

Job Specification Head of Music (Junior School)

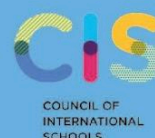
NLCS Jeju believes that each employee makes a significant contribution to our success and that contributions should not be limited by the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee, nor NLCS Jeju, to only the work identified. It is the expectation of the school that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organisation.

Our School is committed to safeguarding and promoting the welfare of children and young people. The School expects all teaching staff, non-teaching staff and volunteers to share and uphold this commitment.

Position/Job Title	Head of Music (Junior School)
Classification	Academic
Reporting to	Director of Music (Whole School)
Duties and Responsibilities	<p>Overview To be an outstanding leader and practitioner from Reception to KS2, developing and delivering exceptional Schemes of Learning that will inspire young musicians. They will lead in the classroom and, working with the Music Co-Curricular Coordinator (Whole School) and other members of the whole school department, develop a vision of co-curricular Music that is inclusive and exceptional of its type.</p> <p>Aims</p> <ul style="list-style-type: none"> ● Inspire children, teachers and parents; ● To encourage all pupils to participate in the practical aspect of music; ● To provide high quality training in both theoretical and practical music; ● Develop music as a discrete, creative and integrated subject; ● To provide an environment that fosters a desire to develop musicianship at the highest levels; ● To encourage pupils to appreciate the skills of others and to develop in character and confidence; ● To enrich the cultural life of the school; ● To enhance the school's reputation for exceptional achievement in the performing arts. <p>Main areas of responsibility:</p> <ul style="list-style-type: none"> ● Overall leadership and development of provision within the department, including teaching and learning, schemes of work, co-curricular enrichment. ● To provide support for the 'specialist' and the 'non-specialist' within the curriculum framework.

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- To support the Director of Music in developing a cohesive Whole School curriculum and department, including developing an effective KS2-3 crossover;
- To encourage and organise activities and events associated with the subject (e.g. exhibitions, clubs, societies etc).
- To direct the Junior School choirs, orchestras and other groups.
- To facilitate the music for Junior School productions.
- To provide a programme of performance opportunities both elite (e.g. “recitals”) and inclusive (e.g. “busking”) in nature.
- To support the work of other departments within the Junior School by coordinating with their initiatives and enterprises.
- To lead singing practices across the Junior School.
- To lead music trips for Junior School and contribute to the musical performances of these events.
- To audit the provision of our Peripatetic programme in the Junior School to ensure excellent standards and safeguarding practices.
- To enter children for musical examinations including ABRSM and to monitor data collection when Junior School students apply for online examinations.
- To be fully committed to the whole school nature of the department, teaching and supporting in the Senior School in classrooms or CCAs as appropriate and as directed.
- Departmental Leadership: Budget
- To support the Director of Music in the effective planning and management of related Junior School music budgets.
- To ensure fair/adequate distribution of resources.
- To obtain authorisation for expenditure.
- To make effective and timely contributions to the Whole School Music Department Development plan as appropriate.

Safeguarding:

- Place the child at the centre of all you do
- Recognise possible signs and indicators of abuse and neglect
- Respond and communicate effectively and appropriately with children
- Know how to receive a disclosure from a child; listen, believe, support and report
- Understand the context of safeguarding at NLCS Jeju and what might make some children more vulnerable
- Understand the School Safeguarding Policy, Code of Professional Conduct for Staff and other related policies
- Share important information promptly, safely and with the correct people
- Have regard for, and promote the need to safeguard students’ well-being and be aware of cultural differences and related matters of dealing with mainly Korean students in their own country.
- Include safeguarding as a standing item at all regular meetings and staff briefings
- Be aware of particular safeguarding risks and mitigation strategies within your area of responsibility
- Promote awareness of safeguarding children and child-focused professional conduct within your area of responsibility

	<ul style="list-style-type: none">• Include safeguarding within any quality assurance or performance review function or process (e.g. lesson observations and/or appraisals)
Last JD Review	January 2025

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