

# Ravenscourt Preparatory School

# Head of Music Job Description

**Responsible to:** Senior Leadership Team and ultimately to the Head

**Leadership and teaching role**

Our Head of music will:

* Instil a love of the richness and diversity of Music, ensuring a wide Music curriculum across the school that inspires children, teachers and parents
* Foster a passion for Music and performance to the highest standards
* Lead the subject with vision and clarity of goals to be achieved
* Be familiar with all aspects of the Music curriculum, subjecting it to regular review and upgrading with reference to the National Curriculum and/or the requirements of 11+ examination process, where appropriate
* Ensure that the school music curriculum is progressive and provides children with a variety of musical experiences.
* Ensure that the Music curriculum is supported by well-chosen resources, including ICT.
* Teach children from Reception to Year 6 weekly music lessons, following the school curriculum.
* Work closely with the Senior Leadership Team (SLT) to monitor the standard of Music teaching throughout the school
* Advise all staff within the Music department, including Peripatetic teachers, on the teaching of Music and to ensure that lessons cater for children of all ability levels
* Monitor the teaching of pupils with Special Educational Needs and those who show high aptitude for Music, and liaise with the Learning Support Department, where appropriate
* Follow the framework for assessment for Music and report pupil progress to the Deputy Head (Teaching and Learning)
* Prepare pupils for music scholarships for 11+ Senior Schools, liaising with peripatetic music teachers as required.
* Take responsibility for ordering and managing the Music department budget for resources and educational supplies for the teaching of Music and maintain an up to date inventory
* Enrich the Music curriculum through a range of extra curricular activities, for example inviting musicians into school, arranging workshops, organising trips to concerts and organising/supporting subject weeks and productions
* Liaise with Heads of Sections regarding any Upper School or Lower School events that involve music including Harvest Festival, Carol Service, Prize Evening, Nativity Play, Productions, Music Assemblies, Musical Soirees and concerts
* Encourage a love for singing, through a varied repertoire in Lower and Upper School Singing Assemblies and solo and group singing
* Review and revise, on an annual basis, the Music Policy Document, Scheme of Work, Peripatetic Handbook and Pupil Handbook
* Have input into staff training and development by recommending courses for teachers as required and contributing to in-house staff training days

**Wider musical role**

* Take responsibility for overseeing all Music clubs, including Junior and Senior Choirs, Chamber Choir, Orchestra, Chamber Orchestra, A Cappella Group, Year 5-6 Boys Choir and RPPS Community Choir
* Assist with school performances such as assemblies, Christmas Productions and the Year Six play.
* Foster links with other local schools’ Music departments, as well as collaborating with other schools in the Gardener Schools Group
* Enter pupils into ABRSM, competitions and music festivals, as appropriate
* Fulfil other reasonable duties as directed by the Head

The duties outlined in this job description are in addition to those covered by the latest ‘Contract of Employment (Teachers)’ under ‘Duties and Hours of Work’ and ‘Appendix – General Professional Duties’. It may be modified by the Head, with your agreement, to reflect or anticipate changes in the job.

Original Date: May 2014

Last Review: February 2020