



## James Allen's Girls' School

### JOB DESCRIPTION

#### **Job Description:** Head of Music

This role reports to the Headteacher of the Preparatory School.

#### **Scope of role**

The post holder is responsible for overseeing the strategic development of the Music department, including curriculum planning, ensembles and day to day administration. The role requires regular communication with pupils, parents and staff throughout the school.

As a member of the teaching staff the post holder will be expected to involve themselves in school life.

#### **Main responsibilities**

#### **JAPS/JAGS WHOLE SCHOOL AIMS**

- To encourage all pupils to develop their full potential by stimulating their intellectual curiosity, enthusiasm and imagination.
- To promote excellence in academic, creative and athletic endeavours.
- To teach the value of integrity, morality and a concern for others.
- To enhance pupils' appreciation of their own and other cultures.
- To develop pupils' self-confidence and independence so that they are well-equipped to play an active role in society.

Here at JAPS we also aim:

- To create an atmosphere of happiness and warmth in which children are motivated to work and play to the best of their abilities.
- To offer a broad, balanced curriculum, based upon the National Curriculum.
- To generate – both inside and outside the classroom – a sense of vitality, energy, colour, and a conviction that learning is fun. We see lunchtime and after-school extra-curricular activities as essential to the life of the school.

- To maintain close links with parents.

## **GENERAL**

- To uphold and enforce school rules and to work in co-operation with colleagues to promote the high standards of behaviour and concern for others that are part of the school's tradition and mission.
- To attend departmental meetings, and other such meetings as are required, including all staff meetings, INSET sessions, and other such meetings as may be necessary for the discharge of teaching, pastoral or other duties. To act in accordance with the Staff Handbook.
- To undertake supervisory duties in accordance with the staff duty rota.
- To comply with procedures for registration of pupils as laid down by DfE regulations and school policy.
- To be fully aware of and to implement the school's policy on Safeguarding and Health and Safety, both when pupils are in school and when they are engaged in school activities elsewhere.
- To cover for absent colleagues when necessary.
- To participate in the school's assessment, record-keeping, and reporting system (both oral and written).
- To attend parents' evenings and Open Days and other such occasions and to liaise with parents and colleagues over all matters relating to the children's progress and wellbeing as appropriate.
- To take part with the Headteacher in an annual Professional Development Review meeting, which will include the agreement of professional development/training objectives for the coming year.
- To undertake such other duties which the Headteacher may from time to time reasonably request.
- Dealing with parents promptly and in an appropriate manner.

## **ACADEMIC**

- To teach music lessons in accordance with the school's curriculum including all necessary preparation, marking of work carried out by the pupils in school and elsewhere including verbal feedback, record keeping and reporting, in accordance with school and departmental policies.
- To keep up with developments in music.

- To foster interest in and enthusiasm for music in all its forms amongst the pupils.

## **PASTORAL**

- To show a duty of care to all pupils in the school.
- To act, if requested to do so, as a Form Teacher or Deputy Form Teacher, with particular responsibility for promoting the development and progress in the social, academic and extra-curricular spheres of all the pupils in the class, as well as being the first point of contact for parents and colleagues on matters of these pupils' wellbeing.
- To act, if requested to do so, as a Buddy Teacher and to show a particular interest in the overall welfare and progress of the pupils in the Buddy Group' taking Buddy Meetings and so forth.
- To take part, if requested in residential trips.
- Safeguarding – to take part in all Safeguarding (Child Protection) training provided or recommended by the school and keep up to date with DfE and Southwark regulations.

## **ADDITIONAL DUTIES OF THOSE WITH RESPONSIBILITY FOR A PARTICULAR SUBJECT AREA**

*(Definition: for this purpose, the word "department" means the other teachers of that subject within the Prep school)*

- To plan and co-ordinate the work of the department, taking into account all the requirements of the school's academic policy, the National Curriculum and examination syllabus, as appropriate.
- To organise the agenda and to keep records of the principal points to emerge from departmental meetings, including noting action plans.
- To ensure that the pupils are given a sense of the intellectual challenge and excitement of the subject.
- To monitor the work in the subject of all members of the department, including the Music Administrator and the peripatetic music teachers to ensure the standards and to assist with the induction of newly qualified teachers and other new staff.
- To know the teaching methods of all members of the department, to offer appropriate support when necessary and to make them aware of opportunities for professional development and career progression.
- To advise the Headteacher on all matters relating to the effective delivery of the subject within the school's curriculum.
- To ensure the efficient administration of the departmental budget.

