

ST JOSEPH'S INSTITUTION INTERNATIONAL



Head of Department Job Description

Post: Head of Academic Music

Reporting to: Head of Arts

Responsible for: Music Department

Management Points: 2

Teaching Periods: 24

Please note that this position oversees the academic side of the vibrant musical life of SJI International. The Head of Academic Music works closely together with the Head of Music Performance to create an exciting experience for students both in and outside of the curriculum which stimulates a love for music at all levels. The post holder will take primary responsibility for the entire academic curriculum and associated activities. They will also be expected to play a full role in the extra-curricular life of music at the school, although they do not oversee this aspect.

Primary Responsibilities:

- To lead the Music department in its academic endeavours in such a way as to provide support and complement the work of the Head of Faculty
- To ensure that teachers and students enjoy a stimulating, challenging and enjoyable learning experience both in and beyond the classroom
- To maintain the high profile of the Music Department at SJI International and in the wider community
- To play a full role in the co-curricular Music life of the school through running CCAs and taking part in musical productions, performances and other music enrichment opportunities

Specific Responsibilities:

Teaching and learning

- Identify and adopt the most effective active, creative teaching approaches for SJI International students in line with current best practice
- Teach across the age and ability ranges, as a core subject, from Grade 7 to Grade 12
- Plan and deliver lessons ensuring the highest level of teaching and learning
- Teach the IB course, IGCSE course and Grade 7 and 8, where required.
- Teach engaging and effective lessons that motivate, inspire and improve pupil attainment
- Adopt strategies and monitor teaching and learning activities to support individuals with SEN/ALN in line with school and faculty policy, as guided by the Head of Learning Development
- Ensure that all equipment and instruments is kept in good working order

Recording and assessment

- Set clear targets for raising achievement

- Ensure that assessment data is recorded appropriately (enter on SIMS where required) and that members of the department use such data effectively to raise performance
- Ensure compliance with established systems for identifying, assessing and reviewing student progress
- Supervise the effective setting and marking of internal assessments and examinations including the implementation of moderation procedures
- Oversee the development of an understanding of different learning needs and the importance of raising achievement among all teachers and students
- Attend parent conferences and ensure that all teachers in the department keep parents informed about their child's progress, both formally through regular assessments and written reports, and informally through effective communication via email and the student diary/planner
- Maintain a high standard of report writing throughout the department by reviewing teachers' reports on a regular basis
- Develop a syllabus and schemes of work for all year groups that are inspiring for learners and teachers alike and reviewed on a regular basis.
- Set regular, measurable and significant assessments for the students

Leadership

- Represent the Department and contribute to the school's academic strategy by participating fully in meetings of the Faculty
- Co-chair regular Department meetings in line with the school's meeting structure, ensuring that minutes are accurately recorded (with the Head of Music Performance)
- Lead the quality assurance process for the members of the Department
- Encourage all members of the department to recognise and fulfil their responsibilities to keep up to date with developments in their subject and in teaching best practice
- Identify and provide opportunities for teachers to participate in CPD via the Head of Faculty
- Oversee the publication of the Departmental Handbook as regularly up-dated working documents
- Identify and manage resources needed to meet the academic needs of the department and, identify priorities for expenditure
- Manage departmental budget and resources effectively and efficiently for equipment and resources needed for Grades 7 and 8, IGCSE and IB
- Insist upon high standards throughout the department, including the meeting of deadlines, marking, report-writing and the maintenance of a stimulating learning environment
- Oversee the completion of an annual analysis of examination results for the department and, with the Head of Faculty agree on any action arising from such an analysis
- Assist in the recruitment of teaching and support staff when necessary
- Lead the department to apply consistent standards in the planning, delivery, monitoring and review of the curriculum
- Oversee the creation of a stimulating learning environment across the department,
- Ensure that members of the department set and mark homework regularly in line with school and faculty policy, where appropriate
- Ensure that members of the department identify and teach study skills/strategies that will develop pupils' ability to work independently
- Establish the academic side of the subject development plan, target setting and review
- Developing strong partnerships, ensuring regular and productive communication with parents regarding what is being delivered and why
- Use display boards to keep students well informed of their learning
- Provide opportunities to arrange for i) Relevant visits to the school by outside speakers etc
ii) Educational Outings
iii) Other activities to enhance the learning experience

Standards and quality assurance

- Support and adhere to the SJI International's Code of Conduct, at all times
- Support the aims and ethos of SJI as a Catholic, Lasallian school
- Support the school's established SMILES values
- Set a good example in terms of dress, punctuality and attendance
- Attend and participate in open days and student performances
- Uphold the school's behaviour code and uniform regulations
- Play an active leading role in staff training
- Attend team and staff meetings
- Assist in the management of effective cover procedures for the department

Other duties and responsibilities

This is essentially a generic Job Specification for Heads of Department; **all teachers at SJI International are also expected to contribute to the service and activity programme, to accompany school trips and expeditions and to play a full part in the continued development of a thriving school community.** Most teachers are also expected to take on the pastoral role of **Form Tutor**; a separate job description for Tutors may be found in the Staff Handbook.