Coordinator of Music:

This document should be read in addition to the Person Specification and is additional to the standard expectations of a Head of Department.

In general terms, the Coordinator of Music is responsible to the Headteacher for the overall delivery of the musical programme within the school:

- the musical philosophy and policy of the School.
- the structure and shape of the music timetable and extra-curricular music.
- the School's overall musical performance.
- reporting and celebrating achievements.
- the co-ordination and monitoring of the music budget.
- creating and fostering links with the wider community.
- appraisal of full-time and part-time staff.
- the development of music and performance.
- planning and co-ordinating the programme of musical events, including Prize Giving.
- liaising with the Director of Music of the Junior School.
- produce the Service of Lessons and Carols.
- manage the concert programme for the school choirs.

The Coordinator of Music will operate in the following areas:

1. Leadership objectives

- to teach and direct to the highest standard .
- to encourage, support and offer advice to all other teachers.
- to foster links with feeder schools.
- to manage and develop the school's best musicians, developing appropriate programmes for them (Able, Gifted and Talented).
- to encourage representative achievements, putting forward pupils for regional and national representation as appropriate .

2. Administrative objectives

- to appoint new instrumental teachers maintaining a balanced and comprehensive team.
- to produce the peripatetic timetables each term.
- manage external ABRSM and Trintiy/Guildhall practical and theory examinations entries as required.
- to oversee the School's stock of instruments, arranging repairs where necessary, purchasing new instruments as appropriate.
- With the help of the peripatetic teachers, through demonstrations, encouraging students to learn instruments.
- to liaise with parents regarding the progress of students and the satisfactory performance of visiting teachers.
- to make every attempt to give general encouragement to all students taking instrumental lessons, both in school and elsewhere; talking to them about their lessons and progress.

- to liaise with all visiting teachers about the students they are teaching. Being available to discuss concerns and achievements.
- to keep the the Registrar abreast of significant achievements in music for Veritas and local newspapers.
- to ensure that notices are posted to inform the school of extra-curricular practices; devise and implement the extra curricular timetable for Music, liaising with other subject staff as appropriate.
- to review and update all literature about music at St Joseph's.
- to arrange performances outside school for different groups/levels at different times.
- to plan a series of concerts throughout the year.
- to manage the annual concert diary.
- to plan other events such as Concert Tours and CD recordings as appropriate.

3. Musical objectives

- to maintain a high standard as a performing musician, able to accompany pupils at concerts and for external ABRSM, Trintiy/Guildhall and GCSE practical examinations.
- to arrange a significant number and range of performance opportunities for solo performers and ensembles.
- to encourage students to attend the ensemble most suitable for them, and providing an appropriate variety of ensembles, both at a school level, local, regional and national level.
- to ensure that appropriate music is chosen for each ensemble and aiming for the highest standards of achievement in each weekly rehearsal, and of course, in concerts.
- contribute to the broader life of the school.
- to contribute to the positive promotion and marketing of the school in the local area and the wider community.