- To provide the Headteacher with regularly updated documentation of the curriculum, schemes of work, marking and other policies relating to the work of the department.
- To liaise with the Deputy Head (Middle School) on timetabling matters.
- To work cooperatively with the Drama department on productions, plays and musicals
- To maintain good relations with other departments and to be aware of the school curriculum as a whole.
- To be aware of the progression in the subject from KS1 to KS2, and from KS2 to KS3, and to maintain a good working relationship with the Director of Music at JAGS and, wherever possible, with our feeder schools and with the schools to which our girls progress.

## **INDIVIDUAL**

- Coordinating and teaching music throughout the school with the assistance of the Pre-Prep Music Teacher
- Responsibility for approximately 14 Peripatetic Music teaching staff, one Pre-Prep Music Teacher and one Department Administrator.
  - With the Headteacher, recruit and interview potential staff, including VMTs.
  - Operating as a Line Manager and ensuring that the music staff have adequate resources available to them.
  - Being responsible for the authorisation of payment and pay claims.
  - Implementing all policies relating to the staff.
  - Being responsible for the monitoring and assessment of the music staff and lesson quality.
  - Checking and countersigning all VMT reports at the end of each Summer Term.
  - Supervising the timetabling of the Associated Board Examinations by the Department Administrator.
  - Responsibility for the tuning and maintenance of instruments and equipment within the Department.
  - Providing the music for at least two year-group productions per year. This may involve rehearsing solo and choir items, engaging rehearsing and directing a band as appropriate, and arranging/orchestrating music as necessary.
  - Organising concerts such as the Carol Service, Spring Concert, Founder's Day and after-school pupils' concerts.

- Organising and providing staff – where appropriate – and resources for all music clubs (approximately 13).
- Ensuring the image of Music at JAPS is always strong and vibrant.
- Liaising with JAGS Music and JASSPA (James Allen's Saturday School for the Performing Arts) where necessary.
- Liaising with JAGS staff regarding the use of the CMC and VWA
- Liaising with the HOM's at JAGS, DPL, Alleyn's, DCJS and DVIS about shared resources, joint ventures, etc. These schools are members of an existing Cluster Group and members of the IAPS Districts Music Cluster Groups.

## PERSON SPECIFICATION

### Skills and experience:

#### Essential

- Appropriate teaching qualifications
- Highly qualified and experienced musician, with a second instrument
- Very competent pianist/accompanist/sight reader
- Taught music to a wide range of abilities/ages
- Able to organise/produce concerts and musicals for the pupils
- Able to conduct and coach choirs and ensembles to a high standard
- Able to arrange, rehearse and direct music for year-group productions
- Committed to giving music a high profile within the school
- Extremely high standards in all aspects of professional conduct (including attendance and punctuality)
- Proven team player
- Excellent communication skills
- Experience of music IT and technology
- Dynamic, self-motivated and able to use initiative

#### Desirable

- Taught YR-Y6, with experience of EYFS, KS1, KS2 and some KS3
- Proven successful management responsibilities in relation to music in schools
- Experience of managing visiting music teachers for individual lessons
- Knowledge of orchestral instruments, especially strings
- Experience of conducting larger ensembles
- Form Tutor/Pastoral care duties

#### Equal Opportunities

It is the policy of the school to provide equal opportunities for all qualified individuals regardless of race, colour, religion, ethnic or national origin, sexual orientation, age, gender, medical condition or disability.

#### Child Protection

*All staff have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact and to adhere to and ensure compliance with the school's Child Protection Policy at all times.*

Agreed: Post holder: \_\_\_\_\_

Date: \_\_\_\_\_