

	<h2 style="text-align: center;">HEAD OF MUSIC JOB DESCRIPTION</h2>
<b>Date:</b>	<b>March 2021</b>

**Accountable to:** Head of Expressive Arts Faculty. Ultimately the Head of School and Executive Headteacher / CEO.

**The Head of Music is responsible for all aspects of Music in the all-through school.**

### **Core Purpose**

The core purpose of a Head of Music is to provide professional leadership and management to secure high-quality teaching, effective use of resources and improved standards of learning and achievement for pupils in all key stages (EYFS to KS5)

**The specific tasks associated with the role of Head of Music are:**

### **Leading, managing and developing Music**

The tasks associated with the role of Head of Music are specifically to:

- Lead the development and implementation of policies and practices in line with school policies.
- Advise the CEO, Head of School, Head of Primary, Leadership Team and Head of Faculty of developments in Music.
- Prepare and present a development plan to improve and empower the music department.
- To create and model an established and robust curriculum to support and develop all key stages in Music.
- Promote Music as a subject to students of all ages and abilities across the whole school community.
- Promote and develop extra-curricular opportunities for all members of the school community to participate in music activities and performances
- Produce reports for the CEO, Head of School, Head of Primary, Leadership Team and Head of Faculty, as required.
- Report and be accountable to the designated line manager for assessment processes, practices and outcomes.
- Work with other post holders in the Expressive Arts Faculty to develop consistent approaches to professional practices.

The outcomes that are associated with this element are to lead Music so that teachers will:

- ◆ Be consistent in their practice.
- ◆ Be consistent in their implementation of policies.
- ◆ Use the outcomes of self-evaluation to develop their practice that results in pupil progress.

- ◆ Collaborate to implement development plans.

The outcomes that are associated with this element are to lead Music so that pupils will:

- ◆ Actively participate in learning
- ◆ Produce work and assignments in response to curriculum demands (including homework)
- ◆ Choose to actively participate in extra-curricular music activities
- ◆ Conform to the school's behaviour policy.

The outcomes that are associated with this element are to work as part of a team of heads of subject who:

- ◆ Are consistent in their practice
- ◆ Share good practice with other Music leaders and faculty.
- ◆ Act as role models in teaching pupils effectively
- ◆ Act as role models in managing pupils effectively
- ◆ Act as role models in demonstrating professional curriculum leadership

### **Impacting on educational progress of pupils beyond those assigned to the teacher**

The outcomes that are associated with this element are to lead Music so that pupils will:

- ◆ Achieve high standards in public examinations.
- ◆ Progress to the next stage of their education with confidence and enthusiasm.
- ◆ Show sustained improvement in Music across all key stages (EYFS to KS5)
- ◆ Understand how to improve their studies.
- ◆ Know their academic targets.
- ◆ Be enthusiastic about music.
- ◆ Contribute to the maintenance of a purposeful working environment.

### **Leading, developing and enhancing the teaching practice of others and managing staff**

The tasks associated with the role of Head of Music are specifically to:

- Implement school policy on monitoring and evaluating the work of the department. This will include undertaking lesson observation, giving feedback to staff and where appropriate setting targets to improve the quality of teaching.
- Lead the production and updating of schemes of work. These should ensure curriculum coverage, continuity and progression in Music for all pupils, including those of high ability and those with special needs.
- Co-ordinate the production of tests and examinations in Music.
- Keep parents well informed about their child's achievement in Music and ensure that all information sent to parents is of a high standard
- Direct and supervise the work of teachers delivering Music.
- Lead the production of the Music Handbook and update it regularly.
- Work collaboratively with the Head of Drama and Head of Art in producing and delivering school productions and performances.
- Provide information and participate in Threshold Assessment and appraisal processes.

The outcomes that are associated with this element are that teachers of Music will:

- ◆ Work together as a team with shared aims
- ◆ Plan and deliver a new Music programme of study, where objectives are shared and reviewed.
- ◆ Support the aims of the school and understand how their team role relates to the school's aims.
- ◆ Have detailed job descriptions which set out their responsibilities and duties.
- ◆ Ensure that all pupils are prepared adequately for public examinations.
- ◆ Keep parents well informed about their child's achievement in Music and ensure that all information sent to parents is of a high standard.
- ◆ Monitor the academic progress of the pupils in their teaching groups.
- ◆ Advise the Head of Faculty on matters affecting the pupils in their groups

### **Monitoring and accountability**

The tasks that are associated with this element are to:

- ◆ Provide information, advice and analysis for the CEO, Head of School, Head of Primary, Leadership Team and Head of Faculty so that they can understand the issues affecting the progress of individuals or groups in Music.
- ◆ Monitor, evaluate and review the impact of interventions and resources for Music.
- ◆ Respond to other adults and agencies who require up to date information about Music presented in a concise and accurate manner.

### **Working as part of a team:**

The outcomes associated with this element are teachers who:

- Support Music, Faculty and year teams in the school with implementing school policies consistently.
- Value working with others and understand that as professionals we need feedback in order to help us to improve.
- Share resources and engage in collaborative working, playing a full part to secure the best outcomes for young people.
- Prepare for meetings and participate in them.
- Work as members of teams in a range of roles and actively promote effective team work as a means to achieve the highest professional standards.
- Provide support and challenge to one another.
- Meet the deadlines requested by others, including being punctual to class and meetings.
- Treat colleagues with respect and dignity.

**And any other duties as required.**