



CHURCHER'S COLLEGE

NURSERY • JUNIOR • SENIOR • SIXTH FORM

JOB DESCRIPTION: **HEAD OF MUSIC Junior School and Nursery**

The Head of Music has the following duties in addition to those of a classroom teacher:

Head of Department Responsibilities (directly, jointly or through devolved structures)

1. Overall Responsibility

- To manage all aspects of musical life at the Junior School, within the overall aims of the school.

2. Curriculum

- Plan, implement and review schemes of work and policy, keeping them up to date and relevant.
- Plan lessons that appeal to a wide range of skills, ability and musical interests within EYFS and Key Stages 1 and 2.
- Effectively maintain and grow the use of music technology in the music curriculum.
- Implement cross-curricular activities where appropriate.
- Completing end of term curriculum audits, identifying strengths and weaknesses and targets for improvement where necessary.

3. Assessment and Monitoring

- Keep up to date records of assessment and progress for class lessons and examination results for ABRSM special visits.
- Maintain pupil records of musical performances at the school to ensure inclusion and fair opportunities for all.

4. Policies, Planning and Budget

- Keep the departmental policy (and Appendix A: 'instrumental lessons') up to date.
- Attend necessary planning meetings with SMT (e.g. calendar meetings).
- Maintain an accurate budget for the department and continually assess its resourcing needs, ensuring the availability and economic use of current resources.
- Prepare music-related invoice information for the Bursar's department for parental billing.

5. Private Instrumental Lessons

- Take responsibility for the timetabling of all private instrumental lessons.
- Manage all aspects of the visiting instrumental teachers, ensuring that administrative tasks are completed in-line with school policies and that the quality of musical instruction is of a high standard (e.g. observations).
- Monitor the breadth of instruments being learnt in school and help promote less popular instruments, where appropriate, to keep a healthy balance.
- Organise, proof-read and collate instrumental reports.
- Advise the Head of the Junior School and the Headmaster about the recruiting, advertising and appointing of new music staff.

6. Liaison

- Liaise with the Head of the Junior School and SMT in all matters concerned with the timetable, curriculum and internal examinations.
- Liaise with the Head of the Junior School and SMT in all matters concerned with pastoral care.
- Liaise with the Head of the Junior School and SMT in all matters concerned with staff issues.
- Liaise with parents regarding instrumental lessons, extra-curricular activities and curriculum lessons, including attendance at all parents' evenings.
- Liaise with class teachers with regards to pastoral issues.
- Liaise with external organisations as appropriate.

7. Publicity

- Recognise the unique position of music to enhance the reputation of the school and involvement with the local community.
- Promote and publicise, both internally and externally, the work and achievements of the department, and through this the school as a whole. This will include written press releases for musical events and performances.
- Manage the department's contribution to school publications and online profiles.

8. Health and Safety

- Carry out risk assessments in line with the school's Health and Safety policy for musical trips and activities.
- Oversee arrangements for the safety of pupils and staff in school and on visits and excursions.

9. Music Specific

- Be responsible for the direction and rehearsal of all extra-curricular music groups, ensembles and choirs (currently Ballistic Brass, Sensational Strings, Wacky Winds, Ukulele Group, Big Sing, Glee Club, Infant Choir, Group Recorder Lessons); ensuring high standards of music making and learning.
- Be responsible for the planning and running of all instrumental examinations (stewarding, accompanying, timetabling etc.).
- Plan a varied calendar of opportunities for pupils to perform, including the ability to develop their presentation skills and gain experience in dealing with nerves – e.g. Assembly Performances, Tea-Time Concerts, Junior Recital Nights, Infant Concert, Carol Service etc.
- Accompany any singing in assemblies and run one whole school sing-a-long session a week.
- Maintain strong musical links with the community through local performances and charitable visits.
- Work with colleagues to rehearse songs for productions and class assemblies, sourcing appropriate incidental music and sound effects.
- Organise trips to live music concerts and further enhance the curriculum with workshops and visiting ensembles.
- Serve on the Petersfield Musical Festival Youth concerts committee, attend meetings, contribute to programme planning, rehearse a choir for these concerts within school, conduct and rehearse the combined choir, organise and direct other ensembles for this as required.
- Prepare pupils for music scholarship auditions.

10. Teaching and General

- Develop and implement the teaching of music from Nursery through to Year 6.

- School duties (playground, lunch duties, prep) as required.
- Attendance at staff meetings and morning briefings.
- Verbal and written reporting of pupils' progress, as required.
- Attendance on Open Day, assessment morning, concerts, plays, Parents' Association events etc. Participating in an adventure weekend programme, where appropriate.

Any other duties relating to the job as required from time to time by the Headmaster and the Head of the Junior School.

Person Specification: The successful candidate will be likely to possess:

- A good, relevant degree
- Excellent teaching, organisational and team working skills and be able to play a full part in the life of the school
- A forward-thinking and innovative approach
- Understanding of working with children
- Familiarity with the National Curriculum
- Efficiency, reliability, flexibility and adaptability
- A collaborative team-working spirit
- Willingness to participate fully in the programme of extra-curricular activities and trips
- Ability to work on own initiative
- The ability to play the piano is desirable