

ASSISTANT DIRECTOR OF MUSIC

JOB DESCRIPTION

Primary Objective of Role

The role of the Assistant Director of Music is to work alongside and support the Director of Music to lead the staff of the Music Department, ensuring high quality teaching, effective use of resources and the highest standards of learning, achievement, and support for all students. The Assistant Director of Music will cultivate effective, evidence informed pedagogy to ensure the highest quality of academic teaching and learning, permeating all aspects of music. The successful candidate should support the growth and development of music through innovative and inspirational practice, demonstrating an ability to lead using initiative, building upon the successes of the department. The post holder will also work alongside the Director of Music to develop new initiatives and opportunities for students on a local, national and international level.

The Assistant Director of Music is accountable to the Director of Music in all matters relating to this post and will work closely with staff and support the team when necessary. The Assistant Director of Music will also be expected to take an active lead in non-academic matters within the department should demonstrate a growth mindset with the ability to inspire and lead by example. There is genuine scope to personalise this role for the best candidate.

Accountability and Responsibilities

Safeguarding and promoting the welfare of students

- Be responsible for safeguarding and promoting the welfare of all students.
- Incorporate the school's vision, mission, and core values into normal working practice.
- Follow the reporting procedure contained in the Child Protection Policy with regards to raising concerns about the welfare of any student.

Teaching and Learning

- Be an excellent classroom teacher who is able to inspire students.
- Provide an excellent role model for students and for staff, by practice that sets a high standard.
- Leading, developing and enhancing the teaching practice of others by propagating effective, evidence informed pedagogy in the department - whole school.
- Lead staff in planning, teaching and evaluation of teaching – both formally and informally.
- Provide opportunities for the use of digital technology within the curriculum.
- Monitor the progress of students by on-going assessment and observations - including rigorous tracking and monitoring across the department.
- Use a range of teaching methods and resources to enhance the learning experience for all students.
- Work with the teaching team in the department to promote the best and innovative practice to enrich the range of teaching in the school.
- Support the Director of Music in leading the appraisal process and professional development for members of staff.



- Monitor and evaluate the quality of teaching and learning and standards within the department, using a variety of methods including; tracking data analysis, observing lessons, monitoring plans, speaking to children about their learning.
- Provide musical enhancement opportunities for stretch and challenge across the department.
- Foster an inclusive, musical learning environment and ensure transition across the key stages.

Classroom Management

- Maintain a well-managed classroom with a good work ethos and good working relationships.
- Create a culture of achievement where students can risk-take in their own learning.
- Unsatisfactory behaviour is handled effectively as per school policy and procedures.

Management and Deployment of Resources

- Responsibility for all tasks as part of the role of Assistant Director of music.
- Leadership of academic music in Primary - Secondary Music Department. Responsible for the administration of music coursework, ensuring that all exam entries for GCSE and A Level Music are correct, and to organise where necessary standardisation and moderation sessions within the department; also to ensure that all clerical aspects of coursework submission are completed accurately.
- Ensure excellent pedagogy and up to date curricular schemes of work across all areas of the Primary - Secondary curriculum.
- Establish staff and resource requirements and make appropriate recommendations to the Director of Music.
- Maintain existing department resources, ensuring all staff are familiar with these, and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside of the College.
- Take a leading role in leading and developing new curricular opportunities within the whole-school department.
- Work alongside the Director of Music to coordinate the production of programs for concerts, and take a leading role in various non-academic matters including events across the Department and College.

Communication

- Meet regularly with the Director of Music to discuss the development and implementation of the curriculum.
- Meet with staff members and the Director of Music to discuss individual students and their progress.
- Lead presentations, concerts, and events in liaison with the Director of Music.
- Support the Director of Music to lead departmental planning meetings.
- Monitor and report to parents on the progress of students within allocated classes.
- Attend events, parent's evenings and other meetings throughout the year as required.
- Assess student achievements and progress in accordance with the agreed arrangements.
- Communication to the wider community for co-curricular and music activities/events, as required by the Director of Music.
- Deputise at the request of the Director of Music.
- Undertake other such roles and responsibilities as the Director of Music might reasonably request.

Professional Development

- Maintain up to date subject knowledge and resources.
- Keep up to date with relevant teaching pedagogies.
- Participate in the school's Performance Development Review process.
- To take responsibility for their own CPD needs.



Additional responsibilities

- To fulfil wider professional responsibilities as defined by the Teachers' Standards.
- Any other duties required by the Director of Music, whole-school leadership teams within the scope of the post.
- Contribute to decision making and policy development across the Department.
- Attend and contribute to meetings, including Head of Department meetings when required.
- Contribute to and lead on specific areas of the School Development Plan and related music action plans.
- Implement and develop key initiatives across the school as required.
- Develop personally and professionally through reflection of own practice and private study, keeping abreast of new initiatives.
- Undertake and support up to three after school Co - Curricular activities.
- Support events as required by the Director of Music.
- Participate in the break duty rota.
- Undertake cover duties for colleagues as assigned.
- Attend weekly staff meetings and contribute to meetings, discussions and management systems necessary to coordinate the work of the school as a whole.
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
- Actively participate in school activities such as assemblies, productions, concerts, workshops, sports days, trips and visits and fundraising ventures.

