment they have the opportunity to grow academically, on the sports field, artistically, on stage, and to take leadership responsibilities in many different areas. Life at Falcons Preparatory School is a unique experience.

The Role

This post requires an accomplished musician and educationalist with leadership skills who is clear-sighted and passionate to create a musical school. S/he must be a pianist and instrumentalist of note and have the experience to lead other instrumentalists. S/he must have a good level of technical skills and some experience of using SIMS. It is a senior role in Falcons' strong and committed community and is line managed by the Head with whom s/he works closely and professionally. An excellent knowledge of music and passion for imparting this knowledge to the young and a high level of organisational abilities, enthusiasm, humour and energy are requirements of the position.

The Director of Music must be experienced, computer literate, understand school protocols and policies, and be willing to make a full contribution to school life. S/he must have a good

working knowledge of child protection issues and safeguarding and undertake the appropriate training. S/he must at all times be friendly, approachable and supportive.

It is a pivotal role which requires excellent communication skills and a high level of commitment and enthusiasm.

Management responsibilities

- Lead, direct and manage the Music Department.
- Supervise the class teaching of music throughout the school.
- Coordinate and manage visiting instrumental teachers.
- Take overall responsibility for the quality of the teaching of visiting instrumental teachers.
- Recruit visiting staff, following the school's safer recruitment practices, in line with the safeguarding (child protection policy).
- Organise regular formal and informal concerts throughout the year, as well as other performing opportunities.
- Liaise with other local schools and to maintain strong links with senior school music departments.
- Oversee the preparation of the annual music teachers' salaries budget for the forthcoming academic year, and to oversee the budget and financial affairs of the Music Department in liaison with the Bursar.

Teaching responsibilities

- Teach class music
- Ensure the teaching and preparation of pupils for theory and scholarship exams.
- Maintain good order and discipline among pupils.
- Conduct music groups as appropriate.
- Record the progress of pupils, and report this to parents and staff.
- Attend staff and parents' meetings as required, and to participate in the staff duties programme as agreed with the Headmistress and SMT.

General responsibilities

- Manage the organisation of instrumental teaching timetables.
- Organise weekly ensembles directed by the instrumental staff.
- Oversee the entries for, and the hosting of, Associated Board, Guildhall and other music exams, as well as for music scholarships.
- Organise music outings and workshops.
- Liaise with the Headmistress, SMT and relevant staff members in the day-to-day running of events.
- Undertake any other reasonable duties as may be requested by the Headmistress or SMT.

• Signed: _____ Director of Music

• Dated: _____

• Signed: _____ Mrs Franciska Bayliss
Headmistress
(on behalf of Miss Olivia Buchanan)

• Dated: _____

THIS JOB DESCRIPTION IS CORRECT AT THE TIME OF ISSUE BUT IS SUBJECT TO
CHANGE IF AND WHEN REQUIRED BY THE HEADMISTRESS