

**St Joseph's Institution International Malaysia**  
**POSITION DESCRIPTION**

<b>Job Title:</b>	<i>ES Head of Department : Music</i>		
<b>Reporting To:</b>	<i>Assistant Principal- Curriculum</i>		
<b>Direct Reports:</b>	<i>Teachers in Department/ Peripatetic Teachers</i>		
<b>Effective starting from:</b>	<i>August 2020</i>	<b>To:</b>	<i>August 2023</i>

**Primary Purpose:**

- To be accountable for the standards of teaching and learning and pupil progress in the subject throughout the school.
- To lead, manage and develop the subject throughout the school.
- To manage a team ensuring best practice across identified areas of the curriculum.
- To lead, develop and enhance the classroom practice of teaching staff and teaching assistants.

**Position in Context:**

The Subject Leader is responsible to the Elementary School Assistant Principal- Curriculum

All members of the teaching staff will report directly to the Subject Leaders on all matters relating to the teaching of that subject. Subject Leaders will be members of the Curriculum Leadership Team and will be required to fulfill all requirements of being part of this team.

**Major Activities:**

1. Teaching and Learning
2. Assessment and Reporting
3. Course Development
4. Instrumental Music Programme
5. Co-Curricular (Ensembles) Music Programme
6. Assemblies, ES Productions, Masses and all other school events requiring music input
7. Resources and Budgeting
8. Leadership and Management
9. Teaching
10. Other general/administration

**Personal Specifications:**

- Leadership skills
- Ability to model quality teaching and learning practice
- Decision making and problem solving skills
- Excellent communication
- Self-management
- Inquiry skills
- Ability to work collaboratively with staff, students, parents, administrative staff and the SLT
- Excellent organizational and time management skills

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**Specific Duties and Responsibilities:**

**1. Teaching and Learning**

- Oversee pedagogical practices and classroom management within the subject area to ensure high quality teaching and learning occurs. This will include modeling excellent teaching practices
- Monitor the quality of teaching and learning in the subject area and provide assistance and support when required to individual teachers.
- Gather evidence to track staff performance using Performance Development records, drop in observations, work scrutinies, learning walks, team review etc.
- Create a culture where best practice is shared among colleagues within the subject area
- Ensure staff are contributing to the development of the whole student, eg, developing meaningful approaches to learning, SJIIM values and ethos, PSHCE etc.
- Ensure that subject area homework is set in accordance with the school policy and used to support effective learning.

**2. Assessment and Reporting**

- Oversee all aspects of summative and formative assessment.
- Ensure that high quality written reports and student targets are produced by all teachers.
- Monitor student progress towards targets.
- Have clear strategies in place which allow for intervention when groups or individuals do not make expected progress.
- Provide opportunities for all staff to participate in standardisation and moderation exercises that allow for consistency of assessment practices.

**3. Course Development.**

- Ensure quality, rigour and detail in the short, medium and long term planning so that staff have clear guidance on how to deliver the subject and course content.
- Liaise with EYFS leader and MS leader in the High school to ensure curriculum transition between Reception and Y1 and Y6 and Y7 is of a high standard.

**4. Resources and Budgeting**

- Ensure adequate resources are provided to fulfill requirements of schemes of work.
- Ensure all teaching spaces, offices and storage areas are maintained to a high standard and teaching spaces present a stimulating climate for learning.
- Manage subject area resources (including tracking).
- Manage subject area budget.

**5. Leadership and Management**

- Provide leadership to all teachers.
- To ensure student data is up to date and fulfills the school's requirements; monitor and use this data to enhance student improvement within the subject area
- Understand the CPD needs of staff based on your ongoing monitoring and evaluation of teaching and learning and observations and feedback provided by the leadership team.
- Know the staff development needs of teachers in the subject and ensure opportunities are provided for staff to fulfill their PM targets.
- Monitor daily planning of staff.

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- Liaise with HOD of the HS Music to plan whole school events, monitor the Instrumental Music Programme provision, and collaborate on decision making that affects the whole school Music Department

#### **6. Teaching**

- Teach allocated classes and participate in CCA's as required.

#### **7. Other general/administration**

- Co-ordinate participation in appropriate external competitions and department specific CCA's.
  - Other duties as directed by the ES Principal.
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- To manage, recruit and administrate the Instrumental Music Programme and associated peripatetic music teachers
  - To coordinate all of the Elementary School Music Ensembles in collaboration with other music teachers and the CCA Coordinator