

## JOB DESCRIPTION

<b>Post title</b>	Director of Music (Assistant Principal)	<b>Reporting to</b>	Principal
<b>Location</b>	Shireland CBSO Academy	<b>Grade</b>	Leadership L12 – L16
<b>Contract type</b>	Permanent	<b>Hours of work</b>	Fulltime

### Post Summary

- To provide high quality leadership and management for music education within the Academy
- To develop and maintain effective partnerships with a range of music-based organisations, including the City of Birmingham Symphony Orchestra
- To work with the Principal and Vice Principal to develop an outstanding Academy to achieve the highest possible standards. As a growing academy, the Assistant Principal will be expected to contribute across several areas of academy life, based on their skill set.
- Safeguard and promote the welfare of children and young people and follow school and Trust policies including the staff code of conduct.

### Duties and Responsibilities

#### Curriculum Management

To ensure the management of all key stages including:

- Ensuring the quality of the music curriculum and assessment, including thematic delivery in Literacy for Life
- Having overall responsibility for student outcomes in Music
- Overseeing delivery of courses and being responsible for their implementation
- Overseeing recruitment and retention on courses, ensuring pupils are directed towards appropriate qualifications
- Organising resources for external examinations
- Shaping the curriculum and examination type to best suit the needs of groups of students
- Having responsibility for Music results and outcomes at all Key Stages
- Overseeing music enrichment

#### Leadership

- Develop and maintain effective working relationships with external organisations such as the City of Birmingham Symphony Orchestra and music tuition partners.
- Work inclusively with the curriculum team to create and implement an improvement plan in line with Academy objectives
- Promote the mission and values of the Academy
- Be a highly visible, consistent, and supportive presence in and around the Academy

- Implement and model strategies that secure high standards of curriculum development and teaching and learning
- Have overall responsibility for music curriculum wide CPD
- Treat team members with equity and respect and be proactive in supporting all team members regardless of their need
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the Academy's goals and improvement plan
- Attend and lead meetings / training and carry out administrative tasks and duties as specified on the academy calendar
- To liaise with the Heads of Music across Shireland Collegiate Academy Trust to support strategic development, share good practice and plan collaborative activities
- Consistently implement all Academy policies
- Carry out any other reasonable duties as requested by the Principal

### **Management**

- Oversee and quality-assure the provision of music tuition
- Liaise with examinations secretary and external verifiers
- Liaise with outside agencies
- Organise moderation
- Manage staff within the team
- Manage financial resources in line with best value principles and with the support of Finance staff
- Oversee the organisation of Focus Days
- Oversee the work experience and careers programme
- Conduct effective line management
- Monitor the effectiveness teaching and learning
- Manage transition across key stages
- Have responsibility for behaviour within the curriculum area in-line with Academy policy
- Implement and monitor intervention strategies
- Manage mentoring of ECTs and ITTs within the curriculum area
- Liaise with support services
- Oversee the organisation of the academy's extra-curricular and enrichment activities
- Ensure curriculum area set lists are updated and managed
- Ensure cover work is set for absent curriculum area staff

### **Other**

- On-call
- Ensure that whole academy procedures in assessment for learning, SEN, EAL, literacy, numeracy and ICT are reflected in improvement plans and lesson planning.

In addition to the above, the Director of Music is required to fulfil the general duties of an Assistant Principal.

## **Special Conditions of Employment**

### **Rehabilitation of Offenders Act**

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this post is subject to an enhanced DBS disclosure which confirms the appointee is not on the Children's Barred list being obtained. If you are shortlisted you will be asked to disclose any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) – a failure to do so is likely to result in dismissal should it later be discovered. Any information given will be treated entirely as confidential and will be considered only in relation to this application.

Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the principal by the postholder. Failure by the postholder to do so, or the obtaining by the postholder of a relevant conviction caution or reprimand, may be managed in accordance with Trust Disciplinary Procedure.

### **Equality and Diversity**

Shireland Collegiate Academy Trust is committed to developing, maintaining and supporting a culture of equality and diversity across all aspects of the Trust's work. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

### **Training and Development**

The Trust has a shared responsibility with the postholder for identifying and satisfying training and development needs. The postholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

### **Mobility**

The postholder may also be required to work at other establishments of the Shireland Collegiate Academy Trust, whether current or future, either on a temporary or permanent basis, as the Trust may reasonably require for the proper performance and exercise of your duties. There is an expectation of reasonable travel in connection with job role.

**Amendments**

This job description may be subject to review and / or amendment at any time to reflect the requirements of the role. Amendments will be made in consultation with any existing postholder and will be commensurate with the grade for the job. The postholder is expected to comply with any reasonable management requests.