



Post:	Head of Music Department
Responsible to:	Head of Sport & Creative Arts Faculty
Responsible for:	Teachers in the Music Department
Grade/Pay Range:	MPS/UPS + TLR 2b (£4933)

JOB PURPOSE

- To lead and manage all aspects of Music at Key Stages 3, 4 and 5
- To provide an effective and efficient teaching service to the Music department.
- To promote Music outside of the classroom through extra curricular opportunities

MAIN DUTIES / RESPONSIBILITIES

1. To have responsibility for all aspects of the Music curriculum including the deployment of resources.
2. To monitor the progress of all students in Music through close monitoring with planned interventions when necessary.
3. To make a significant contribution to determining the Music Departmental policy.
4. To contribute to the school's ongoing self-evaluation process through departmental reviews.
5. To provide an effective role model in terms of your own classroom practice.
6. To monitor the quality of teaching and learning through lesson observations and book checks.
7. To promote an ethos of teamwork and culture of sharing.
8. To performance manage teachers of Music as required.
9. To support the smooth running of all administrative issues relating to external and internal exams in Music.
10. To provide induction and supervise work of all Teacher Trainees and NQTs in Music.
11. To facilitate the Music department meetings and circulate agendas and minutes.
12. To assist in the appointment of new staff.
13. To assist in organizing the staffing and rooming of Music lessons.
14. To prepare, teach, mark and evaluate pupil's work according to the Music Department and school policies.
15. To be able to teach all aspects of KS3, KS4 and KS5 Music.

16. To keep detailed records and evidence of pupils' progress to inform target setting and the reporting cycle.
17. To keep informed of curricular developments in Music.
18. To keep informed of whole school policies and to play an active role in implementing them.
19. To carry out the duties of Form Tutor (as directed) as outlined in the role description.
20. To attend pastoral meetings and play an active role in developing and implementing year-team policy.
21. To attend appropriate parent's evenings.
22. To carry out a share of supervisory duties in accordance with published schedules.
23. To participate in performance review and development procedures.

GENERAL

1. These above mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the School.
2. Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.
3. To be committed to, and comply with, all school policies.
4. To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all school and Local Authority Policy and Practice relating to Health and Safety at Work.
5. To participate in Performance Management annually, in line with school policy.
6. To participate in continuing professional development opportunities as identified in Performance Management and ensuring ability to fulfil role effectively.
7. To manage both internal and external relationships, striving for excellence in stakeholder satisfaction.
8. To work effectively and successfully in your team within school.

OTHER REQUIREMENTS

1. To have an up-to date Enhanced DBS Disclosure.

SAFEGUARDING

To be alert to issues of safeguarding child protection ensuring that the welfare and safety of children attending the School is promoted and safeguarded and to report any child protection concerns to the designated Child Protection Officer using safeguarding policies procedures and practice.

Prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed

Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g. Children's Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection.

Name of Postholder

Signature Date

PERSON SPECIFICATION

Head of Music Department

JOB REQUIREMENTS	Essential	Desirable	Method I/A/R*
Qualifications			
Qualified teacher status	✓		A
Degree or equivalent	✓		A
Evidence of recent and relevant professional development		✓	A/I
Experience			
Proven experience of teaching Music at KS3, KS4 and KS5 with excellent classroom management skills	✓		A/R
Effective classroom teacher	✓		A/R/I
Skills, Knowledge and Understanding			
Ability to analyse data and identify trends	✓		A/R/I
Ability to communicate effectively at all levels	✓		A/R/I
Effective interpersonal skills	✓		A/R/I
Efficient organiser	✓		A/R/I
Ability to use initiative and prioritise work	✓		A/R/I
Ability to work to deadlines	✓		A/R/I
Confident user of ICT	✓		A/R/I
Ability to manage staff effectively	✓		A/I
Detailed understanding of planning the KS3 Music curriculum.	✓		A/I
Detailed understanding of planning the KS4 and KS5 Music curriculum to meet exam board requirements.	✓		A/I
Good influencing and negotiating skills		✓	A/R/I
Understanding of Quality Assurance measures and indicators	✓		A/R/I
Experience of mentoring and supporting NQTs / Trainees in Music.	✓		A/I
Experience of monitoring progress of students in Music and intervening where necessary	✓		A/I
Evidence of line-managing staff		✓	A/I
Evidence of raising student achievement	✓		A/I
Ability to gather, analyse and interpret data for effective target setting	✓		A/I

Other Requirements			
Ability to work well as part of a team	✓		A/I
Ability to quickly gain the respect of all students and staff and foster appropriate relationships	✓		R/I
Flexible approach to work	✓		A/I
Committed to school ethos and direction	✓		A/I
Understanding of Safeguarding Procedures	✓		A/I
High standard of punctuality	✓		A
Appointment to the post is subject to a satisfactory enhanced DBS check	✓		

This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.'

*I - Interview A - Application Form R – Reference

“The School as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the school on its behalf”. (Ref: Safeguarding Children and Safer Recruitment in Education 2007).