

# THOMAS MILLS HIGH SCHOOL & SIXTH FORM

## JOB DESCRIPTION

TITLE: Director of Music

DEPARTMENT: Music

SALARY: TLR1B

RESPONSIBLE TO: Headteacher

### 1. DUTIES

The School Teachers' Pay and Conditions describes duties which may be required to be undertaken by teachers in the course of their employment. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner. It is the contractual duty of the postholder to ensure that his or her professional duties are discharged effectively.

This job description is a description of the job to be undertaken and performed to the satisfaction of the Headteacher by the postholder. It does not form part of the contract of employment.

### 2. PARTICULAR DUTIES

In order to carry out this defined role, the person appointed would be responsible for:

- 2.1 the care, discipline, support, assessment and effective learning of all pupils within the department;
- 2.2 developing, monitoring and evaluating standards of teaching and learning in the subject;
- 2.3 the preparation and implementation of appropriate syllabi and schemes of work;
- 2.4 the giving of advice on the financial and resource needs of the department and the day-to-day management of the resources allocated;
- 2.5 consultation on timetable and staffing matters;
- 2.6 examinations policy, entry and preparation;
- 2.7 chairing departmental meetings;
- 2.8 attending annual reviews of subject performance with the Headteacher;
- 2.9 the representation of the subject on appropriate school committees, as required;

2.10 annually reviewing the performance of colleagues in line with the school's Performance Review Policy.

In addition, the person appointed would also be responsible to the appropriate pastoral head for -

2.11 the registration, general supervision and welfare of tutor groups, which may be assigned to him or her from, time to time;

2.12 participating, when required, in an agreed programme of tutorial work;

2.13 liaising with parents through the pastoral head as appropriate.

### **3. SPECIFIC DUTIES**

3.1 Co-ordinating, and leading where appropriate, all extra-curricular music groups;

3.2 leading and where appropriate, performing in calendared events including School Production, Concerts and Competitions;

3.3 leading and liaising with peripatetic staff over individual and group lessons, as well as extra-curricular groups and events;

3.4 maintaining an active oversight of the department facilities.

### **SAFEGUARDING**

The school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

In addition to these specific responsibilities, the teacher appointed must expect to undertake any other activities considered necessary to fulfil the responsibilities of this post and such duties of a similar nature as may be reasonably directed by the Headteacher.

Please note the duties and responsibilities of this post may vary from time to time according to the changing demands of the school. This job description may be reviewed at the reasonable discretion of the Headteacher in the light of those changing requirements and in consultation with the postholder.

In any event, the Headteacher reserves the right to review and amend the job description.

PRINT NAME:

SIGNATURE:

DATE: