



THE ROLE OF THE HEAD OF SUBJECT

A. Name

B. Job Title – Head of Music TLR 2B

C. Job Purpose - To lead, develop, support & hold accountable the Department to ensure high standards of teaching and learning and the development of staff and students.

D. Accountable - To the governors and senior leadership of the school for the effective discharge of all duties.

For the effective teaching learning and support of the school's students in the department.
For enabling the staff of the department to identify and address their continuing professional development needs, providing opportunities for cascading new learning to other colleagues, as appropriate.

For evaluating all factors in the department contributing to student achievement in the department, and intervening appropriately to promote success.

For line managing other teachers and support staff attached to the department as appropriate.

E. Responsibilities

1. School improvement and school self-evaluation

Lead the department in relevant school improvement and school self-evaluation activities, with specific attention to the service to students in the department.

Lead departmental preparation for inspections by OFSTED and other accredited bodies.

2. Co-operate with internal Departmental Reviews for their department and to assist in the reviews of other departments as directed.

Lead and manage the creation of a three-year Departmental Strategic Plan and Vision and a one-year Departmental Development Plan. Review and evaluate these plans with the line manager as directed in the line management schedule.

Monitor and quality assure department members' report writing and assessments and monitor and quality assure staff planners to ensure agreed schemes of work are followed.

Complete monthly line management proformas, leading to the production of a Departmental Evaluation Form (DEF), which includes the one-year Departmental Development Plan

3. Teaching and learning and student development

Stay abreast of recent subject developments and plan, enact and evaluate, at least annually, all courses, appropriate syllabuses, materials, schemes of work and revision programmes.

Ensure that the department's schemes of work and lesson resources have clearly identified aims and objectives and success criteria which are shared with the students.

Ensure that the department's curricular provision includes citizenship, cross-curricular themes and spiritual, moral, social and cultural dimensions.

Lead the provision of varied methods of teaching and learning, appropriate to the abilities and aspirations of the students and which enable them to take maximum responsibility for their own learning.

4. Student assessment, reporting and support

Monitor the assessment of work by teachers within the department at least twice annually to ensure that it follows departmental and whole school policies and offer guidance to teachers on improvement where necessary.

Meet the published data standards to analyse student performance and value-added data in the subject.

Explore trends in achievement and progress according to age, gender, ethnicity, socio-economic background, ability and any other groups of learners.

Take responsibility for the allocation of students to particular classes in the subject, in consultation with the curriculum manager and according to school policy and practice.

Ensure the effective and efficient provision of a programme of formative and summative student assessment, consistent with the whole-school assessment and Learning and Teaching policies.

Ensure that key assessment of students' performance and progress grades, especially coursework, are standardised within the department and that a timetable for such work is communicated to relevant staff.

Ensure that accurate and up-to-date records of student achievement and attendance are kept within the department.

Participate in all school-wide activities for responding to such records, including the monthly Line Management proformas preparation of a DEF to governors and the line manager on progress of action plans, the examination results of the previous academic year and key developments for the coming year.

Ensure the identification of students who are experiencing difficulties and that appropriate support and direction is given to them.

Manage the coursework / Controlled Assessment programmes for the relevant syllabi and ensure that examination board directions are known by all relevant staff and acted upon.

5. Finance and resource management

Manage the stock, consumable and financial resources of the department and any other allocated whole school budget, in a cost-effective way, following the school's financial procedures and order and allocate materials and equipment as appropriate and maintain an up-to-date inventory of equipment and resources using school procedures only and at all times.

Advise the senior leadership of the school on the staffing, resource and accommodation needs of the department.

Prepare the annual analysis of the staffing needs of the department according to the current staffing policy of the school and work with the timetable manager to plan staffing and accommodation allocation in the department.

Provide departmental statistics as required by senior leaders, governors or other relevant bodies.

6. Personnel

To line-manage staff in the department and to manage the work of non-teaching staff allocated to the department, including appraisal where relevant.

Convene department meetings as specified by the school calendar, ensuring that agendas and minutes are circulated according to school policy. Convene extra ad hoc department meetings as necessary.

Contribute to the process of appointing staff to the department and follow the Safer Recruitment Policy without exception.

Design and implement an appropriate programme for the departmental induction of new staff or staff who are taking on new departmental responsibilities.

Participate in the school's staff appraisal and performance management systems, both as appraiser and appraisee as appropriate.

Contribute to the identification and support of career development and continuing professional development and training for members of the department and run whole staff INSET as required as an associate member of the leadership team (where appropriate)*.

Ensure adherence to school policies by members of the department.

Annually review department risk assessments and alter in the light of changes to department practice. To termly pass signed and dated risk assessments to line manager and to ensure that the health and safety policy is followed by the department and its members, in particular that risk assessments are made.

Ensure that all members of the department follow the school Communications Policy.

Ensure that the department handbook is up-dated annually as a reference document for departmental staff, which, it is suggested, should contain the following sections:

- Table of contents
- Departmental aims
- Breakdown of responsibilities within the department
- Current staffing including individual staff timetables
- Teaching and learning, including sharing good practice
- Programmes of study including syllabuses and schemes of work
- Differentiation
- Cross-curricular themes in practice
- Assessment, recording and reporting practice
- Independent study practice
- Examinations, including recent history of results
- Departmental improvement plan
- Monitoring and evaluation practices
- Governor links
- Health and safety, including risk assessments
- Accommodation and other resources, including stock lists
- Links with feeder primaries, higher education and industry
- Report and ROA forms and any other frequently-used documentation

7. Liaison within and outside school

Foster links with feeder and partner schools, higher education and outside agencies relevant to the department, in accordance with school policies.

Ensure the preparation of up-to-date and appropriate liaison and publicity material relevant to the department, in accordance with school guidelines.

Work with the attached governor, arranging at least one annual governor visit and to prepare the annual Departmental Evaluation Form to report to the governing body on the department's work.

8. General Duties

Participate in appropriate meetings with colleagues, students, parents and governors relative to the role of Head of Department, having the line management responsibility for a significant number of people.

Carry out a share of supervisory duties in accordance with published rosters.

Comply with and promote school policies and procedures.

Abide by and actively promote the LEA's and school's Child Protection Policy and Procedures and Safe Working Practice for the Protection of Children and Staff in Education Settings.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.