

PANGBOURNE

JOB DESCRIPTION

Pangbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Job Title:	Director of Music
Reports to:	Deputy Head Academic (for academic music); Deputy Head Co-curricular (for non-academic music matters)
Manages (if appropriate):	Head of Academic Music Head of Instrumental Music Music Administrator Music Graduate in Residence Visiting Music Teachers
Department:	Music
Hours per week:	Full time as required to fulfil the duties of the role which will include evening and weekend working. Core Hours: 08.30 – 18.00 Monday to Friday. Saturday: There are no academic lessons on a Saturday but a full co-curricular programme runs which you will be expected to contribute to.
Key working relationships:	Members of the Music department Visiting Music Teachers Senior Management Teaching Staff Pupils and Parents Marketing Department
Job Summary:	To lead the development of all aspects of Music at the College To lead, support and monitor the Head of Academic Music in delivering excellent teaching and learning to students across the College, at KS3, KS4 and A Level.

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To teach Music to a high standard to pupils at KS3, GCSE and A Level.

To lead and support the College Choir, Dunbar Choir, Chamber Choir and any other instrumental or vocal ensembles as appropriate.

To manage the Concert programme including; Divisional Music, May Revels, Spring Concert, Scholars' concerts, Founders' Day and other informal recitals.

To manage the Chapel music programme including: College Sundays, Congers, Remembrance Sunday, Falklands Memorial Service, Carol Services, Confirmation Service and Evensongs.

To promote and develop the College through musical activities such as the Orchestral Fun Day, Piano Festival, Open Days and Music and Drama productions.

To lead Music scholarship assessments.

To organise and participate in external events such as: Concerts, Advent Carol Service, Remembrance Service Parade and Annual National Service for Seafarers at St Paul's Cathedral.

To provide rehearsals and accompaniment for ABRSM and Trinity Guildhall practical exams.

To arrange visits to Concerts and Musical Tours (in conjunction with the Head of Academic Music).

To be responsible for and manage the Department Budget.

To play a part in pupils' wider development by being a Tutor and being involved in the co-curricular programme.

To conduct the locally-acclaimed Pangbourne Choral Society, if suitably skilled (extra remuneration available).

Duties and responsibilities:

Responsibilities as Director of Music

- To set and maintain standards of excellence in the field of Music.
- To teach instrumental and academic Music with expertise and enthusiasm across the College.
- To lead and manage the Music Department Staff.
- To lead and manage the VMT's.
- To lead departmental meetings (currently weekly).
- To promote the professional development of the department, collectively and individually, through effective staff inset and mutual lesson observation
- To appraise departmental staff on a regular cycle.
- To promote effective teamwork and collaboration within the Music Department and other departments.
- To maintain an up-to-date development plan for Music at the College.

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- To meet with both the DHA and DHCC, on a regular basis
- To sit on the Co-Curricular committee (meeting fortnightly)
- To attend Heads of Department Meetings.

General Duties of teachers

- Ensuring a high quality of teaching and learning in the classes allocated.
- Following the appropriate schemes of work.
- Maintaining discipline within their classroom and the department.
- Regular setting of class work and preps.
- Regular marking and assessment of students' work.
- Maintaining records of lessons taught and students' marks.
- Meeting assessment and reporting deadlines.
- Attending parents' meetings.
- Attending Department meetings as required.
- Running lunchtime 'Surgery Sessions', as needed.
- Setting appropriate work in the case of absence.
- Maintaining classroom equipment.
- Maintaining good quality classroom displays and contributing to departmental display areas.
- Reporting breakages to the appropriate authority.
- Supporting and helping other members of department.
- Attending INSET or courses for professional development and generally keeping up to date with the subject and current developments/teaching techniques, feeding back to the department where relevant.
- Setting and marking internal examinations as agreed.
- Involvement in department tours and trips.
- Acting as a Tutor to a small group (about 10) of pupils.
- Willingness to engage in and develop extra-curricular activities (typical loading for a fully qualified teacher is 4 afternoon sessions, including Saturday).
- Complying with health and safety issues within the Music Department, reporting any faults immediately.

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Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager. The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and College. This job description and accompanying documentation do not form part of the employment contract.

Child Protection and Safeguarding Policy

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with the Pangbourne College Child Protection and Safeguarding Policy, and the requirement to report to the Child Protection Officer any concerns relating to the safety or welfare of children.

Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the College. The post holder will be required to participate in the College's appraisal procedures as an appraisee and if applicable, as an appraiser. The post holder will be required to attend statutory and mandatory training.

Information Security, Confidentiality and Data Protection

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All personal identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the General Data Protection Regulation and the College's Privacy Notice, unless explicit written consent has been given by the person identified.

Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work etc Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the College and colleagues in complying with Health and Safety obligations to maintain a safe environment.