Director of Learning - Music Job Description

All job descriptions are current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Specific Duties

Post	**Director of Learning Music**
Specific Duties/ Headline Role	Leading the Music department in: ▪ Teaching & Learning ▪ Assessment ▪ Curriculum provision and development ▪ CPD ▪ Resources ▪ Monitoring and department self-evaluation ▪ Representing the department both within and beyond the school ▪ Implementation of school procedures and policies ▪ Provision of additional opportunities for girls to perform throughout the school including liaising with Drama and Dance for the big school production.
TLR point	TLR 2b
Line Management	Line management of: Teachers of Music Music technician/Learning Support Supervisor when required

Generic Responsibilities

Post Title:	**Director of Learning Music**
Post Holder:	
Purpose:	▪ To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student learning & progress. ▪ To be accountable for student learning, progress and development within the curriculum area. ▪ To develop and enhance the teaching practice of others. ▪ To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying Music, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Principal ▪ To be accountable for leading, managing and developing the Music curriculum area. ▪ To effectively manage and deploy teaching/support staff, financial and physical resources within the Music curriculum area. ▪ To maintain a safe, secure and healthy environment within the Music department and, where appropriate, the school as a whole. ▪ To facilitate and encourage diverse and challenging learning experiences throughout the department which encourage all students to achieve their individual potential. ▪ This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
Reporting To:	SLT
Responsible For:	Teachers of Music, Music technician and other relevant personnel and students within the School as specified separately by the Principal.
Liaising With:	Principal, Vice Principals, Assistant Principals, other Directors of Learning, Subject Co-ordinators, Student Development Leaders and relevant staff with cross-school responsibilities, relevant non-teaching support staff, parents and Governors.

Contract Type:	Full time
Disclosure Level:	Enhanced
Main/Core Duties	
Operational/ Strategic Planning:	▪ To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the curriculum area. ▪ The day-to-day management, control and operation of course provision within the curriculum area, including effective deployment of staff and physical resources. ▪ To actively monitor and follow up student progress ▪ To implement School policies and procedures as appropriate ▪ To work with colleagues to formulate aims, objectives and strategic plans for the curriculum area which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School. ▪ To lead and manage the business planning function of the curriculum area, and to ensure that the planning activities of the curriculum area reflect the needs of students, SIP and the aims and objectives of the School. ▪ To ensure that the work in the curriculum area fully reflects the School's distinctive ethos and mission. ▪ To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Manager.
Curriculum Provision:	▪ To ensure the provision of a broad and balanced curriculum for all students as part of the School's Senior Leadership Team. ▪ To help lead and manage the work of specified Directors of Learning to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Development Plan.
Curriculum Development:	▪ To liaise with the SLT link person to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Development Plan. ▪ To ensure appropriate differentiation is in place across the curriculum area. ▪ To participate in the school process for Self Evaluation of the department and to be accountable for the development and delivery of Music. ▪ To provide a lead and encourage innovation in the development and delivery of Music in the department ▪ To lead innovation in Music teaching and learning in order to further raise standards ▪ To lead curriculum development for the whole Music area. ▪ To keep up to date with national developments in the curriculum area and teaching practice and methodology. ▪ To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. ▪ To liaise with School Examination Officer to maintain accreditation with the relevant examination and validating bodies. ▪ To represent the Music department in all new initiatives and curriculum developments ▪ To ensure that the development of Music is in-line with national developments
Staff Development: Recruitment/ Deployment of Staff	▪ To ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs including the coaching of colleagues ▪ To participate in school-based research or inset designed to improve teaching and learning ▪ To be responsible for the efficient and effective deployment of the Department's technicians/support staff. ▪ To undertake Performance Management Review(s) and to act as reviewer as required. ▪ To make appropriate arrangements for classes when members of staff are absent, ensuring appropriate cover within the curriculum area including liaising with the Cover Supervisor/relevant staff to secure appropriate arrangements. ▪ To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures. ▪ To promote teamwork and to motivate staff to ensure effective working relations. ▪ To participate in the school's ITT and Teaching School programme.

