

Job Description
Head of Department: Performing Arts (Music with Drama)

Responsible to: Head

- Closing date for applications is 27th January 2020 (midday)
- References will be taken up prior to interview
- Interviews will take place week commencing 3rd February 2020

MAIN DUTIES AND RESPONSIBILITIES:

- To support the ethos of the school;
- To promote the school in a positive light both within the school and in the wider community;
- To teach music throughout the school (Junior and Senior);
- To introduce drama to the school (through extra-curricular initially);
- To participate fully in the boarding and cultural life of the school; this will include boarding house duties, assisting with extra-curricular activities, and assisting with school trips and events;
- To support the Head and Senior Management Team (SMT) in the good management of the school and in the evolution and delivery of policies and the curriculum;
- To be responsible for the efficient and effective running of the department and all that that entails;
- To attend INSET, Management and Faculty meetings as required;
- To be the Head's and SMT's adviser on all issues relating to the subject;
- To provide the SMT, on a half termly basis, copies of peripatetic timetables for individual music lessons;
- To manage the peripatetic team and deal with issues as they arise to ensure the smooth running of individual instrumental lessons;
- Maintain and develop department initiatives within School and the wider community, and being alert for new ideas;
- It is envisaged that drama will be introduced to the curriculum in September 2020.

As a Head of Department specifically ensure that:

- They establish and implement a strategic department development plan, agreed by the SMT, which is regularly monitored and evaluated to inform future planning.
- They develop and implement policies and practices for the subject area, which reflect the School's vision, commitment to high achievement, effective teaching and learning and good student behaviour.
- They maintain and update the department handbook on at least an annual basis.
- Schemes of work are in place for all year groups and, where appropriate, that such schemes of work are in accordance with the current specifications laid down by examination boards.

- Schemes of work are adhered to, reviewed and evaluated annually and modified, in writing, as appropriate, ensuring continuity and progression. The Deputy Head (Academic) shall have an electronic copy of the current scheme of work.
- They coordinate schemes of work where more than one teacher is involved in teaching one age group.
- The scheme of work within the Junior School is appropriate and leads smoothly into the work of the Senior School.
- Good order and discipline is maintained among students in accordance with school policies and to ensure that the students' health and well-being is safeguarded at all times, whether activities occur on or off the school premises.
- Their own teaching is to the highest possible standard which promotes learning and raises all students' achievement. Teaching must also promote students' spiritual, moral, social and cultural development.
- They monitor and review pupil performance and setting of pupil performance targets within the department.
- They oversee the writing and administering of internal assessments for all students, writing class tests for teaching groups or individuals, according to need.
- They ensure that appropriate work is set and marked regularly.
- The Department Assessment policy is implemented and reviewed annually.
- They manage their teaching team, monitoring teaching and learning, and oversee target setting to ensure that all students are able to achieve their full potential, where possible devolving responsibilities and delegating tasks to members of the team.
- They organise and chair regular departmental meetings, with agendas and minutes recorded.
- The teaching of colleagues within the Department is of the highest possible standard; (including, where appropriate, lesson observations using the agreed College protocols)
- They supervise and direct the work of peripatetic/ancillary staff within their Department
- Academic records are kept showing the effort, achievement, progress and targets set for students in line with department and School policies and practice.
- Students' achievements are reported in line with department and School policies and practice.
- The department's performance against baseline targets shall be regularly monitored with the added value of the department being a significant positive residual.
- To set and agree academic targets for the department and to report on examination performance as required.
- Curriculum development shall be permanently under review.
- Each member of the department receives appropriate INSET designed to meet the strategic needs of both the department and the College as well as the professional needs of the individual.
- The annual departmental budget is bid for using the agreed school procedures
- There is full management of a departmental budget including ensuring that the departmental budget is applied for at the appropriate time and is based upon the true probable costs. That the budget takes full account of curriculum development and that the allocated budget is adhered to and not exceeded during the financial year.
- The department is adequately resourced with equipment within the allocated budget.
- The selection of subject related books within the library are stimulating and appropriate and that the librarian is advised fully of the department's requirements. The ordering of library books falls within the remit of the librarian and within the library budget.
- Student discipline is maintained by the use of rewards and sanctions (in cooperation with the Deputy Head).
- The room(s) assigned for the use of the Department provide a stimulating environment and have relevant, exciting and educational displays - celebrating students' own work wherever possible.
- All subject rooms and equipment are well-maintained and cared for. Rooms shall be maintained in good condition and decorative order in consultation with the Bursar and Maintenance Department;
- To organise and undertake educational trips and visits and to be responsible for the preparation of Risk Assessments where appropriate.

- To ensure compliance with the College's Health and Safety Policy
- To be responsible for the extra-curricular music within the school – choral, instrumental and orchestral.
- To be responsible for the extra-curricular drama within the school.
- You will be responsible for the programme of informal and formal performances.
- To support the Head in arranging the hymns and readings for assemblies.
- Overseeing the identification of, and monitor provision for, gifted students, liaising with the Head of SEN.
- They assess potential scholarship candidates by means of entrance papers, performance tests and interview and report results to the scholarship committee.
- Ensuring the use of IT within the department, for both teacher and student use, is fully promoted.
- Public examination entries are completed within the requested timeframe, in liaison with the examination officer.
- Individual timetables for students requiring instrumental lessons are arranged in liaison with key members of staff regarding timetable issues.
- They carry out the duties detailed below in connection with the external examination programme for Music and/or drama students:
 - Arranging payments through the Bursary for all students doing external examinations.
 - Making all transport and timetabling arrangements for students doing external examinations, and liaising with other members of staff regarding pupil absence.
 - Making necessary arrangements regarding timetabling, room allocation and staff/pupil notification for external examinations
- They encourage staff to develop and establish a positive working environment.
- They participate positively in the College's Performance Management scheme and use the process to develop the personal and professional effectiveness of the whole department.
- They assist in the recruitment, appointment and induction of new staff within the department.

Pastoral & Communication

- They act as the point of first contact for subject related issues raised by parents or guardians.
- They liaise with the Pastoral Team in order to gather and report relevant and meaningful information about students.
- They support and monitor the use of all College reporting systems, e.g. mark orders/ tutor reports and parents' evenings.
- They undertake pastoral responsibilities and duties within the School each term.
- They offer support for the School's Activity programmes each term, with particular emphasis on organising trips for students to places of musical or cultural interest.
- They attend parents' evenings, and other meetings with parents/guardians as and when required.
- They attend or support School events
- They support the School in the recruitment of new students and attend School Open mornings as required.
- They preserve and foster the good name of the School in all dealings with the wider public.
- They are a tutor for a small number of tutees

General

Undertaking such other duties and responsibilities of an equivalent nature, as may be determined and negotiated by the SMT from time to time.

The post holder's duties must at all times be carried out in compliance with the School's Equal Opportunities, Welfare , Education and other policies designed to protect employees or service users from harassment.

S/he must take reasonable care of health and safety of self, other persons and resources whilst at work, co-operating with management as far as necessary to enable responsibilities under the Health and Safety at Work Act to be performed and to follow the School's Health and Safety policy.

It is the duty of the postholder not to act in a prejudicial or discriminating manner towards colleagues or employees of the service. The postholder should also counteract such practice or behaviour by challenging it or reporting it to senior management.

Person specification

- Well qualified Music graduate (or equivalent) with QTS
- Ability to oversee productions within the College
- Gifted teacher
- Proven record of academic success
- Personal dynamism and infectious enthusiasm
- Good inter-personal skills
- Good class discipline and class management
- Well organised
- Committed to educational excellence and the fulfilling of children's potential
- Committed to the ethos of boarding education
- Willingness to be involved in the extra-curricular life of the school

Application process

- Application must be via a completed Application Form and include a letter of application (no more than two sides of A4)