

Prepared: JR/MO/SMM	Ref: Director of Music
Approved: Head Master	Revision A: Date: 11 <sup>th</sup> July 2017

## JOB PROFILE

### Director of Music

#### Role summary

*Reports to:* Deputy Head Academic

To provide effective, determined and creative leadership with a view to maintaining the high profile of the Department within the School and Abbey. To be responsible for the academic curriculum and the practical performance schedule throughout the school. To teach Music throughout the age range up to and including AS and A Level and International Baccalaureate (as applicable).

#### Key responsibilities

##### Director of Music

- Develop and maintain high levels of student uptake and foster a love of the subject
- Work closely with Drama and Art Departments to ensure a collaborative approach to the creative arts is maintained and in rotation take individual responsibility for Arts Week.
- Hold regular department meetings and record the department's activities and progress, with a proper account being made available for the Deputy Head (Academic)
- Ensure that all school policies, standards and expectations are maintained within the department as required by appropriate monitoring, sharing and developing good practice
- Maintain and update specific areas of the departmental handbook
- Provide strategic guidance of academic music, for example, implementing the new course specification of GCSE/A Level
- Deliver the GCSE/A Level courses
- Develop and maintain the highest standards of choral, orchestral and instrumental music through a full programme of concerts, both formal and informal, across the year
- Provide/Liaise/Collaborate with the Director of Monastic Liturgy
- Conduct Schola Cantorum and Abbey Consort at services throughout the school and liturgical year
- Conduct the Orchestra and Choral Society
- Working with music and liturgy; a capacity to liaise creatively with the Monastic Community and the Director of Monastic Liturgy

- Organise different elements of composition and performing
- Monitor and progress students and staff
- Attend academic curriculum meetings
- Appointing and monitoring music scholars
- Oversee the Assistant Director of Music organising annual musicals (alternating from junior to senior productions)
- Teach individual instrumental music lessons each week as required
- Organise and encourage the further development of ensemble music – linked in with the work of Music Scholars and those students taking Music GCSE

### Teaching

- Teach Music classes to a very high standard of professional practice, ensuring that students acquire an abiding love of Music and that they secure excellent results in their examinations
- Teach Music throughout the school, including responsibility for preparing students for GCSE, A level and IB examinations or assessments
- Promote the values of Worth as a Benedictine community of learners so that students acquire the values, attitudes, skills and knowledge needed to make a positive contribution to society
- Set regular and appropriate preparatory and written work according to whole school and departmental policies
- Correct, assess, grade and report on students' work in accordance with school systems and deadlines
- Support the range of department activities and trips
- Undertake, from time to time, various administrative tasks in support of the Music Department and as directed by the school
- Attend staff meetings, assemblies, whole school church services, INSET days, parents' conferences and Speech Day
- Act as a tutor to a group of students and meet with them weekly during the tutor periods. In addition, support the events of the house to which the tutees are assigned
- Participate in duties on school days
- Conduct educational visits as appropriate
- Invigilate examinations (internal and external) as reasonably requested by the Examinations Officer and in accordance with the regulations of the Examining Boards
- Participate actively in the promotion of the school, e.g. during Open Days and through informal promotion to those outside
- Uphold all school rules as well as the codes of conduct as laid down in the Staff Handbook
- Fully engage with the co-curricular life of the school, e.g. supervision of an activity or involvement in coaching or supervising a sports team

### Management and Leadership

- Establish in collaboration with Senior Management the overall strategies and objectives of the department and develop and implement the necessary change processes
- To guide and advise colleagues, including new members in the department (they should be particularly active in encouraging and assisting staff to keep abreast of recent developments in the subject area)

- To be responsible for leading the department’s curriculum planning, incorporating whole school policies and involving the work of other departments as may be required
- To be responsible for developing a variety of teaching approaches within the department which emphasise the need for student activity and involvement
- To assist the professional development and appraisal of staff to create a motivated and empowered team
- Maintain and develop the team to deliver against existing commitments and plan and prepare for the future by identifying and addressing requirements in terms of competence and succession planning
- Set and manage department budget

### General

- Adhere to and ensure compliance with the school’s Child Protection 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 risk(s) to the safety or welfare of children in the school, these concerns must be reported to the school’s Designated Safeguarding Lead or the Head Master
- Ensure the provision of a safe and secure working environment, in keeping with legal requirements
- Comply with both School and Abbey and departmental Health & Safety policies, procedures and risk assessments
- Actively contribute to the continuous improvement process and the ongoing development of a quality culture, for example, changing behaviour and identifying and implementing improvements to processes and activities, and encourage others to do the same
- Conduct from time to time, any other duties as may be required but within the scope of this job profile

### Qualifications, experience and knowledge

<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> <li>• Educated to degree level in Music or associated subject</li> <li>• Experience of teaching Music up to A Level and University (both for academic and choral/organ awards)</li> <li>• Understanding of the liturgy and its importance in the school and the department</li> <li>• Experience of managing a department</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching qualification PGCE/QTS</li> <li>• Understanding of the Anglican and Ecumenical traditions</li> <li>• Knowledge of musical repertoire both ‘ancient and modern’</li> </ul>

<ul style="list-style-type: none"> <li>• Strong administrative skills, including a working knowledge of ICT and Apple software</li> </ul>	
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**Competency profile**

**Breadth of Vision** - Vision to identify significant trends in the subject and the ability to communicate these to the department and other Heads of Department.

**Quality** – Exemplify highest professional standards at all times, sound musical knowledge and liturgical awareness.

**Creativity** – provide creative and practical solutions to meet students’ needs. Be inspirational in creating an environment where the pupils can flourish and fulfil their potential.

**Communication** – actively listens and communicates ideas and information in a clear, concise and open manner

**Team working** – proactively co-operates and interacts with colleagues in the department and across the campus. Enhance the life of the community as well as to develop his/her own individual musical potential

**Flexible approach to change** – Adapts to meet new challenges in addition to identifying and introducing changes where they are considered necessary

**Planning** – prepare lesson plans to meet curriculum requirements and students needs

**Positive learning** – ability to learn from own experience and take advice from peers

This job description may be altered to meet changing service needs, and will be reviewed in consultation with the post holder.

*This job description is indicative of the nature and level of responsibilities associated with this post. It is not intended to be exhaustive, other tasks and responsibilities may be allocated as necessary from time to time.*