



Director of Music

Job Description & Person Specification

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DIRECTOR OF MUSIC

Role outline

The Director of Music will be responsible for Music throughout the school, and for teaching boys and girls from Pre Reception (Nursery) to Year 6. They will work closely with the Head, to develop this key area of school life.

Music is central to the life of Lyonsdown and thrives both within and beyond the curriculum. Pupils take part in school choirs and local music festivals and competitions, and both enthusiasm and ability are recognised and rewarded. Full use is made of the dedicated music room and school hall. Three visiting teachers are responsible for instrumental/vocal teaching from Year 2 upwards. Lyonsdown is looking for a Director of Music who will be responsible for developing and delivering an engaging programme, which will foster a love of music in our youngest pupils and set a sound foundation for a lifetime of learning.

Key responsibilities

Key Aims:

In line with the School development plan:

- Plan and deliver the Music curriculum across the age range.
- Oversee the extra-curricular programme.
- Co-ordinate all musical activity at Lyonsdown.
- Develop music throughout the school.

Specific Duties of the Director of Music

- The Director of Music also has overall responsibility for all the musical activity at Lyonsdown from the pupils in Pre-Reception (3+) up to Year 6. This involves being a role model for musical participation and excellence across the school.
- Contributing to the extra-curricular programme by offering after-school clubs.
- Organising and managing specialist visiting music teachers.
- Forging links with other schools and outside musical organisations.
- Working with the senior leadership team and the school office.
- Ensuring the maintenance of all the musical equipment and liaising with the School Business Manager regarding budgets and facilities.
- Organising house events.
- Liaise with the Senior Management Team about the Music timetable.
- Take opportunities for continual professional development.
- Carry out regular pupil assessments and an overview of whole school trends and progress.
- Demonstrate a knowledge of music attainment, within school and compared with local and national standards.
- Producing, updating and reviewing the Music Department policy document, schemes of work and medium term plans based on the School's guidelines.

- Being proactive in seeking out and demonstrating knowledge of the most recent developments in Music.
- Managing hymn practice and music assemblies in the Lower and Upper School, including playing the piano in whole school assembly.
- Running the school choirs and any other musical groups as agreed.
- Organising and running concerts and plays within the school. For example: the end of the Autumn Term (including Christmas carol services and nativities), Lower School Spring Celebration, Spring music concert and the Upper School end of year performance.
- Arranging, managing and running trips for the children: for example, performances out of school, charity events and music competitions.
- Overseeing pupils' music examinations.

Responsibilities for Teachers

Teachers at Lyonsdown will:

- keep up-to-date with developments in the subjects they teach particularly having regard to matters relevant across the primary school curriculum;
- manage their specialist subject across the age groups they teach and/or other areas of organisation if agreed between the teacher and the Head Teacher;
- plan lessons carefully and with regard to safety, and ensure that resources are incorporated into planning and are available;
- teach and administer classes so as to maximise the learning opportunities provided for each pupil within those classes, including regular setting and marking of work carried out by the pupils;
- prepare in advance and keep records of programmes of study which should include long, medium and short term plans, having knowledge of the policy documents currently in place in the school;
- participate in arrangements for further training and professional development as required;
- maintain good order and discipline among all pupils of the school, safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorized school activities elsewhere;
- arrive promptly for the school day and scheduled lessons;
- undertake supervision for pupils whose teacher is not available to teach them (as agreed with the Head Teacher). If it is known in advance that this is necessary, work should be planned by the absent teacher. Cover expected will always be reasonable;
- give early notice in case of unavoidable absence through sickness and indicate work for classes to follow.

Pastoral

Teachers will:

- have regard for the general wellbeing of all pupils in the school;
- have regard for the special educational health needs of individual pupils following advice from the SENCO and/or the Head Teacher;
- support the house system being a member of a house, participating in and organising house events;

- refer concerns about the performance or behaviour of pupils to the Head Teacher;
- communicate with parents on matters relating to the educational development of their child, this includes attendance at parent's evenings;
- undertake an extra-curricular or sporting activity after school each week;
- undertake supervision duties in accordance with the rota's published in the School;

Health and Safety

Teachers will:

- be aware of, and observe School policies on Health and Safety requirements as set out in the Policy Document.

Induction, In-Service Training and Review

Teachers will:

- be a part of any required Induction Programme in their first year at Lyonsdown School;
- identify their own training needs, in consultation with the deputy head, the head of Lower School or the Head Teacher;
- share appropriate INSET experience with colleagues;
- take part in appropriate review procedures;
- ensure they have read the Staff Handbook and other relevant school policies, including Safeguarding and Health and Safety.

School

Teachers will:

- attend and contribute to staff meetings and parent's meetings;
- attend all school events taking place within the normal function of the school day;
- attend the school Summer Fete and be supportive of the Friends of Lyonsdown;
- play an active part in the presentation and display of pupils work on school display boards;
- conform to the behaviour code for staff at the school;
- develop and maintain good relationships with parents and the local community;
- actively promote the school within the community.

Person specification

Essential qualifications/experience

- Relevant music degree or significant experience in Music leadership
- Appropriate instrumental qualifications, including piano.
- Evidence of leading music activities and driving change
- A commitment to encouraging participation, fostering excellence and inspiring others
- Proven track record of strong organisational skills, including:
 - The ability to contribute to the management of the day-to-day detail of running a Music department,
 - Excellent communication skills,

- The ability to recognise when support may be needed and the willingness to seek and accept these,
- Enthusiasm for and proven expertise of teaching music at all relevant levels,

Desirable qualifications/experience

- Qualified teacher status/successful completion of PGCE
- Relevant teaching experience preferably in the prep school or senior school environment.
- The ability to offer an additional subject area would be an advantage.

Personal qualities and attitudes

- Professional enthusiasm, direction and vision regarding their role and a real commitment to the School.
- A willingness to take part in the wider aspects of school life, including extra-curricular provision.
- To be able to think and plan strategically.
- To show innovation and initiative.
- The ability to communicate effectively.
- The understanding, co-operative skill and willingness to work as part of a professional team.
- A thoroughly positive outlook, sense of humour and ability to engage constructively with challenges and change in a prep school environment.
- A tolerant and inclusive attitude towards others.
- A willingness 'to go the extra mile' for the benefit of the pupils.