



## **Job Description**

### **JOB DETAILS**

**Job Title:** Head of Music

**Reports to:** Headmistress (The teacher is accountable to the Senior Management Team, the Deputy Head and the Head)

**Location:** Falcons Pre-Preparatory School for Boys, Chiswick

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### **JOB PURPOSE**

- To plan and organise the music curriculum
  - To teach music to all pupils in the school
  - To work with the teaching staff and ensure that the music curriculum is being delivered effectively
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### **RESPONSIBILITIES**

- To prepare a curriculum development plan covering a 3 year period
  - Devise a scheme of work that provides for curriculum content and ensures progression and continuity in learning
  - Devise a scheme of record keeping which will monitor the progress of individual children
  - Ensure the teaching of music is adequately resourced using the allocated funds effectively
  - Prepare and deliver 'within school' in-service in order that all staff are aware of the music curriculum
  - To be aware of developments occurring within the National Curriculum Document and adapt the music curriculum when necessary
  - To support the school by providing clear, positive and meaningful communication to the parents of the children.
  - Individual reports will be required to be completed twice a year
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- To take responsibility for the Christmas Carol Service and Summer Concert, and liaise with other members of staff for these concerts
- To be responsible for a display area within the school
- To organise visiting musicians to perform for the pupils
- To organise and store the music resources in the music room
- The music teacher should promote and foster good relationships amongst the staff, promote and implement all aspects of school policy. Work enthusiastically towards the long term aims of the school
- The music teacher shall diligently and competently teach subjects to such academic levels and perform such other duties (whether or not involving teaching) as the Head may reasonably direct
- The music teacher shall devote the whole of the teacher's working time and attention to the affairs of the school and shall not undertake any extraneous activities which could in the opinion of the Principal, interfere with the efficient discharge of the teacher's duties at school
- To organise the timetable
- You may also be required to undertake such other comparable duties as the Head requires from time to time
- (You) have responsibility for promoting and safeguarding the welfare of children and young people for whom you are responsible, or with whom you come into contact in the school. It is your responsibility to adhere to and ensure compliance with the school's Safeguarding and Child Protection Policy at all times. If at any time you identify any instance that a child or young person is at risk you must report your concerns immediately to the Designated Safety Officer, DSO or the Head
- Co-operate fully with all members of staff and help promote good working relationships
- Be responsible for reporting to the Senior Management Team or Head any concerns that you may have about a child or parent
- Prepare information as required by the Senior Management Team on boys' achievements and prepare an annual report and subject development plan

*Note: This job description is indicative of the duties and responsibilities of the post but does not form part of any contract of employment. All jobs within the school evolve over time and their features vary from year to year*

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## **SAFEGUARDING**

Falcons Pre-Prep is committed to safeguarding and promoting the welfare of children and young people and as an employee of APG you are expected to share this commitment. The protection of our students' welfare is the responsibility of all staff within APG Schools and individuals are expected to conduct themselves in a way that reflects the principles of our organisation.

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## **JOB DESCRIPTION AGREEMENT**

Job Holders signature:

Date:

Manager's signature:

Date: