



## JOB DESCRIPTION | CLAREMONT SCHOOL

<b>Job Title:</b>	<b>Head of Music</b>
<b>Reporting to:</b>	Director of Performing Arts/Head of Faculty (Creative)
<b>Key Purpose of the Job</b>	To manage the teaching and learning of Music in the School, developing a culture where Music is celebrated and thriving.
<b>Written by:</b>	Ed Dickie
<b>Date:</b>	May 2019

### **Key Accountabilities**

(Statements of 'deliverables' required.)

- 1. Safeguarding:** to actively support a strong safeguarding culture within the school; to lead the department in this regard, highlighting roles and responsibilities in and outside the classroom, along with policies and procedures for child safeguarding (health & safety, countering bullying, substance misuse, e-safety, the promotion of PSHE, medical provision, welfare concerns and the School's behaviour policy); to complete Educare CPD safeguarding training as requested by the DSL.
- 2. Regulatory compliance:** to be aware of the implications of the *Common Inspection Framework* and ISP's *School Educational Review* and support the school's preparations for all inspections.
- 3. Teacher of Music:** to teach Music at Key Stage 3 GCSE and A Level standard; to promote and stimulate an interest in the study of Music throughout the School; to produce the Departmental Handbook with appropriate schemes of work, SEN, Health & Safety, Gifted & Talented and Assessment policies; to offer co-curricular opportunities that promote a love of Music; to work with the Head of Faculty; act as a form tutor in line with school policy; attend all staff meetings, briefings and relevant school events.
- 4. Management of Student Progress:** to oversee the monitoring of student progress in the department; to use data and the school's MIS system in a proactive way to direct departmental staff in the monitoring of student progress; to coordinate academic interventions within the department; to support the use of the ATL system as a tool for raising student achievement; to working closely with the SENCO and EAL staff? to devise and implement plans of work for students less confident with language learning and with specific learning difficulties.
- 5. Managing the Peripatetic Staff:** to manage and co-ordinate the department's peripatetic staff so that they carry out their duties safely, cheerfully and efficiently, using effective lines of communication and record keeping; to hold a regular meeting of peripatetic staff; to ensure that staff are following the policies and schemes laid out in the Departmental Handbook; to observe departmental staff on a regular basis as part of the 'Looking for Learning' agenda; to co-ordinate effectively with the finance office; to ensure that all staff working in the department are sufficiently safeguarded; to monitor ensemble progress and performances run by peripatetic staff
- 6. Events Management:** to showcase the school's Musical talents through regular events and concerts; work closely with Performing Arts department in delivery of the annual school production, ClaremontFest, Speech Day, Carol Service, Hastings Music Festival and other similar events; to organise and deliver regular co-curricular events including managing the school choir and appropriate ensemble groups; work with our Prep School in events and promotion of music across the two school sites

7. **Exam Management:** to co-ordinate the exam process for all music instrumental, theory and academic examinations; to ensure that all exam entries are appropriately handled across the department; to regulate and hold scholarship auditions/interviews for school entry as required.
8. **Infrastructure & budgets:** to promote and develop the (physical, human and financial) resources of the department to maximise their use and effectiveness in achieving 1-7 above; to manage the departmental budget; to advise the Head of Faculty on any resources required within the department.
9. **Strategic Leadership:** to build an effective strategy for increasing student numbers at GCSE & A level; to produce an annual development plan and results analysis as requested by the Assistant Head (Teaching & Learning); to advise the Head of Senior School, Head of Faculty and AHTL on staff issues and recruitment; planning and delivering regular trips; building relationships with local feeder schools and ISP sister schools; seek opportunities for marketing the Music provision at the school through the website and elsewhere.

