



JOB TITLE	Head of Music
DEPARTMENT	Music
REPORTS TO	Deputy Head (Academic)
LINE MANAGES	Part Time Music Teacher

JOB SUMMARY:

Motivate children to achieve and excel in a secure environment, which promotes independent learning and personal development; set high expectations and have the pastoral care and academic progress of each child as their first priority.

Support the ethos and aims of the School as defined by the Mission Statement, The St Aubyn's Promises, the School Improvement Plan and the Teaching and Learning Policy; support all initiatives, policies and procedures decided by the staff, the Senior Management Team and the Board of Governors.

Director of Music: Job Outline

Whole School music teacher

- Planning whole school music curriculum to inspire and encourage a love of music in all students.
- Designing and implementing an interesting and engaging curriculum.
- Managing music across the school in plays, performances and assemblies.
- Showcasing music throughout the School and wider community.
- Inspiring singing across the whole school.
- Liaising with other schools in joint concerts and music days.
- Rehearsing and conducting School Orchestra and Choirs.
- Running and supporting extracurricular activities programs.
- Supporting music scholarship applicants.
- Monitoring progression in music across the whole school.
- Progressing IT throughout the department.
- Managing the whole school music budget.
- Planning and keeping to an agreed budget to resource curriculum.
- Managing a team of instrumental staff.
- Managing all Peri staff.
- Interviewing and employing new instrumental staff.
- Monitoring resources.
- Appraisal of staff in department.
- Induction of the NQTs in department

Wider Professional Effectiveness

- Record and report on each child's progress according to the School's frameworks, including iSAMS, Educater, the School's database; provide reports, which are intelligible, coherent, consistent and constructive to their audience – colleagues, pupils, and parents or outside stake-holders.
- Maintain an up-to-date knowledge of the subject and curriculum taught and of wider and national strategies, policies and curriculum developments in order to inform planning and practice.



- Establish positive relationships with parents and carers through formal and informal meetings and other contacts, such as emails and notes in planners, always with the best interests of the child at heart; actively support the St Aubyn's parent organisation (SASS).
- Plan and communicate effectively with colleagues and the wider school, making full use of emails, the Week Ahead Sheet, the termly calendar, the School's website, IT network and Show My Homework.
- Fulfil rota duties, such as break duty; provide cover for staff according to the School's cover arrangements and as the need arises; actively support the School's extra-curricular programme.
- Be proactive and provide evidence with regard to their own continuing professional development (CPD) and performance management; reflect continuously on their own performance in order to improve; contribute to staff meetings as part of professional development; support curriculum planning and staff mentoring and coaching as a team member; promote and share best practice at all times.
- Display high levels of integrity, personal organisation and inter-personal skills in fulfilling all professional commitments; be in school during the 'school day' (ie when the school is in session) and such other times as are necessary to meet all commitments; be appropriately and professionally dressed at all times; actively follow the School's Management Capabilities Programme in all contacts with all staff and stake-holders.
- Responsibility for leading co - curricular activities
- Organising appropriate songs and music recordings for school assemblies, prize givings and choirs, maintaining topic links where possible.

SAFEGUARDING:

- Be aware and proactive with regard to the identification of child abuse and neglect, and School and local child protection procedures; be aware and proactive with regard to all health and safety guidance and issues, following all school procedures, such as risk assessments for the workplace and for school outings.
- The post holder will be required to submit a Disclosure and Barring Check (DBS).
- The post holder is responsible for promoting and safeguarding the welfare of all children and young person's they are responsible for, or come into contact with.

ST AUBYN'S POLICY AND PROCEDURE

- The post holder is required to actively follow and abide by all St Aubyn's policies and procedures including Equal Opportunities, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations.

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the post holder.



The post holder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested by the Headmaster.