The Assistant Director of Music is expected to work flexibly, and reasonable additional hours as may be necessary, to enable the effective discharge of their professional duties, musical activities and in particular planning and preparation, assessing, monitoring, recording, and reporting on the learning needs, progress, and achievements of assigned students. The above responsibilities are not exhaustive.

Safeguarding

Doha College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening, including reference checks with previous employers and a criminal records check. Teaching staff will also be subject to a Barred List and Prohibition from Teaching Check. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020

Diversity, Equity and Inclusion (DEI)

As an equal opportunities employer, Doha College is committed to a culture of diversity, equity and inclusion. We believe that a diverse staff body reflects and supports the diversity of our students and wider society and leads to a cognitive diversity that promotes excellence in all areas.



PERSON SPECIFICATION

Key Requirements (E=Essential D=Desirable)

Qualifications

- Music Degree (E)
- Relevant teaching qualifications including PGDE (E)
- Qualified Teacher Status (QTS) (E)
- Grade 8 or equivalent minimum performance requirement in first instrument (E)
- G.C.S.E. grade C or above (or equivalent) in English and Maths (E)
- Middle Leadership training (D)
- Google Educator Trained (D)

Experience

- Relevant and robust professional experience teaching the National Curriculum for England and/or other British Curricular programmes. (E)
- Teaching experience across KS3-KS5 (including e.g. CfE, Higher, Advanced Higher or equivalent etc.) (E)
- Experience delivering GCSE and A-Level Music (or equivalent level qualifications) (E)
- Teaching experience in Primary Music (D)
- Ability to play piano to accompany ensembles and recital performances (E)
- Ability to lead ensembles, choirs, orchestras (E)
- Ability to host and lead on musical activities and event (E)
- Previous experience of successfully leading a team (E)
- Middle Leadership experience (D)
- Experience in the use of data across more than one class to inform practice (E)
- An experienced practitioner with the ability to achieve outstanding standards in subject knowledge and application, use and range of teaching methods including ICT resources, classroom management, differentiation and assessment for learning (E)
- Experience of planning, delivering, monitoring and evaluating lessons and learning as part of a school curriculum (E)
- Experience working with students with additional learning needs (E)

Skills, Knowledge and Abilities

- Commitment to safeguarding procedures (E)
- High level proficiency in at least one musical instrument (E)
- A comprehensive understanding of the English National Curriculum (E)
- A solid understanding of the principles of child development and learning processes and in particular barriers to learning (E)
- Proficiency in the use of ICT and the software programs used in schools and an understanding of how ICT can be used effectively to motivate children to learn (E)
- Ability to create a fun, challenging and effective learning environment (E)
- Effective communication skills (E)
- Highly organised and calm under pressure (E)
- Sensitive, caring, and responsive to the needs of young people (E)
- Good understanding of what is effective evidence-informed teaching and Learning strategies (E)



Leadership

- Commitment to safeguarding procedures and the welfare of students (E)
- Commands the respect of students, staff, parents, and governors (E)
- Have an appreciation of the whole school perspective on all matters (E)
- Strives for the highest standards at all times (E)
- Calm, positive and measured whilst under pressure (E)
- A confident decision maker (E)
- The ability to communicate enthusiasm and vision to the staff and students (E)
- The ability to lead and manage people to work towards a common goal (E)
- The ability to blend firmness, patience and empathy when dealing with difficult situations (E)

Personal Behaviours

- Resilient and positive; willing to go the extra mile in the bustling life of a school (E)
- Ability to identify problems and bring creative solutions (E)
- An outstanding communicator who is dynamic and innovative (E)
- Flexible and adaptable, with energy, stamina, and enthusiasm (E)
- Be loyal and discreet (E)
- Empathetic, with excellent listening skills (E)
- Kind and inclusive (E)
- Effective interpersonal skills with the ability to work as part of a team to motivate, challenge and inspire colleagues (E)
- Ability to work collaboratively with colleagues (E)

Operational Excellence

- Exceptional levels of planning and organisation, with meticulous attention to detail (E)
- Previous experience of leading curricular initiatives (E)
- Previous experience of delivering high quality concerts and musical productions (E)
- Significant initiative and drive, allied to the ability to work quickly and accurately (E)
- Outstanding educationalist with a proven track record of success and initiative (E)
- Articulate in all forms of communication. An accomplished public speaker; fluent and accurate written and spoken English (E)
- Excellent time management skills (E)
- Ability to market the school effectively (E)
- Excellent IT skills (E)
- A reliable and precise proof-reader (E)

Ethos and School Values

- An individual with a genuine dedication to the safeguarding and welfare of students in their care (E)
- Committed to operating as an integral part of the school community (E)
- Committed to Doha College's Values, our Vision and Mission (E)
- Possess the desire to get involved in all significant aspects of Doha College school life (E)
- Ability to remain positive, professional, enthusiastic and maintain a sense of humour when working under pressure (E)

