



EATON HOUSE THE MANOR PRE-PREPARATORY SCHOOL

JOB DESCRIPTION Head of Music

We are currently looking for a highly motivated and enthusiastic individual to lead the teaching of Music in this warm and successful Boys' Pre-Preparatory School.

DUTIES OF THE POST

1. Prepare schemes of work and a syllabus of Music throughout the school;
2. Organise and attend curriculum meetings with respect to Music throughout the school curriculum;
3. Implement a policy for teaching Music and related issues throughout the school;
4. Be responsible for the choirs and ensembles, both in training and conducting;
5. Oversee the ordering and maintenance of Musical instruments and related equipment;
6. Write reports on pupils as requested by the Head;
7. Liaise with colleagues in keeping individual records on the pupils;
8. Oversee and share with colleagues the responsibility of maintaining an orderly, safe and tidy music department;
9. Play a full part in the life of the school and to undertake pastoral and supervisory duties in the school as required;
10. To be attached to a school "House" and offer support and encouragement to house members;
11. To share responsibility with all colleagues for the maintenance of good discipline in accordance with school policies, customs and practice;
12. To provide and facilitate a wide range of musical extra-curricular activities and concerts;
13. To support other staff in producing dramatic productions which require a musical element;
14. To attend the school assembly, accompanying hymns on the piano;
15. To attend staff meetings, parents' evenings and any other functions as required by the Head or Deputy Head;
16. Support other staff during lesson times if required;
17. Attend INSET as required by the Head;
18. Undertake administration and other tasks related to the post either at the direction of the Head or by using his/her own initiative.

In addition you are expected to undertake specific duties which may from time to time be reasonably assigned by the Head teacher.

The School has its own Salary scale which is reviewed annually. The DfES Pension scheme is available to all staff.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's child protection officer or to the Headmaster/Headmistress (if different).