



# MERCHANT TAYLORS'

## Prep

JOB TITLE: Director of Music

REPORTS TO: Head and Senior Leadership Team

Overall aims for a Head of Department are to ensure that:

1. There is an innovative vision for the department that fits within the school's strategy and aims.
2. The department is a strong and successful one within the school.
3. The teaching within the department is of a high standard, pupils are motivated by the teaching and subject matter, and high standards of learning are being achieved.
4. The department is meeting the academic aims of the school.
5. Communication within the department and within the school is excellent.

The Head of Department will be expected to:

- Monitor the performance of the teaching staff within the department, promoting an effective team spirit.
- Assess and track pupil progress, and put into place systems to support individual pupils as required.
- Seek out opportunities to promote the department among the school community, acting as the department's public face.
- Evaluate pupils' behaviour and attitude to learning, taking action where required.
- Develop, implement and evaluate schemes of learning which are innovative, take account of best practice in the subject and meet pupils' needs.
- Plan for the effective delivery of the curriculum.
- Enhance the learning within the department through visitors and external visits.
- Seek opportunities to participate in internal and external competitions.
- Promote the department with parents by providing information e.g. via newsletters and curriculum evenings.
- Liaise with parents about departmental issues when required.
- Provide guidance for subject staff in communicating with parents.
- Attend school and subject-based INSET as required, ensuring that relevant department team members are involved where necessary.
- Be aware of all departmental health and safety issues/procedures and take action where required.
- Manage the departmental budget effectively and efficiently, and oversee the purchase, control and distribution of resources in accordance with school procedures.
- Maintain high standards of classroom behaviour, using school reward and sanction policies as appropriate.
- Meet and lead subject staff, incorporating the school's action plans.

- Use the school IT systems to store and share subject data.
- Ensure whole school policies are being implemented within the department.
- Produce and implement a Department Development Plan.
- Work effectively with other Heads of Department, sharing innovative ideas and best practice.
- Attend subject meetings in relevant senior schools to know examination and scholarship requirements and foster good relationships.
- Ensure that pupils receive thorough preparation for any relevant senior school entry requirements, including preparation for scholarships.

#### Specific responsibilities for Director of Music:

- Plan the Scheme of Learning for all class music lessons through the school (age 3-13) that enthuses all the boys, whilst catering for the wide range of abilities found in the subject.
- Liaise with the Music Department at MTS about music provision and joint events.
- Liaise with class teachers and subject teachers about cross-curricular links.
- Encourage all boys to develop their singing voices and instrumental skills in class.
- Promote and develop the use of technology in music.
- Identify and encourage potential candidates for senior school music scholarships.
- Prepare, rehearse and play hymns and songs for school assemblies.
- Organise and oversee the provision of individual instrumental tuition in school.
- Interview and appoint new peripatetic staff where needed.
- Liaise with peripatetic staff, academic staff, pupils and parents.
- Promote music ensembles, including Choirs, orchestra and other musical groups.
- Organise and present concerts and musical events.
- Arrange for visiting performers to visit and perform at the school.
- Organise external visits that enhance the music curriculum.
- Maintain the tuned and un-tuned percussion instruments and pianos.
- Liaise with the Head of RS to prepare a choir for the termly Dedication of the Term.

#### As a teacher within the school, the following responsibilities also apply:

- Contribute to the wider aspects of teaching and learning within the school, including being a Tutor.
- Work as part of the staff team and be a positive member of the Common Room.
- Participate in the general day to day activities of the school as a whole and undertake a share of the staff duties and clubs.
- Liaise with parents about their sons' progress, including attending Parents' Evenings, writing reports and responding to parental queries, being pro-active in providing information.
- Build, foster and maintain positive relationships with pupils and parents.
- Support the aims and ethos of the school, and contribute to and support the spiritual side of school life.
- Participate in the school's performance management process.
- All teachers are expected to attend assemblies, departmental and staff meetings, committee meetings where appropriate, parents' evenings, open days, INSET days, educational visits and other events as required by the Head.