

**Job Description – Head of Music**

| **Postholder** |  |
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| **Post Title** | Head of Music |
| **Postholder Reports to** | SLT Link to Performing Arts |
| **Scale/Salary** | TLR 2C |
| **Teaching Responsibility** | 19 hours |
| **Responsibilities specific to post** | **Responsible for**: * Quality of Curriculum, Teaching, Progress and Attainment within Music
* Extra-curricular programme in Music and school productions
* Coordination of peripatetic provision within Music

**Main Responsibilities*** Line Management of staff within the subject area
* To be part of the Performing Arts Leadership Team and, as such, to take an active and proactive leadership role across the Music curriculum, modelling expected behaviours for all staff
* To contribute to the strategic leadership of the faculty, developing, implementing and evaluating systems, policies and procedures
* To be accountable for all aspects of student progress and attainment levels within the subject area
* To work closely with SLT link to ensure that strategies are in place to maximise levels of attainment in Music for all students
* To develop and enhance the practice of all other members of staff in the subject area
* To actively promote the school and liaise with outside agencies as necessary
* To maintain a presence around the whole school to ensure that the highest standards of behaviour are upheld
* To contribute constructively to discussions and decisions at Faculty Team meetings
* To communicate and liaise with staff, students, parents, governors and members of the local community as appropriate
* To maintain a teaching timetable, modelling outstanding practice in terms of classroom teaching, preparation, marking and assessment
* To demonstrate a commitment to Equality of Opportunity for all members of the school’s community

**Curriculum and Assessment** * To design an engaging and challenging Music curriculum that enables every student to enjoy the subject and achieve at the highest level, supported by detailed schemes of work which ensure consistency and coherence across Music teaching
* To teach and model the delivery of outstanding lessons that motivate and inspire students, equipping them with the knowledge and skills needed to achieve at the highest levels
* To review and develop the curriculum, involving subject staff and students
* To keep up to date with national developments in the subject area at each key stage and teaching practice and pedagogy
* To liaise with partner schools and feeder schools, sharing and gleaning best practice and using it to inform the practice of the subject team
* To work with the SLT link to set, oversee and evaluate regular, relevant and diagnostic assessments for students ensuring that they are carried out consistently by all subject staff and standardised /moderated thoroughly
* To work with the SLT link to ensure that all student data is understood, interpreted and utilised by all subject staff to modify planning and personalise support
* To ensure that a range of enrichment and extension activities are offered which enhance the students’ literacy skills, confidence and love of the subject
* To ensure that statutory requirements are met
* To ensure that all subject staff are marking, assessing and providing feedback in line with best practice and school policy at all times

**Monitoring and Evaluation** * To monitor the effectiveness of teaching and learning within the subject area, through regular lesson observations, work scrutiny and other data collection methods.
* To intervene positively where a colleague’s quality of teaching needs improvement to ensure that all learning is Good or Outstanding within the subject Area.
* To ensure that all subject staff use the school’s agreed lesson planning mechanisms to deliver highly effective lessons and schemes of work
* To work with the SLT link to regularly review the attainment and progress of all students, groups and subgroups with Subject staff and plan, implement and oversee support and interventions
* To work with the SLT link to produce reports as required on student attainment and progress
* To liaise with all appropriate personnel regarding support for student progress, including SENCO, Leadership Team members and parents/carers
* To ensure that all whole school policies are implemented consistently by subject staff

**Strategic Leadership** * To work alongside the SLT link to lead colleagues in the subject area in formulating aims, objectives and strategic plans for the team which support and complement those of the whole school
* To work alongside the SLT link to produce an annual Improvement Plan for the subject and monitor and evaluate its delivery and impact

**Staff Development** * To support the development and training of Subject staff, working with the Assistant Head (Teaching and Learning) to ensure that their CPD needs are met
* To participate in the recruitment process for members of the subject team
* To ensure effective induction of new staff in line with school procedures
* To promote teamwork and to motivate staff to ensure effective relations
* To be responsible, alongside the SLT link, for the deployment of staff and the day to day management of subject colleagues, acting as a positive role model and school leader
* To support and challenge team members, including in circumstances when they are underperforming
* To work alongside the SLT link to organise effective team meetings with relevant agendas centred on teaching and learning and raising attainment

**Extra-curricular provision*** To coordinate a vibrant extra-curricular programme on both sites which places an emphasis on enjoyment and participation and which also allows the elite to shine
* To take a lead in ensuring that school productions are available which allow students to perform in front of a range of audiences
* To coordinate the work of the peripatetic music service within Park View and to act as a bridge between them and parents when issues arise.
* To liaise with our primary school family to allow them to be involved in school productions and transition activities.

**Resources** * To effectively manage the subject’s budget in order to progress agreed team and school priorities, maximise attainment and ensure value for money
* To effectively manage physical resources, stock and subject accommodation in order to maximise attainment levels and maintain an environment conducive to learning
* To ensure that risk assessments and health and safety checks are carried out in line with Academy policy

**Pastoral*** To take a proactive role as a form tutor, fulfilling all pastoral duties required
* To contribute to the creation and delivery of high quality tutor materials and lessons.
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| **Responsibilities: Other** | This is not a comprehensive list of all tasks that the Head of Music will carry out. The post holder will be required to do other duties appropriate to the level of the role, as directed by the Headteacher, based upon areas of ability, experience and school priorities. |

This job description may be amended at any time in consultation with the post holder.