

## **JOB DESCRIPTION**

### **Head of Music**

#### **Promote and exemplify the School Mission:**

‘To prepare each child for life and inspire a love of learning.’

#### **Promote the School Values:**

- Respect, Kindness, Courage, Honesty, Resilience
- A warm family atmosphere
- The pursuit of excellence
- A generosity of heart
- A robust vitality

#### **1. Purpose of the job**

- To lead the development and innovation of teaching and learning in Music across the School.
- To deliver high quality, inspiring and creative lessons which meet the needs of all the children and develop each individual’s enthusiasm and talent.
- To promote Music through regular performances and co-curricular activities.
- Participating in the vibrant co-curricular programme, according to strengths.

#### **2. Relationships (including accountability)**

- The post holder reports to the Deputy Head Academic, and is also accountable to the Head.
- The post holder assumes line management responsibility for the Head of Lower School Music and the peripatetic music teachers (VMTs).
- The post holder works collaboratively with the Head of Drama in regard to productions & performances.
- To be sensitive to the needs of the pupils and to follow the School’s behaviour strategies and policies.
- Able to encourage good relationships and co-operation with pupils, parents and visitors.
- To participate in arrangements for appraisal and professional development, including working with assigned Staff Appraisal (SAL) and Personal Development Leaders (PDL).

#### **Duties & responsibilities**

##### **As Head of Music:**

- To ensure that the Music curriculum is creative, innovative and that schemes of work are aspirational and contain clear differentiation, updating regularly.
- To plan, organise and deliver musical performances across the age groups.
- To arrange School trips and competitions relevant to Music, across all year groups as appropriate.
- Promote Music throughout the School and organise and deliver an innovative programme of co-curricular activities, including choirs and musical ensembles.
- To contribute to the development of pupils who are able, gifted and talented in Music.
- To prepare pupils for and oversee the administration of ABRSM examinations or similar.

- To oversee the organisation and delivery of peripatetic music lessons, including the management of VMTs music timetables.
- To mentor and support peripatetic music teachers.
- To contribute to the assembly programme.
- To market the Music Department through the use of Twitter and other online platforms to showcase pupil work and examples of excellent practice.
- To design, maintain and update department Firefly pages to ensure a strong digital presence for Music within the School.
- To be responsible for the Music Department budget, including planning, recording and reviewing expenditure as appropriate.
- In conjunction with the Deputy Head Academic, monitor the quality of teaching and learning in the Music Department, to ensure consistency and high standards.
- In collaboration with the Deputy Head Academic, ensure that Staff Development needs are identified and appropriately met.

#### **Teaching and Learning:**

- To be the lead teacher of Music within the department.
- To be a role model for pupils inspiring them to be actively interested in music.
- To provide a well-organised, attractive, stimulating and safe learning environment for the pupils.
- Demonstrating the highest standards in planning and assessment, ensuring that assessment data is used effectively within the department to raise achievement.
- Promoting the general progress and wellbeing of pupils, keeping records and reports on their development, attainment, personal and social needs and ensure appropriate support is provided.
- Being aware of developments in ICT and how they may be integrated into Music.
- Responsibility for care and safety of departmental equipment and other such classroom equipment as required. To include responsibility for overseeing the tuning and maintenance of the School pianos.
- Maintaining good order and discipline among pupils (whether on duty or not) and safeguarding their health and safety both on School premises and when authorised to be in charge of them outside School.

#### **General:**

- Attending meetings and undertaking duties as reasonably requested by the Head.
- Co-curricular involvement and initiatives according to particular strengths.
- Reappraising performance, participating in training and being aware of best practice and legislation.
- To be familiar with and work within the required Health and Safety standards as laid out in the School's policy and administered through the Bursar (Health and Safety Officer).

### **3. Safeguarding Children**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out their duties, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to one of the School's Designated Safeguarding Leads or to the Headmaster.

This job description is not intended to be all embracing and the post holder shall be required to carry out other duties as necessary and required, commensurate with training and experience.