



## **APPOINTMENT OF HEAD OF MUSIC**

Applications are invited for the post of Head of Music at Radlett Preparatory School. A successful track record of music teaching in an independent prep school would be desirable if applying for this post.

This is a full-time position which commences on 1st September 2019.

### **The Post**

The Head of Music is directly responsible to the Principal for the smooth running of the Music department.

The Head of Music will have a good knowledge of their subject and of educational practice in their subject. They will also have a range of leadership, management and organisational skills.

The Head of Music will be able to balance the demands of teaching, subject management and involvement in the life of the school.

### **Outline Job Description**

This job description is not exhaustive, and the Head of Music should be prepared to be flexible in order to best meet the needs of the pupils and the School.

### **Key Skills:**

- Be an excellent classroom practitioner;
- Be a competent piano player and have a working knowledge of strings, brass, percussion, voice and woodwind;
- Maintain, organise and promote the School's existing range of ensembles, encompassing both classical and modern music;
- Organise examination timetables termly for Associated Board and any other examinations;
- Have the personal qualities necessary to liaise effectively with all colleagues, parents, pupils and the wider school community;
- Promote vocal and instrumental music within school and liaising closely with the peripatetic teachers to further develop a range of ensembles.

**Teaching:**

- Plan class music lessons in accordance with school policy; daily, weekly, termly and long-term planning;
- Update the Music Policy, Subject Development Plan and Schemes of Work on a regular basis, ensuring that progression and continuity is maintained between Key Stages and high outcomes for pupils maintained;
- To teach pupils from Year 2 to 6 (dependent upon experience and qualifications);
- Review pupils' work within specified assessment frameworks so as to monitor and record their individual progress;
- Provide provision for those pupils with additional needs (including the most able);
- Organise music for and attend morning and evening concerts and parents' evenings, summer fairs and other out of hours events.

**Concerts and Events:**

- Organise concerts in keeping with the established school calendar;
- Ensure that peripatetic staff are fully involved in the preparation for concerts; also ensuring that pupils, ensembles, etc, are rehearsed and ready to perform;
- Provide a balance of modern and traditional music;
- Publicly introduce concert items and host such occasions;
- Work with colleagues to support the musical aspects of year group plays and assemblies;
- Rehearse with pupils to practise music for special occasions and to organise and deliver occasional hymn practices to enable pupils to rehearse songs from the school hymn book;

**The Wider Community:**

- Seek opportunities to take the School's music into the wider community through running outreach events such as carol singing, visits to residential homes and visits to concerts;
- Maintain links with local schools and organisations.

### **Organisation and Administration:**

- Effectively liaise with peripatetic staff regarding their timetables for all pupils and instruments, and to be able to adapt these where required;
- To communicate with parents, pupils and staff regarding musical events and commitments throughout the school year, and to have any written communication approved by the Principal in good time before circulation is required;
- Participate in staff appraisal and professional learning;
- Maintain excellent records including (but not exclusive to) pupil timetables, assessment, exam participation and results;
- Manage the Music budget and order the required consumables, including equipment and books, and ensure these are stored, maintained and in good condition. Allocate resources appropriately.
- Produce items for the half termly School newsletter;
- Undertake, along with other colleagues, a duty rota within the school;
- Attend Parents' Evenings;
- Maintain local music contacts within the wider community.

### **Health and Safety:**

- Ensure that there is a safe working and learning environment in which risks are properly assessed and minimised with reference to appropriate policies including the Staff Handbook.

### **Contractual Matters**

1. The post is open to teachers who are university graduates or equivalent and who have an appropriate teaching qualification.
2. The successful candidate will be expected to take up the appointment on 1st September 2019.
3. The salary will be commensurate with the responsibilities of the appointment and the qualifications and experience of the successful candidate, and will be reviewed annually.
4. Radlett Preparatory School is committed to safeguarding the welfare of its pupils. This post, like all others in the School, will be subject to an enhanced DBS and other vetting



checks including satisfactory references from the previous employer and another appropriate referee. Confirmation of the appointment will be subject to satisfactory completion of a medical questionnaire once the post has been offered.

5. The successful candidate will automatically be enrolled in the Teachers' Pension Scheme.

### **Criminal Records Check**

Radlett Preparatory School is required to seek a Disclosure and Barring Service (DBS) in respect of successful applicants for all posts at the School where staff may come into contact with children. A criminal record will not necessarily be a bar to working in the school. Applicants who are invited to interview should provide details of any criminal record under separate, confidential cover to the Principal before attending the interview. A copy of the School's policy on staff vetting and suitability and the DBS Code of Practice may be obtained from the Principal. Before an appointment is confirmed appropriate checks will be undertaken to confirm identity and qualifications, etc.

### **Appointment Procedure**

Applications will only be accepted on the application form provided by the School, which should be completed electronically. All questions must be answered. The candidate may also submit a Curriculum Vitae if he/she wishes but this is not a requirement. Applications should be submitted with a covering letter explaining why the candidate would be an ideal appointment to the post.