



# Bishop's Stortford College

## Job Description and Person Specification

<u>Job Title Appointment:</u> College Director of Music	<u>Grade/Spine Point/Hours:</u> N/A	<u>Salaried/Waged Appointment:</u> Salaried
<u>Establishment Details</u>  <u>Governing Council Approval:</u> Prior to 1 <sup>st</sup> September 2008.  <u>Staff Position Number:</u> TBC.		
<u>Responsibility for Completion and Amendment:</u>  HR / Bursar		
<u>Date Implemented:</u> September 2018.	<u>Review Date:</u> On Going.	
<u>Line Management:</u>  College Headmaster  Post Holder		
<u>Subordinate Staff:</u>  Music Department teachers and support staff Peripatetic music teachers		
<u>Main Duties:</u>  See Attached Sheet.		
<u>Technical Duties:</u> (where appropriate)  See Attached Sheet.		
<u>Other Tasks/General Duties:</u>  See Attached Sheet.		
<u>Qualifications/Experience/Training/Competences:</u>  a. <u>Essential:</u> See Person Specification.  b. <u>Desirable:</u> See Person Specification.		

**BISHOP'S STORTFORD COLLEGE**  
**MAIN DUTIES OF THE DIRECTOR OF MUSIC**

**General**

To take responsibility for the leadership and management of Music across the College. To ensure that excellent standards of teaching and tuition are delivered, resources and facilities are deployed efficiently, the profile of Music and performances are raised further and the department plays a central role in assemblies and the extra-curricular offering across the whole College. To further raise participation of music tuition and performances for all age groups in the College, creating new opportunities for students to perform and compose.

**MAIN RESPONSIBILITIES**

**Strategic Direction and Development**

- To provide strategic oversight of Music for the whole School, including the scheduling and organisation of a cohesive programme of formal and informal concerts, and the provision of ensembles for key events in the College calendar such as Open Evenings, Awards Evenings and a number of services
- To have ambition and vision for the performance of the Music Department, establishing Departmental Development Plans for the subject and monitoring the progress made in achieving them
- To work with the Senior School Drama department on school shows and performances. To communicate and co-operate with other departments and to share good practice
- To keep abreast of academic developments in Music, including changes to the National Curriculum and public examination specifications
- To establish and promote departmental policies in line with whole-school policies on such areas as differentiation, independent learning, provision for the most able, assessment and homework
- To complete the Departmental Review of external exam results annually, including reference to pupil progress using baseline data
- To ensure that Health and Safety and GDPR policies are up-to-date and implemented
- Actively promote Music within the College community to encourage pupils' interest in the subject areas
- Ensure that regular, accurate updates and reports are sent to both external and internal communications outlets (including social media)
- Contribute to the positive promotion and marketing of the school in the local and wider community
- Work closely with the Department Administrator on a daily basis.

**Teaching and Learning**

- To establish high standards for teaching and learning within the department and to carry out regular lesson observations
- To assist in the evaluation of all members of the department via the College's Professional Development Review programme
- To keep schemes of work under regular review and to ensure that appropriate schemes of work are available for all staff in the department at the start of each academic year
- To encourage innovative and imaginative curriculum work and the sharing of teaching resources

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- To analyse examination results and to review teaching and learning in the light of these outcomes
- To coordinate the setting, assessment and grading of internal examination papers.

### **Leading and Managing**

- To promote a positive atmosphere in the department, which enables all staff to develop and maintain an enthusiastic and confident approach to the teaching of Music at the highest possible level
- To support the development and induction NQT staff and new teachers, liaising with the Deputy Heads
- To manage the Music administration team
- To manage and support the Peripatetic Teachers
- To keep clear, organised records of all pupils, including internal assessments, examinations and external examination results
- Ensure that the department adheres to all assessment and reporting requirements of the school e.g. attendance at parents' evenings, reports etc.
- To hold regular departmental meetings and to produce minutes of them
- To prepare the annual budget and run the department within its means
- To ensure that rooms, furniture, instruments, equipment, wall displays, etc. are maintained to a high standard in order to create an effective and stimulating environment
- To oversee the issue and return of instruments and/or learning resources to pupils
- Ensure that all teachers and coaches are mindful of pastoral and safeguarding matters relating to students
- Sourcing players for the Hanbury Wealth Concerts
- Facilitating local recitals with current pupils at local churches.
- Aiding the smooth running of the local Rotary Club with their annual Young Musician Competition.

### **Additional Duties**

The above list is not exhaustive but is by way of example only. Responsibilities and duties may vary from time to time as the position evolves.

A flexible approach to all aspects of this role is essential.

### **Safety, Health, Environment and Fire**

The job holder has a duty to take reasonable care to avoid injury to themselves and to others by their work activity, and to co-operate with the College and others in meeting the statutory requirement of the HASAW Act 1974. Report all accidents and near misses on the day they occur to the line manager.

The job holder is not to interfere with or misuse any equipment provided, in accordance with the act, to protect their health, safety or welfare. Ensure your working environment is safe and comply with all College risk assessments and policy directives.

### **Equality and Diversity**

The College is committed to providing equal opportunity to all employees and pupils. This means that employees are treated fairly, irrespective of sexual orientation, ethnic origin, religion, disability, age, gender, marital status or other reason. The job holder is expected to

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always comply with the provisions set out in law and the College policies on equality and diversity.

### **Data Protection**

The job holder is required to comply with all College policies and procedures for the safe custody and handling of Personal Data that is stored and used by the College.

### **Employment Terms and Conditions**

Full details of the terms and conditions are set out in a separate booklet that will be issued with this job description. The booklet is reviewed at regular intervals to ensure the College operates within current legislation and to take into account the introduction of new equipment, working practices and techniques. You will be sent amendments to the terms and conditions booklet when they are issued.

### **Safeguarding**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the College's Safeguarding Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to their Line Manager or the College's relevant Safeguarding Lead.

## Person Specification

The below essential and desirable requirements will be measured using the following:

- A covering letter
- CV
- Application Form
- Interview
- References
- Documentary Evidence
- Medical Questionnaire
- DBS Application

Education and Qualifications
<i>Essential</i> <ul style="list-style-type: none"><li>• Good honours degree or equivalent and qualified teacher status (QTS)</li><li>• Must have a strong academic background with the ability to teach in both the Prep and Senior School</li></ul>
Experience and Skills
<i>Essential</i> <ul style="list-style-type: none"><li>• Ability to teach throughout the age range up to and including A level</li><li>• Experience of planning, delivering and evaluating successful lessons</li><li>• Experience of using ICT for at least one (and preferably both) of teaching and administrative work</li><li>• Must have strong leadership skills and inspire and work with the Peri team.</li><li>• Proven conducting experience for both Prep and Senior School ensembles and choirs</li></ul> <i>Desirable</i> <ul style="list-style-type: none"><li>• The ability to play the organ would be an advantage.</li></ul>
Personal Qualities
<i>Essential</i> <ul style="list-style-type: none"><li>• Ability to interact well with all staff.</li><li>• Versatile and flexible - willing to do a wide variety of tasks, often at short notice.</li><li>• Good organisational skills.</li><li>• Flexible, motivated, able to work unsupervised and an ability to deal with unpredictable situations.</li><li>• Willing to learn new skills.</li><li>• Willingness to contribute towards the school's extra-curricular programme</li></ul>
Other
<i>Essential</i> <ul style="list-style-type: none"><li>• Undertake all the physical requirements of the post and use equipment according to health and safety guidelines.</li><li>• Successful candidate requires an enhanced DBS clearance.</li></ul>