	▪ To be responsible for the day-to-day management of staff within the designated curriculum area and to act as a positive role model
Quality Assurance:	▪ To ensure the effective operation of quality control systems in line with the School's Self Evaluation Policy. ▪ To be involved in the setting of targets, the dissemination of that information within the curriculum area and to work towards their achievement. ▪ To establish common standards of practice within the curriculum area and develop the effectiveness of teaching and learning styles in all areas within the curriculum area. ▪ To contribute to the School procedures for lesson observation. ▪ To implement School quality procedures and to ensure adherence to those within the curriculum area. ▪ To monitor and evaluate the curriculum area in line with agreed School procedures including evaluation against quality standards and performance criteria. ▪ To seek/implement modification and improvement where required. ▪ To ensure that the curriculum area quality procedures meet the requirements of Self Evaluation and the SDP.
Management Information:	▪ To ensure the maintenance of accurate and up-to-date information concerning the curriculum area on the management information system. ▪ To make use of analysis and evaluate the performance data provided. ▪ To identify and take appropriate action on issues arising from data, setting deadlines where necessary and reviewing progress on the action taken. ▪ To produce reports within the quality assurance/self-evaluation cycle for the curriculum area. ▪ To produce reports on examination performance, including the use of value-added data. ▪ In conjunction with the Data Assistant, to manage the curriculum area collection of data. ▪ To provide the Governing Body with relevant information relating to the curriculum area performance and development as required.
Communications:	▪ To ensure that all members of the curriculum area are familiar with its aims and objectives. ▪ To ensure effective communication/consultation as appropriate with the parents of students. ▪ To liaise with partner schools – including European partners, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies. ▪ To represent the curriculum area views and interests.
Marketing and Liaison:	▪ To contribute to School marketing activities, e.g. the collection of material for press releases. ▪ To lead the development of effective curriculum links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events. ▪ To actively promote the development of effective curriculum links with external agencies. ▪ To ensure that the School liaison and marketing activities provide a positive view of the Music department's work to the wider community.
Management of Resources:	▪ To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records. ▪ To work with the Vice Principal in order to ensure that the Department's teaching commitments are effectively and efficiently time-tabled and roomed.
Pastoral System:	▪ To monitor and support the overall progress and development of students within the curriculum area. ▪ To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. ▪ To act as a Tutor and to carry out the duties associated with that role as outlined in the generic job description.

	▪ To contribute to PSHCE, citizenship and enterprise as appropriate. ▪ To ensure the Behaviour Management system is implemented in the curriculum area so that effective learning can take place. ▪ To support colleagues within the curriculum area who are experiencing difficulties with Behaviour Management
Teaching:	▪ To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher. ▪ To develop appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area and subject area. ▪ To contribute to the curriculum area and subject area's Development Plan and its implementation. ▪ To attend all appropriate meetings. ▪ To plan and prepare courses and lessons. ▪ To contribute to the whole School's planning activities. ▪ To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in School and elsewhere. ▪ To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required. ▪ To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students. ▪ To ensure that Literacy and Numeracy are reflected in the teaching/learning experience of students. ▪ To undertake a designated programme of teaching. ▪ To ensure a high quality learning experience for students. ▪ To maintain discipline in accordance with the School's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. ▪ To undertake assessment of students as requested by external examination bodies, subject area and School procedures. ▪ To mark, grade and give written/verbal and diagnostic feedback as required
Additional Duties:	• To undertake whole School duties as outlined in targets set each year. • To continue personal development as agreed at appraisal. • To engage actively in the performance review process. • To address the appraisal targets set by the line manager. • To undertake any other duty as specified by School Teachers' Pay and Conditions Body (STPCB) not mentioned in the above. • To play a full part in the life of the School community, to support its distinctive aim and ethos and to encourage staff and students to follow this example. • To promote actively the School's corporate policies. • To comply with the School's Health and Safety policy and undertake risk assessments as appropriate. • To show a record of excellent attendance and punctuality. • To adhere to the School's policies.

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