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| Prepared: JR/LBB | Ref: Assistant Director of Music |
| Approved: Head Master | Revision D: Date: 18 th January 2018 |

JOB PROFILE

Assistant Director of Music

Role summary

Reports to: Director of Music

Teach Music throughout the age range up to and including AS and A Level and International Baccalaureate (as applicable) and, supported by the Director of Music, take responsibility for aspects of performance music in the department.

Key responsibilities

Assistant Director of Music

- Teach Music throughout the age range including at GCSE, AS and A Level and International Baccalaureate (as applicable).
- According to the candidate's areas of expertise, take responsibility for directing certain large ensembles within the school, in particular the School Orchestra.
- Organise and encourage small ensemble music in conjunction with the Director of Music.
- Assist the Director of Music in liaising with the Visiting Music Staff, with a particular focus on the candidate's area of expertise (for example, string teaching if the candidate is a string player).
- Assist in appointing and monitoring music scholars.
- Teach individual instrumental music lessons each week as required.
- Assist with the preparation of candidates for Music Theory examinations.
- Actively support the work of the department, including assisting with concerts and events and with the outreach of the department to the local community and preparatory schools.
- Deputise for the Director of Music when necessary.

Teaching

- Teach classes to a very high standard of professional practice, with a view to ensuring that students acquire an abiding love of subject and that they secure excellent results in their examinations.
- Teach Music throughout the school including responsibility for external examinations including AS and A Level and IB.
- Promote the values of Worth as a Benedictine community of learners so that students acquire the values, attitudes, skills and knowledge needed to make a positive contribution to society.
- Set regular and appropriate preparatory and written work according to whole school and departmental policies.
- Correct, assess, grade and report on students' work in accordance with school systems and deadlines.
- Undertake, from time to time, various exam-related administrative tasks in support of the Music Department and as directed by the school.
- Attend staff meetings, assemblies, whole school church services, INSET days, parents' conferences and Speech Day.
- Act as a tutor to a group of students and meet with them weekly during the tutor period. In addition, support the events of the house to which the tutees are assigned
- Participate in duties on school days and on evenings and weekends as required, for example, at concerts and performances
- Conduct regular educational visits as appropriate.
- Invigilate examinations (internal and external) as reasonably requested by the Examinations Officer and in accordance with the regulations of the Examining Boards. Participate actively in the promotion of the school, e.g. during open days and through informal promotion to those outside.
- Uphold all school rules as well as the codes of conduct as laid down in the Staff Handbook.
- Engage fully with the extra-curricular life of the school, e.g. supervision of an activity or involvement in coaching or supervision of a sports team.

General

- Adhere to and ensure compliance with the school's Child Protection Policy 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 risk(s) to the safety or welfare of children in the school, these concerns must be reported to the school's Designated Safeguarding Lead or the Head Master.
- Ensure the provision of a safe and secure working environment, in keeping with legal requirements.
- Comply with both School and Abbey and departmental Health & Safety policies, procedures and risk assessments.
- Actively contribute to the continuous improvement process and the ongoing development of a quality culture, for example, changing behaviour and identifying and implementing improvements to processes and activities, and encourage others to do the same.

- Conduct from time to time, any other duties as may be required but within the scope of this job profile.

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| Qualifications, experience and knowledge |
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| <i>Essential</i> | <i>Desirable</i> |
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| <ul style="list-style-type: none"> • Educated to degree level in Music • Experience of teaching Music up to A Level • Working knowledge of ICT | <ul style="list-style-type: none"> • Experience of orchestral and ensemble direction • Proven administrative skills |

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| Competency profile |
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Quality – Exemplify highest professional standards at all times.

Creativity – provide creative and practical solutions to meet students’ needs.

Communication – actively listens and communicates ideas and information in a clear, concise and open manner.

Team working – proactively co-operates and interacts with colleagues in the department and across the campus.

Planning – prepare lesson plans to meet curriculum requirements and student’s needs.

Positive learning – ability to learn from own experience and take advice from peers.

This job description may be altered to meet changing service needs, and will be reviewed in consultation with the post holder.

This job description is indicative of the nature and level of responsibilities associated with this post. It is not intended to be exhaustive, other tasks and responsibilities may be allocated as necessary from time to time.