**Job Description**  

**Job Title:** **Head of Music and Music Technology**

**Grade / Salary:** TLR 2c

**Main Objectives**

* To support the Co-Headteachers in implementing the School Improvement Plan
* To deputise for the Director of Music in their absence
* To support the Director of Music in planning, implementing and developing the Department Development Plan
* To co-ordinate the teaching of music and music technology across all Key Stages
* To promote and take an active role in the extracurricular activities of the Music Department, assisting the Director of Music with the organisation of rehearsals and concerts

**Management Responsibilities**

* To support the Director of Music in the implementation of department priorities.
* To contribute to meetings as required and lead on areas relating to your specific areas of responsibility
* To support the effective use of the Department’s resources, including budget allocations, requisitions and records for both Music and Music Technology and to support the proper maintenance of the materials and fabric of the department
* To help organise displays within classrooms and for parents’ evenings.
* To be aware of developments relevant to the areas of responsibility and the teaching of Music
* To make sure the department is represented at school meetings and that information is fed back to department members in the absence of the Director of Music
* To line manage member(s) of the department to co-ordinate and have oversight of departmental appraisal
* To work with the Director Music on the annual Exam Review and action planning.

**Curriculum**

* To teach all Key Stages of music across the ability range
* To be aware of national changes to accountability measures and examinations
* To prepare and deliver the taught curriculum in accordance with schemes of work
* To lead on the development of teaching schemes, methods and resources for music and music technology
* To stimulate interest in music and music technology in the widest sense
* To promote the aims of the Music Department

**Extra-Curricular**

* In liaison with the Director of Music co-ordinate relevant trips and shows in London for KS3, KS4 and KS5 students, linking these to the curriculum wherever possible
* To take weekly rehearsals for music ensembles in preparation for concert and tour performances

**Assessment**

* To differentiate the teaching, target setting and assessment of students in accordance with their abilities and / or the level of the set
* To prepare and mark class work and home work for students
* To carry out assessment and recording procedures as specified by internal and statutory requirements
* To meet the needs of students on the inclusion register in line with Code of Practice/school policy (LINC department) and individual progression
* Build Assessment for Learning (AFL) into Schemes of Work

**Communications**

* To fulfil the aims of the school and work towards maintaining its ethos
* To participate in relevant directed time meetings and Parents’ Evening
* To meet statutory and school policy requirements
* To cover lessons for absent colleagues when required

**Resources**

* To maintain an appropriate learning environment in any assigned teaching room
* To use and develop ICT as a tool to enhance the teaching and learning
* To be responsible for resources used in lessons, including equipment, worksheets and text books
* To support the development of resources to enhance or supplement text books, within a team committed to sharing good practice
* To comply with Health and Safety procedures

**Professional Development**

* To be committed to furthering your own professional development and participating in Performance Management and in-service training as necessary to optimise your performance as a teacher

**Administration**

* To carry out faculty and year team routines as specified in the handbooks and mindful of the importance of teamwork
* To be responsible for carrying out designated school duties

**Pastoral**

* To participate fully in a Year team or Sixth Form year group and undertake the role of a tutor as required
* To support students to study music beyond KS5
* To be concerned with the welfare of students in your care
* To participate in whole-school vertical tutoring programme, as required
* To be involved with the delivery of an enrichment programme where relevant

March 2021

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: