



# The Hampshire School

C H E L S E A

## Job Description

**Job Title:** Director of Music

**Responsible to:** Head

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### Role of the Director of Music:

- To be responsible to the Head for the co-ordination of all aspects of the music curriculum and associated assessment framework in the school (EYFS – Year 8).
- To teach the timetabled music curriculum (EYFS – Year 8).
- To be responsible for writing and publishing the Music Policy and schemes of work in consultation with the Head.
- To identify clear targets and success criteria for the development of music at the school.
- To develop a programme of music concerts at the school.
- To proactively support involvement in external music events and competitions including Bellevue, ISA and IAPS events.
- To be responsible for monitoring and evaluating the implementation of the music curriculum and the agreed policy of the school.
- To control, evaluate and requisition materials and equipment for the teaching of music within the confines of the school budget.
- To attend INSET courses and be involved in the provision of school-based INSET for the teaching of music.
- To liaise with other schools and agencies so ensuring up to date knowledge of current developments with regard to good practice in music.
- To promote parental interest and understanding.
- To report to meetings of the Head on matters related to the development of music within the school curriculum.
- To be responsible for monitoring/evaluating/disseminating policy/advice/support for health and safety issues relating to the music department.

- To be responsible for the peripatetic music teachers' instrumental timetables.
- To direct the peripatetic teachers to ensure that pupils are entered for music examinations.
- To liaise with music examination boards for examination outcomes.
- To prepare pupils for music scholarship applications to senior schools.
- To manage and lead school choir(s) and other music groups including the development of an orchestra, school band and ensemble groups.
- To work with the drama department regarding school productions.
- To play the piano in assembly and organise musicians to perform in weekly assemblies.
- To manage the music resources including the Music Room, audio equipment and musical instruments.
- To promote the wider aspirations and values of the school.
- To lead and support extra-curricular learning opportunities.
- With regard to pupils' progress in music, be responsible for:
  - ✓ clarity in the use of the documentation providing the framework of progression
  - ✓ the monitoring of the cycle and quality of assessment in music
  - ✓ the tracking the progress of pupils in music
  - ✓ the moderation of standards in music
- To also undertake the duties as outlined in the Job Description for a Class Teacher.

**Other Professional Requirements:**

- To have a working knowledge of teachers' professional standards and duties.
- To operate at all times within the stated policies and practices of the school.
- To maintain an up to date knowledge of good practice in teaching techniques.
- To take account of wider curriculum developments.
- To undertake professional development, and encourage teachers of the subject to seek out opportunities for professional development, to enhance teaching of the subject and advance pupils' learning.
- Whilst every effort has been made to explain the main duties and responsibilities of the role, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from Head to undertake any other

reasonable duties and directions which may be given to them by the Head (or an authority if employed by them) from time to time.