



## HEAD OF MUSIC JOB DESCRIPTION

### Purpose

- To lead, manage and develop the department ensuring that curriculum and subject specifications are delivered at key stage 3 & 4.
- To deliver outstanding teaching on a daily basis
- To secure strong pupil progress at KS3 & 4
- To ensure systems of assessment are in place so that student progress is recorded and analysed.
- To have in place intervention strategies to ensure high achievement.
- To develop and enhance the practice of others through modelling, training, mentoring, coaching and supporting staff.
- To build on and develop the high standards of the department in relation to breadth of curriculum, quality of work produced and extra-curricular activities.

### Job Description

- In a time of rapid change, job descriptions cannot be prescriptive. It may be that some alteration is necessary as circumstances dictate and new needs arise.
- You will be required to carry out your duties in accordance with the School Teachers' Pay and Conditions Document. In addition you will carry out all aspects of the following job description.

### Specific Responsibilities

#### Curriculum:

- To implement the national curriculum and associated procedures for assessment and recording of student progress.
- To ensure that the department has all curriculum intent documentation in places for all courses taught.
- To monitor and evaluate the quality of teaching and learning including peripatetic staff within the department through lesson observation, scrutiny of work, student discussion and analysis of examination and unit assessment data.
- To work with key staff to ensure there is an extensive range of extra-curricular activities.
- To develop the use of ICT within the department to improve learning.
- To develop a school orchestra, bands etc.
- To plan with the Line Manager an annual programme of musical events and performances.
- To develop links with the music department of local independent schools.

#### Assessment and Record Keeping:

- To ensure the department has a clear policy on assessment and marking that reflects the whole school policy.
- To ensure student records are kept, progress data is analysed and strategies for improvement are implemented.

#### Monitoring Targets:

- To ensure there are department systems in place to monitor progress towards targets.

#### Raising Attainment:

- To lead the department in raising attainment for all students.

#### Challenges, Homework and Coursework:

- To ensure that homework, classwork and coursework are set and marked in accordance with the homework timetable and school policy.
- To ensure that challenges are set for Years 7 and 8.

#### Staff Management:

- To observe staff in accordance with agreed school procedures as part of the school self-review process, staff induction and as other needs arise.
- To oversee and support the work of any beginner teacher, NQT or instructor attached to the department, working in conjunction with the professional tutor to prepare any reports as necessary.
- To manage on a day to day basis the work of the peripatetic teachers.

#### Staff Development:

- To identify areas for teacher professional development through the agreed processes
- To keep abreast of national initiatives and ensure that departmental staff are trained accordingly.

#### Administration:

- To work with the department to produce a development plan that addresses departmental and whole school priorities.
- To publish a departmental handbook which contains all the current schemes of work.
- To hold regular departmental meetings, produce agendas and circulate in accordance with agreed procedures.
- To oversee the accurate completion of exam entries, class lists and reports.
- To ensure there is an effective departmental procedure in place for using cover staff in the event of absence.
- To work with the departmental team to ensure that classrooms used by the department are kept in good order with students' work being fully displayed.
- To organise the requisition of stock and care of equipment.
- To manage the department budget within the agreed allocation.

#### General:

- To undertake other tasks which would be considered reasonable within the parameters of the role.



## HEAD OF MUSIC PERSON SPECIFICATION

1.	<b>Qualifications and Experience</b>	<b>Essential/Desirable</b>	<b>Method of Assessment</b>
1.1	Degree(s) or equivalent	E	Certificates
1.2	Qualified Teacher Status	E	Certificates
1.3	Experience of leading and managing staff	E	Application Form/Reference
1.4	Additional certificates relating to Music	D	Certificates
<b>2</b>	<b>Knowledge, Skills and Abilities</b>		
2.1	Knowledge and understanding of your curriculum area	E	Interview Activity
2.2	Understanding and skill in reviewing teaching and learning to improve practice	E	Interview Activity
2.3	Skilled classroom teacher	E	Interview Activity
2.4	Clarity of oral communication to a range of audience	E	Interview Activity
2.5	High level of organisational skill	E	Interview Activity/Reference
<b>3.</b>	<b>Personal Attributes and Qualities</b>		
3.1	Ability to engage in cooperative working to lead a team to achieve its goals	E	Personal Interview
3.2	Ability to use authority to positively enhance outcomes for students	E	Personal Interview
3.3	Ability to operate effectively when working under pressure	E	Personal Interview