

Job Description for the Post of Director of Music

Introduction

Job descriptions have been written to help produce an effective school. They are written statements of what the jobs involve, what teachers are expected to do and the responsibilities involved in the jobs. They thereby provide a basic framework for the discharging of professional and managerial responsibilities. These basic frameworks provide a means by which job-holders and persons assuming the responsibility for the job-holders can mutually discuss the nature of the job.

Job descriptions also allow others in the school to understand what the jobs entail. They are not meant to be static or exclusive; rather, the nature of the teaching profession means that flexibility in jobs is desirable and inevitable. It is the spirit in which jobs are performed which is important to an effective school.

Responsible To

To be responsible to the Head through the Deputy Head (Curriculum Development, Academic Standards and Progress) and to be responsible for teachers within the Music Department.

Main Purpose of Job

To co-ordinate the work and hold overall responsibility for the work of the Music Department, leading and delegating as appropriate to secure work of quality in that area of the curriculum.

Main Tasks

1. To ensure the safety and wellbeing of all students and to report any safeguarding or child protection concerns through the school's reporting procedures. To contribute to the safety and wellbeing of colleagues.
2. To communicate a vision of music in the school's total curriculum.
3. To share in the school's local management and take an active role in its consultative processes through Subject Leaders' meetings.
4. To take responsibility for the organisation of effective teaching and learning in the area of pupils' experience and the evaluation of the same.
5. To co-ordinate roles within the music teaching team, delegating tasks as appropriate and assisting in staff development, support and INSET.
6. To assist in the deployment of resources of time, equipment, material and support staff.
7. To chair department meetings.
8. To liaise with the department in producing a development plan.
9. To co-ordinate the assessment of pupils' work in the Music Department and make recommendations for examination entry within the school's overall policies.
10. To encourage the involvement of pupils from across the school in extra-curricular music and to review and develop the range of extra-curricular opportunities available to pupils.

11. To ensure compliance with regulations relating to health and safety and bring to the notice of the Head any matter of concern in this respect.
12. To liaise as appropriate with other post holders in the school in the fulfilment of their tasks.
13. To carry out the tasks of a Form Tutor.
14. To liaise with the Department in producing a three-year development plan.
15. To chair Department meetings.
16. To undertake a teaching load and general tasks as appropriate to all teaching staff.
17. To coordinate day to day music for acts of worship.
18. To provide the music for significant ecclesiastical events, eg Remembrance Day, Christmas, Easter.
19. To organise the Anniversary Recital, School Service and Advent.
20. To organise the bi-annual school musical, taking the lead in the direction and production.
21. Lead the Y7 'Arts week'.
22. Lead a team of peripatetic teachers and manage the budget of school funded lessons to ensure best value.
23. To undertake other duties as required in line with grade and responsibilities of the post.

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