

Job Description Head of Music (0.5 FTE) commencing September 2021

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Title and Summary of the role:	The Head of Music leads and manages the music in the Prep School. We are looking for an excellent musician and teacher to take on the leadership of our thriving Music Department. The role calls for strategic vision. The role involves teaching, organising concerts and choir performances, and preparing timetables for peripatetic music teachers. The successful candidate will have the ability and experience to organise the complex work of the department and to inspire all pupils in their musical endeavours.
Line Manager:	Head of St James Preparatory School
Main duties and responsibilities:	<ul style="list-style-type: none">• Teach classroom music to all year groups, nursery to Year 6 one lesson a week.• To oversee the running of the department• Lead the strategic development of Prep School music curriculum, planning & assessment, moderation and evaluation• Lead the department by effective teaching, maintain and developing schemes of learning and assessing students, catering for all pupils• Identify and support excellence• Monitor the quality of planning, teaching & learning as assessment in the department• To teach and manage the music curriculum classes throughout the Prep School• Coordinate and oversee Prep School concerts, recitals and performances including before school, lunch time and after school rehearsal• To lead and support the planning of school performances• Participate in weekly assemblies• Liaise with the Head of Music in the Senior Girls' School, as appropriate• Conduct whole school singing for between 20 and 30 min, three mornings a week (currently)• Direct orchestra once a week, at present• Conduct school choirs• Organise performances for Monday morning Music assemblies (3 or 4 a term)• Organise music/songs/hymns for school events• Manage peripatetic instrumental lessons• To enter the Choirs, musical groups and pupils into the music festivals such as required• To organise and prepare pupils for school concerts, the annual Carol Service and in conjunction with the Head of Drama the annual Prep School Plays• To oversee the preparation of potential 11+ music scholars and to support them in their applications• To monitor and track the progress of pupils within the department

Line management duties and responsibilities:	<ul style="list-style-type: none"> • To oversee the Peripatetic staff, maintaining a high standard of tuition and appointing new staff as required to meet pupil demands on instruments • Line management of the music peripatetics and oversee external music programmes • To attend PTIs as necessary • To manage the departmental budget and resources • To assist in the induction of new members of staff • Attending staff meetings when necessary • Attending inset training days and Open day/evenings
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You may also be required to undertake such other comparable duties as the Head requires from time to time.

Person Specification: Head of Music	
<p>The successful candidate will be required to teach Music to the year groups specified. He or she will have the vision, drive and creativity to take the department forward, raising teachers' and students' standards of achievement to the highest levels, through good teamwork, excellent management and inspirational leadership. He or she will be expected to communicate with parents and represent the welcoming ethos of the school. Attendance at staff meetings and other specified after-school events will form a part of the contractual hours of duty.</p>	
Skills & Experience	<ul style="list-style-type: none"> • Experience monitoring and planning the Music curriculum • Proven ability as an effective Music teacher • Confidence and necessary experience to promote continued professional development for staff • A passion for Music and an enthusiasm for developing the infrastructure of the school • Ability to communicate effectively with staff
Personal attributes	<ul style="list-style-type: none"> • A commitment to promoting and safeguarding the welfare of children within the School and support of the School's policies and procedures. • Excellent interpersonal skills with the ability to build strong relationships at all levels. • Adaptable to changing circumstances and new ideas. • Energetic, adaptable, enthusiastic and reliable with personal impact and presence. • Self-motivated with a high level of organisational skills. • Resilience and the ability to work well under pressure; ability to prioritise workload and manage time effectively. • Inquisitive and able to think creatively, solve problems and make decisions based on sound judgement. • Passionate about delivering high quality education to children and their families. • A commitment to supporting the wider life of the school, such as after-school activities.