



Core Purpose

To lead the curriculum and extra-curricular provision for music with a commitment to music for all and the achievement of excellence in line with our school values.

Accountable to: Assistant Head (Curriculum)

The main duties and responsibilities of this role, in addition to those of a classroom teacher, are described below:

Music Curriculum

- To plan and regularly review a curriculum for music which aims to be inclusive and ambitious, thereby securing excellent outcomes in external examinations and in school concerts and shows.
- Ensure that the department has written, current, appropriate and regularly reviewed schemes of work at all levels.
- Take responsibility for the choice of examination boards and specifications. Ensuring, through regular and recorded monitoring, that the teachers and what is taught in the department comply with regulatory structures, relevant specifications and school policies and agreed practices.
- Ensure that regular, relevant assessment is undertaken at all levels and that the information derived from this is used to set targets and make plans for student progress. Ensure that details and evaluations of these assessments are passed to the Leadership Team and appropriate HoYs and other HoDs
- Use available data to ensure that the progress of all students and groups of students (especially underachievers, EAL and SEND students) is reviewed regularly. Liaise with Form Tutors and other Heads of Department/Year to ensure that appropriate action is taken to address identified problems.
- Monitor the quality of teaching and learning in the core curriculum and all extra-curricular activities
- Develop strategies for raising pupil participation, achievement and performance
- Participate in curriculum reviews and all other initiatives for quality assurance
- Produce an annual departmental report commenting on progress in each year group, including an analysis of examination performance for discussion with the SLT.
- Develop an annual strategic improvement plan in line with the School's strategic aims.
- Chair and prepare agendas for department meetings. Attend regular Heads of Department meetings and represent the department's views and ideas on progress, timetabling, extra-curricular provision, pupil concerns and future strategy.
- Liaise with the school nurse over issues of pupils' health and welfare.
- Liaise with outside agencies concerned with music, developing good relationships with local and national institutions, in particular maintaining our excellent partnership with the Watford School of Music

Extra-curricular provision

- Take responsibility for the programme of extra-curricular ensembles and regular concerts.
- Generate a programme of performances from individual students and groups for weekly assemblies in the main hall.
- Working in partnership with the music administrator, oversee the production of the timetable for peripatetic music lessons.
- Organise the annual music competition.
- Liaise with the editor of the Fullerian magazine to ensure that articles are provided by all music staff, as required, in a timely manner



- Make arrangements for all public events where music is involved e.g. awards, celebrations, OFA dinner, prizegiving etc.
- Organise Associated Board Exams after liaising with peripatetic teachers.
- Ensure that music events, competitions and trips are reported to the External Relations Coordinator to be included in newsletters and recorded on the website.

Leading a team of staff

- Line manage and conduct appraisals of staff performance for all team members
- Oversee the training of staff, keeping them informed of developing legislation, especially Health and Safety
- Oversee the arrangements for the induction of all new staff.
- Liaise with the Senior Leadership Team for staff recruitment, both within the school and external appointments.

Leading the aptitude testing process annually

- Put arrangements in place for the aptitude testing process across the SW Herts consortium, liaising as appropriate with the consortium administrator.
- Organise, host and lead the second round of music testing at WBGS, working in collaboration with music leads from other consortium schools.

Resources and facilities

- Take responsibility for all Health and Safety matters associated with music and participate in the School Health and Safety Committee.
- Develop and maintain the facilities for music, liaising as required with Watford School of Music.
- Participate in all Muse management meetings in collaboration with other stakeholders.
- Take responsibility for the financial resources and budgets for music.
- To identify and seek new forms of funding for Music within the school.

Common to all staff job descriptions

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Contribute to the school's programme of extra-curricular activities.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- Work within the school's Equality Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the appraisal process.
- Adhere to policies and procedures as set out in the Governing Body's Regulations, Staff Handbook and as otherwise notified from time to time.
- Undertake other reasonable duties related to the job purpose required from time to time.



Director of Music - Job Description

This job description is by no means exhaustive; our expectation is that the postholder will continuously seek to further the effective performance and development of the school, its students, staff and community.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above.