



ST. JOSEPH'S INSTITUTION INTERNATIONAL

Classroom Teacher's Job Description

Post: Head of Music

Commencing: July 2026

Reporting to: Head of Arts Faculty

Responsible for: Music Department

Management Points: 2

Primary Responsibilities:

- Cultivate an exceptional and enriching music learning experience to inspire students and empower them to excel and thrive within the SJI International community.
- To provide strategic and inspirational leadership for the Music Department, overseeing all aspects of curriculum, teaching, learning, assessment to ensure the highest standards of student outcomes and professional practice
- Actively lead and contribute to the co-curricular Music program, which includes the planning and/or overseeing of performance opportunities, co-curricular activities (CCAs) and the Instrumental Tuitional Programme (ITP)
- Lead and support musical productions, school events and performances, and a wide array of music enrichment opportunities
- Support and collaborate with the Advancement and Communications Office (ACO) and Senior Leadership Team (SLT) on school functions and events
- Support and collaborate with the Arts Faculty on productions and events
- To be the 'teacher-in-charge' of the Music Performance Committee
- To maintain the high profile of the Music Department at SJI International and in the wider community.

Specific Responsibilities:

Teaching and Learning

- Identify, plan, and deliver the most effective active, creative, and engaging teaching approaches for SJI International students in line with current best practice and the ethos of our school, ensuring the highest level of teaching and learning that motivates, inspires, and improves student attainment.
- Work with other members of the subject teaching team to apply consistent standards in the following: curriculum planning and delivery; formative and summative assessment through classwork, homework and formal examination; standardisation and moderation of the examinations process
- Create a stimulating learning environment, including displays of student work
- Teach across the age and ability ranges from Grade 7 to Grade 12, covering the IGCSE (Grades 9 & 10) and the IB Diploma Programme (Grades 11 & 12), as well as curriculum for Grades 7 and 8, where required.
- Identify and take advantage of opportunities to use resources offered within and beyond Singapore to take learning outside the classroom

- Adopt strategies and monitor teaching and learning activities to support individuals with SEN/EAL in line with school and faculty policy, as guided by the Head of the Learning Development Department (LDD) where applicable.
- Ensure compliance with all rules regarding health and safety in the classroom
- Set and mark homework regularly in line with school and faculty policy
- Identify and teach study skills/strategies that will develop students' ability to work independently
- Take part in the process and marking of the Extended Essay component of the IB Diploma

Recording and Assessment

- Set clear targets for raising achievement
- Ensure that assessment data is recorded appropriately and that members of the department use such data effectively to improve learning
- Ensure compliance with established systems for identifying, assessing and reviewing student progress
- Supervise the effective setting and marking of internal assessments and 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-Student-Teacher Conferences (PSTCs) 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, telephone and/or 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 review 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
- Chair regular Department meetings in line with the school's meeting structure, ensuring that minutes are accurately recorded
- Lead the quality assurance process for the members of the Department
- Encourage all members of the Department to recognise and fulfill 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 Professional Development (PD) via the Head of Faculty
- Oversee the publication of the Curriculum Booklets
- Identify and manage resources needed to meet the academic needs of the Department and identify priorities for expenditure by developing a Department budget
- 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 regular analyses of Data Drops and examination results for the Department and, with the Head of Faculty, agree on any action arising from such analyses
- 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 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 Curriculum side of the Department Improvement Plan
- Develop 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
- Identify and manage resources needed to meet the needs of the Music Department, identifying priorities for expenditure
- Ensure that all equipment and instruments are kept in good working order in collaboration with the Technical Executive for Music and Drama
- Assist in the quality assurance process for instrumental tuition staff and CCA providers
- Assist in the recruitment of instrumental tuition staff and CCA providers
- Develop strong partnerships, ensuring regular and productive communication with parents regarding music performance.
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Standards and Quality Assurance

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

Other duties and responsibilities

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.