### Measures

(Examples of key performance indicator(s) used to measure the effectiveness of delivery against each accountability)

1. **Safeguarding:** Safeguarding training, tutorial evidence, attendance at INSET
2. **Regulatory compliance:** School Education Review, Ofsted
3. **Teacher of Music:** Exam results, VA data, student & staff feedback, student numbers at GCSE/A level; departmental handbook, student feedback, reports, CPD record
4. **Management of Student Progress:** Departmental data, meeting minutes, MIS, value added data, exam results; intervention strategies; feedback from AHSP and HoF
5. **Managing the Peripatetic Staff:** Uptake of instrumental lessons; range of Peri teachers; meeting minutes with Peri staff; feedback from finance office, student feedback; observation notes
6. **Exam Management:** Successful exam process, student access to exams for all students; feedback from Exams Officer
7. **Infra-structure/budgets:** Balanced budget, departmental resources, feedback from HoF; audit of resources
8. **Strategy:** Development Plan, student numbers at GCSE/A level; website; successful trips ISP feedback; outreach events with prep feeder schools, results analysis

### Key Dimensions Impacted by the Job: (managers and supervisors; other roles only if applicable)

(Include number of people managed and job titles)

1. Peripatetic Staff
2. Exams Officer
3. Director of Drama
4. Head of Creative Faculty
5. Assistant Head (Teaching & Learning)

**Key Skills and Experience: (Knowledge, Experience, Skills & Abilities)**

(List all relevant qualifications & length of post-qualification experience, or in-the-job experience, that is necessary)

1. Ability to teach Music up to A level
2. Experience of delivering ensemble music performances
3. An interest and experience in the Music Technology & Production
4. Some experience of conducting and rehearsing musical groups
5. Ability to play Piano to a reasonable level.

**Key Interfaces:**

(Internal and External organisations or people (including job title) with whom you have regular contact)

1. Head of Senior School
2. Assistant Head (Teaching & Learning)
3. Head of Creative Faculty
4. Director of Drama
5. Lead teacher of Dance
6. Peripatetic Staff
7. Assistant Head (Student Progress)
8. Heads of House
9. Head of Music, CPS
10. Deputy Head Academic, CPS
11. Director of Sixth Form
12. SENCO
13. Head of EAL
14. Head of Admissions
15. Heads of Music at other schools including ISP
16. Office staff
17. Finance Office
18. Facilities Department

**Operating Environment and Context of the Role:**

(The most challenging features (and reasons) of the job; any critical time constraints, the impact, influences and consequences of the work done etc.)

This is a hugely exciting role that presents a perfect opportunity for a practitioner looking to make their mark. Claremont is a young school which has quickly built a strong reputation for delivering outstanding performing arts teaching and high performance standards. The school is in the process of building a major Performing Arts Centre. The Music department will be housed here with a large recital room, a number of practice rooms and access to the school's 'Space Theatre'. It is hoped that the department will increasingly look to develop Music Technology and Production at the school. While the Head of Music is the school's sole teacher of Music, the post holder works closely with both the Director of Drama and the Lead Teacher of Dance. As an academic subject Music is placed within the Creative Faculty. It is taught at both GCSE and A Level and one of the key challenges is building enough interest in the subject to make it sustainable. All students in Year 9 take Music as part of their curriculum. The new PA Centre will see a marked improvement in the quality of the resources available to the department with investment into both IT equipment and instruments. This is a department on the rise with a great deal of potential for a Head of Music to build on some very strong foundations.

The other main element of the role is leading the Music provision outside the classroom. Providing regular opportunities for students to perform is critical, as is leading and managing the variety of ensemble groups at the school, in particular the school choir. It is desirable that the Head of Music can play Piano to a decent standard. Currently the school runs a number of events that require significant commitment for the Head of Music. The centrepieces are the annual school show in December and 'ClaremontFEST' which takes place in late June. The Head of Music also manages the peripatetic instrumental teachers, co-ordinating their timetables and providing the vital bridge between them and the school at large.

This role comes with a 10% timetable dispensation and a RA2 allowance.

### **Safeguarding:**

(Details of responsibilities in relation to Safeguarding regulations and any other legal entity or any other governance and compliance. Our minimum statement is stated below and should appear in all job profiles along with any further specific requirements for the role)

Claremont School complies fully with the DCSF Guidance '*Safeguarding Children and Safer recruitment in Education*' and is committed to safeguarding and promoting the welfare of children and young people. The jobholder is expected to share this commitment and comply with all associated internal policies and procedures.

In addition the post holder will be expected to pursue professional development opportunities relating to safeguarding and keep up to date with national developments in the area. The AHSP should ideally be trained to L3 standard.

<b>Job Holder:</b>	<b>Name:</b>		<b>Date:</b>	
<b>Approved by SLT:</b>	<b>Name:</b> <b>Job Title:</b>		<b>Date:</b>	