

DIRECTOR OF MUSIC

Job Description

We are seeking to appoint a dedicated and inspirational Director of Music to lead a flagship department in this top independent school. Based within the Barbican and with the rest of London on its doorstep, CLSG is uniquely positioned to produce music of exceptional quality and enjoys all the benefits of proximity to the Guildhall School of Music and Drama, St Paul's Cathedral and St Giles' Cripplegate. Music is a fundamental part of the School culture and community, celebrating music of all genres and at all levels. Our partnerships and access to some great centres of music, allow us to offer some of the most inspirational music provision outside of specialist music schools.

The postholder will take a leading role in the school's culture; building on the existing concert programme and expanding further the range of opportunity and partnership. Music tours, concerts in and beyond the school, and working closely with the family of City schools, the Barbican and other institutions nationally and internationally, will be an important element of the job. The postholder will be an enthusiastic and effective leader; keen to guide an excellent staff and pupil team through to new and inspiring performance and opportunities in music. They will be an excellent conductor and have strong management and logistical skills.

Working closely with the Second in Department, they will build good relationships with colleagues in the music department, they will encourage and establish high standards both in the teaching and learning of Music. Lesson observation is encouraged as part of good practice. The Director of Music should contribute fully to the development of the whole community in accordance with the aims of the school.

Major concerts are undertaken in the school hall which is well-equipped and seats 250+ and the Music department has the use of additional hall for rehearsals and practice.

Excitingly, plans are being considered for further performance space as the School's 2030 strategy is developed over the coming months.

The Director of Music will lead the strong culture of excellent Music in the school, building on our excellent practice and encouraging initiative and commitment from all staff and students involved in the wider Music provision in the School. S/he will lead with enthusiasm and communicate their own love of Music across the school. The postholder will build good relationships with colleagues, parents and girls, encouraging and establishing high standards both in the teaching and learning of Music and play a leading role in the co-curricular and cultural life of the School. The postholder will also be expected to build on the department's existing commitment to collaboration and the sharing of good practice with our partner schools in the City of London.

MUSIC DEPARTMENT

Staff supervised:

There are two full-time teachers of the Music Department and we are seeking to appoint a second in department following this appointment. The postholder will manage the team of VMTs.

Line Management:

The Director of Music will be responsible to the Deputy Head (Co-Curriculum and Partnerships) regarding the delivery of an exciting and inclusive programme of performances for our students and those of our partner schools, and associated budgets. The postholder will also keep the Deputy Head (Academic) abreast of issues relating to the development of the curriculum and timetabling.

Liaison:

With all Senior School staff who contribute to the Music Department's curriculum and co-curriculum, all Heads of Departments in the Senior School, the Deputy Heads and the Bursar.

The Director of Music is responsible for all the areas detailed below:

DETAILS OF POST

All Heads of Department at CLSG are responsible for the following:

1. To give leadership to a team of staff (including VMTs), so that they have clear aims and objectives and are encouraged to develop their own careers.
2. To monitor and lead the development of the quality of teaching and learning of lessons within the department, including those delivered by VMTs, keeping abreast of educational and pedagogical developments and passing on relevant information to them and any implication for the curriculum or other areas of school policy to the Deputy Head (Partnership and Co-curriculum) and other relevant staff.
3. To establish and monitor the highest professional standards and a high degree of consistency in the planning and marking of work and in the punctual completion of reports and assessments within the department.
4. To control the budget for the Department
5. To review and advise on the development of facilities and resources for the department and to produce a Departmental Development Plan in line with the Whole School Development Plan
6. To develop and appraise staff in the Department giving special assistance to new staff and regularly monitoring their progress.
7. To attend Head of Department meetings and regular meetings with the Deputy Head (Partnership and Co-curriculum) and any other committees as required by the Headmistress in order to represent the interests of the Department and also to assist in the general management of the school, including selection procedures and appraisal
8. To be prepared to meet individual parents to discuss matters related to the department.
9. To liaise with the SEN Department over individual pupils as necessary.
10. To make available any statistical or other information which may be required by the Headmistress, Governors, HM Inspectorate, ISIS, GSA, the Local Authority or DfES.
8. To keep the Deputy Head (Partnership and Co-curriculum) fully informed of any non-routine matters.
9. To make a proactive contribution to the extra-curricular programme on offer at lunch-time and after school.
10. To organise, lead or assist in regular visits/trips in this country or abroad as appropriate.
11. To monitor homework within the department.
12. To be responsible for Health and Safety within the Music Department.
13. To be responsible for time-tabling, as required.
14. To organise and share in supervisory duties and cover for absent staff within the department and within the School.
15. To recruit and monitor Music Scholars and other award holders
16. To organise, manage and publicise a varied series of public pupils' concerts throughout the year.

17. To advertise and promote Music Competitions within the School
18. To liaise with the Deputy Head (Partnership and Co-curriculum) regarding calendar bookings
19. To appoint, induct and manage VMTs, including updating the VMT handbook
20. To oversee the maintenance and purchase of instruments
21. To oversee the accompaniment arrangements for concerts and instrumental exams.
22. Inducting any new girls to the School other than in Year 7 to ensure that they are allocated to groups that suit their musical interests and levels and are supported in settling in etc.
23. Rehearsing appropriate ensembles from the extra-curricular groups
24. Ensuring that there is a wide variety of opportunities for practical music-making outside the classroom, and that pupils are encouraged to take part.
25. To liaise with City Livery Companies and JGSMD concerning Music Scholarships and awards
26. To liaise with the Bursar and Finance Office in matters such as individual lesson charging, Music Department requirements and maintenance, performance licensing etc.