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**Job description**

**Director of Primary Music**

**Salary**: Above national scales, including GSAL management & leadership point 4

**Job purpose:**

To be responsible for music teaching and learning across the primary phase. This will include ensuring that there is a high standard of teaching and learning of music, guiding, encouraging, supporting and monitoring the performance and achievement of pupils.

**Responsible to**: Vice Principal and Head of Primary School

**Key tasks and duties:**

**Policy/strategic direction and development**

* Prepare, monitor and update annual music development plans and policies.
* Ensure that school policies and strategies are embedded in the music schemes of work and subject development plan for the primary phase.

**Leadership and management of others**

* To lead all areas of music education in the primary phase, including the line management of primary music teachers, to ensure that high performance standards are achieved and maintained.
* Be a central point of communication between the primary phase and visiting music teachers. Manage day to day requirements to ensure the efficiency of the department.
* Consult, inform and advise members of the primary staff about activities, changes to schedule, rehearsals, performances, visits which may impact the normal school day and prevent children from attending instrumental lessons.
* To provide an effective link with the Senior School music department and to seek opportunities for cross-over activities and whole school activities.

**Teaching and learning**

* Promote excellence and inspiration in teaching and learning by being the lead practitioner and leading by example; consult and advise colleagues in order to establish creative, responsive and effective approaches to the teaching of the subject.
* Support and coach other teachers delivering primary music to improve performance where needed by offering to demonstrate lessons, work alongside, support with planning and providing feedback.
* Ensure that schemes of work are used, reviewed and modified to enable the development of high standards of teaching and learning.
* Monitor, evaluate and review practice of all teachers delivering primary music, celebrate excellence; advise and update the Vice Principal and Head of Primary on progress of the subject and individual pupils.
* To create stimulating teaching space/environment which encourages interest and enjoyment for all pupils.
* Use a range of technology to support the teaching of music.
* Keep up to date with developments in music and education in general to ensure that best practice is adopted within the department.
* Ensure that the delivery and development of the music curriculum is effective in meeting the needs of all pupils.
* Implement a programme of events to celebrate music across the primary phase and have overall responsibility for music in all concerts and competitions as well as the music in drama performances.
* Contribute to the broader life of the school by organising and leading a range of extra-curricular opportunities including orchestras, choirs and small groups.
* Accompany assemblies, concerts etc. throughout the year.
* Liaise with the Senior School Head of Extra-curricular Music to help implement beginner instrumental programmes as well as taster sessions.
* To organise relevant visits and trips to enhance the curriculum as well as a range of opportunities for the children to hear live music from professional musicians in school.
* In accordance with the school’s assessment policy, ensure clear assessment strategies are in place to inform future teaching and also so pupil’s progress can be tracked on a regular basis so that high standards of learning are achieved and maintained.

**Extra-curricular activities**

* Contribute to the broader life of the school by organising and leading a wide range of extra-curricular opportunities that ensure all children are encouraged to become involved.
* To ensure all activities are appropriately staffed, taught to a high standard and have opportunities to perform.
* To lead and train choirs, orchestras and other groups as appropriate.
* To arrange for an accompanist when needed.

**Marketing and external links, including public occasions**

* Actively promote the department within the school community to encourage pupils’ interest in the subject area.
* Contribute to the positive promotion and marketing of the school in the local and wider community.
* Lead the department’s contribution to marketing events and external links.

**Management of resources**

* Monitor and control the department’s allocated budget and purchasing arrangements, to ensure the efficient and effective use of all resources.
* Identify future resourcing needs and aspirations for the primary music department for consideration in the school budget planning process.
* Ensure that all resources are fit for purpose and used in accordance with the health and safety policy.

**Monitoring, evaluation and assessment**

* Ensure that individual pupil music progress is regularly assessed, recorded and reported and used to inform future teaching.
* Monitor pupil progress through the use of performance to ensure that high standards of learning are achieved and maintained.

**Training and development of self and others**

* As a lead professional set personal targets and take responsibility for own continuous professional development.
* Keep abreast of subject developments from a range of sources in order to maintain best practice.

**General:**

* Any other assistance as may be reasonably required from time to time by the Principal or other senior manager in order to facilitate the efficient running of the school
* This job description does not define in detail all responsibilities and the responsibilities and activities in the job description may be varied to meet the changing demands of the school at the reasonable direction of the Principal
* All staff employed by The Grammar School at Leeds are expected to take responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact
* All staff should be aware of the school’s health & safety policy and implement it as appropriate

**Review and amendment**

* This job description should be seen as enabling rather than restrictive and will be subject to regular review.

**The above responsibilities are in addition to the duties and responsibilities set out in the job description for a general music teacher.**

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**Person specification**

**Job title:** Director of Primary Music

**Qualifications and attainments.**

1. Strong educational background.
2. A teaching qualification at degree or post-graduate level.
3. Evidence of excellent level of musicianship

**Experience**

1. Experience of conducting orchestras and choirs
2. Experience of organising concerts and performances
3. Experience of teaching from 4 – 11 (desirable)
4. Experience of line-managing staff (desirable)
5. Experience of successfully building effective relationships with parents.

**Skills**

1. Excellent classroom teaching skills
2. Ability to communicate effectively and efficiently orally and in writing
3. Ability to demonstrate the vision, drive and experience required to deliver high quality performances
4. Knowledge of Kodaly and/or Dalcroze in primary music education (desirable)
5. Ability to work closely with colleagues and as part of a team, especially to create effective links across the whole school
6. Good time management and organisational skills
7. A high standard of keyboard skills, to be able to sight read confidently, to accompany assemblies and performances
8. Passionate about music education and committed to encouraging high standards of achievement in music
9. Evidence of being a reflective practitioner and a desire to keep improving the learning experiences of the children
10. Good working knowledge of common ICT applications, with a clear understanding of, and enthusiasm for, the potential for ICT in enabling more innovative and effective approaches to learning and teaching (desirable).
11. Commitment to the School’s support and promotion of equal opportunities
12. Commitment to child protection and the promotion of a safe environment for children and young people to learn in.

**Music at The Grammar School at Leeds**

Co-curricular music at GSAL is strong. There are numerous different musical ensembles and choirs that rehearse regularly each week in preparation for concerts given throughout the year. There are a variety of large ensembles which are designed to provide challenge and enjoyment for instrumentalists of all levels and across different styles and genres. Smaller ensembles within the Department encourage our best students to tackle more ambitious repertoire.

During the year there are Music Competitions for singing and the piano. There is also an Individual Music Competition with sections for all ages and abilities up to Diploma level.  The Senior School House Music Competition is the highlight of a busy House calendar. Similar competitions are in development at Primary School level.

Music tuition is available on all orchestral instruments together with guitar (classical, electric and bass), drums and percussion, church organ and keyboard. Theory lessons are also available. These lessons are given by a team of thirty highly qualified musicians and take place during the school day.

Starter classes are available on orchestral string instruments, and there are plans to further develop instrumental playing through the Primary School curriculum.

The Senior School Music department has two suites of Mac computers and Junior School pupils have been able to use GarageBand and Sibelius software in co-curricular clubs, as well as gain experience of the recording studio.

The Senior School Music Department is well equipped throughout its 22 teaching and practice rooms. All practice and rehearsal rooms have new Yamaha. The Assembly Hall has a 9ft CFX Concert Grand as well as a three manual Binns pipe organ.