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| ***astana_blue.jpg*** | **HAILEYBURY ASTANA**JOB DESCRIPTION: HEAD OF MUSIC |

**Responsible to:** Headmaster through the Academic Deputy.

The post-holder is expected to oversee the running of the Music Department, musical extra-curricular activities, individual instrumental lessons and any other music required during school-time (eg for assemblies, concerts, etc) and for non-lesson-time musical events in school. Primary responsibility will be for music in the Senior School but the post-holder will be expected to work closely with the Head of Junior Music to ensure continuity and a consistent standard of music throughout the school. (S)he will teach an agreed number of lessons in the Senior School. The post holder will be confident and comfortable in the public nature of the role, which includes a significant ‘front of house’ role at major musical events.

**Personal qualities**

* A high level of training in music and good keyboard skills.
* The ability to adapt and arrange music for all uses in school.
* Excellent interpersonal skills.
* UK trained or have relevant UK curriculum experience.
* An enthusiastic and positive approach to all students' learning.
* A passion for involving children in music, regardless of previous experience or ability.
* A willingness to learn about and encourage Kazakh traditional musical culture.

**RESPONSIBLITIES**

**Leadership and Management**

1. Line management of music staff, teaching assistant and peripatetic music teachers.
2. Provide leadership, support and encouragement to all colleagues within the department.
3. Attend HoD meetings, submitting items as relevant and participating in discussions.
4. Hold regular departmental meetings, produce minutes and share these with the SLT.
5. Support the professional development of department staff through observations, PDR and INSET, identifying appropriate CPD and support.
6. Induct new staff into the department.
7. Plan trips, academic days and major events related to the teaching and learning of music.
8. Organise a range of musical events, understanding the importance of music to the curricular and extra-curricular life of the school and in promoting the school to parents and the local community.
9. Work with the Head of Performing Arts and the Head of Junior Music to ensure that as many children as possible gain experience of performing in public.
10. Place internal examination results on the SIMS and report results to the Headmaster.
11. Manage the annual order of resources for the Department, prepare the budget and provide information to the Bursar.
12. Plan staffing levels and assist in the appointment of new staff to the department.

**Standards and Quality Assurance:**

1. Formulate and implement departmental policies.
2. Produce and regularly update the departmental handbook.
3. Regular liaison with the Head of Junior Music to ensure consistency in the delivery of music throughout the school and to organise musical events which go across Key Stages.
4. Monitor the work of the members of the department through lesson observations and scrutiny of lesson planning and marking. Monitor the work of teaching assistants and technical support staff as appropriate. Report any concerns to the Deputy Head Academic.
5. Liaise with subject teachers over schemes of work and resources to ensure that all topics are integrated into the curriculum.
6. Co-ordinate the team of peripatetic teachers and ensure effective learning of all children taking instrumental lessons.
7. Ensure, with the Deputy Head Pastoral and Administrative, that there is appropriate cover and work set in the case of absence of a member of staff.
8. Implement all long and medium term curriculum plans in the department as agreed by the Deputy Head Academic.
9. Liaise with subject co-ordinators in other Key Stages to ensure continuity and progression across Key Stages as required.

**Knowledge and Understanding**

1. Be familiar with the content and the aims of the National Curriculum of England and Wales for Music at KS3 and beyond. Be familiar with the content, delivery and assessment of IGCSE and IB.
2. Good ICT skills, including a knowledge of Sibelius music software.
3. Use a variety of teaching and assessment methods to help pupils of all abilities to acquire subject specific knowledge, terminology and skills.

Teach Western notation in all years. Kazakh music and culture should be promoted across all years. Traditional music from other cultures should also feature in the schemes of work

1. Use feedback from lesson observations, PDR and work scrutiny to improve the quality of teaching and learning. Reflect on personal practice and seek ways of developing professional knowledge and skills.
2. Work closely with other members of staff and actively seek opportunities to develop cross-curricular learning.
3. Broadly understand the requirements and progression for children in music in Key Stage 2.
4. Work closely with the EAL and Learning Support departments in the identification of pupils with specific conditions and needs, and provide subject specific support for these pupils.

**Planning, Teaching and Class Management**

1. Plan and teach according to the departmental schemes of work and programmes of study.
2. Set high expectations for pupil behaviour and ensure they are met.
3. Provide a clear structure for lessons, maintaining pace and challenge. Use a range of teaching methods to challenge pupils of all abilities and to ensure all pupils make progress.
4. Plan opportunities to contribute to pupils’ personal, moral, social and cultural development e.g. assemblies, academic and themed days etc.
5. Work effectively with teaching assistants and technicians as appropriate, ensuring that they are aware of learning objectives and their role in achieving them.
6. Establish a safe, supportive, attractive and stimulating learning environment.

**Monitoring, Assessment, Recording and Reporting**

1. Assess how well learning objectives have been met and use this assessment to improve specific aspects of teaching.
2. Mark and assess pupils’ work according to school and departmental policy, providing constructive feedback and setting targets for pupils’ progress.
3. Assess and record each pupil’s progress systematically and use records to ensure that pupils make demonstrable progress:
4. Provide written reports relating to the development and learning of pupils as requested.
5. Build and maintain co-operative relationships with parents and communicate with them on pupils’ learning and progress. Write detailed and informative end of term reports which highlight how pupils can improve their understanding in your subject area.

**Other Professional Requirements:**

1. Contribute to the development of the HAS schemes of work by creating teaching and learning resources that can be shared within the department.
2. Share good practice and contribute to the professional development of other members of staff by participating in lesson observations and PDR as requested.
3. Register pupils promptly in line with school policy.
4. Act as Form Tutor as required. In this role staff are responsible to the Head of Key Stage or Head of Year.
5. Run extra-curricular activities, as agreed with the Deputy Head.
6. Set a good example to pupils through presentation, personal and professional conduct, including arriving punctually for lessons and following the school dress code for staff.
7. Be familiar with key school policies and procedures.
8. Attend and participate in meetings as required.
9. Establish and maintain effective and professional working relationships with colleagues.
10. Keep abreast of current educational developments and practice.
11. Undertake other duties as the Headmaster may reasonably direct.

**October 2019**