



# ROYAL ALEXANDRA AND ALBERT SCHOOL

## JOB DESCRIPTION

<b>Post Title:</b>	Head of Co-Curriculum Music
<b>Scale:</b>	UPS / MPR + TLR2
<b>Responsible to:</b>	Deputy Head Co-Curriculum & Community
<b>Start date:</b>	September 2021

### The Role

To provide inspirational leadership of co-curriculum Music and effective delivery of an outstanding co-curriculum Music program to all of our pupils. To oversee and support the delivery of a high-quality co-curriculum programme and ensure that the Music Department is a vibrant part of the school community.

### Salary/Grade

UPS / MPR + TLR2

The role is a full-time role with the post-holder receiving a timetable remission to undertake the role

### Key Responsibilities

- To provide strong and supportive leadership of co-curriculum Music
- To lead the department to the highest standards of professionalism as a role model for colleagues and pupils
- To support the subject and ensure it is thriving throughout the school, including at GCSE and A level Music
- To appoint, manage and support all peripatetic music staff
- To work with peripatetic staff to deliver outstanding Music provision
- To lead the co-curricular life of the school in Music to ensure a rich and varied programme
- To take overall responsibility for the effective leading of music groups in the school e.g. orchestra, ensembles, choir, to ensure opportunity for participation as well as performance at a good level
- To celebrate pupils' work through effective and regular music performances for a variety of audiences
- To work with the school chaplain and be responsible for the use of Music in assemblies and services throughout the year
- To lead and deliver the Music Scholarship programme
- To lead the Steinway School partnership
- To enhance community-based links through music

## **Leadership of the department**

- To support a creative curriculum across Music and ensure the delivery of high-quality teaching, in all curricular and co-curricular activities
- Lead departmental inset and inset across the school to share good practice
- To support evaluations of the quality of teaching and learning of individual classes and as a department, agreeing implementing and holding instrumental teachers to account to changes to teaching and learning
- Create and sustain a positive department culture, where staff feel collectively supported and developed
- To develop all aspects of the co-curricular music provision working in conjunction with the Deputy Head Co-curriculum and community
- To work alongside the Head of Academic Music to support the growth of Music within the school, complementing the curriculum with the co- curricular programme.

## **Teaching and Learning**

- Plan and teach engaging and challenging lessons
- To provide clear structures for lessons, and for sequences of lessons, in the short, medium and longer term, which maintain pace, motivation and challenge
- To plan effectively to ensure that pupils have the opportunity to meet their potential, taking account of the needs from those who are underachieving to those who are very able, making use of relevant information and specialist help where available
- Use regular, measurable and significant assessments of teaching
- Complete all reporting on time
- Closely monitor progress and attainment of pupils and use it to inform teaching
- To set high expectations for pupil behaviour and establish a safe environment that supports learning and where pupils feel secure and confident
- Maintain regular and productive communication with parents about their child's progress, behaviour and development, including attending after school parent meetings as required

## **Other**

- Undertake professional development as agreed with school leaders
- Perform additional duties and tasks required for the effective operation of the school as directed by the Headmaster
- To work with the Head of Academic Music to deliver music in the curriculum and co-curriculum
- Undertake other various responsibilities as directed by the Headmaster
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person;
- To contribute to the overall ethos and aims of the School

**Person Specification: Head of Co-Curriculum Music**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
Qualifications	<ul style="list-style-type: none"> <li>• Good Honours Degree</li> <li>• Recognised Teaching Qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Additional qualifications/ training</li> <li>• Pianist qualification to a high level</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of successful teaching of Music to GCSE and A level</li> <li>• Excellent classroom practitioner</li> <li>• Confident performer in a wide variety of musical genres and idioms</li> <li>• Experience of leading music groups and performances in a school</li> <li>• Experience of raising attainment</li> <li>• Experience of supporting other staff to enhance teaching and learning</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of delivering KS2 Music</li> <li>• Experience of leading and developing a team</li> <li>• Experience in more than one school</li> <li>• Evidence of preparation for a middle leadership post</li> </ul>
Leadership and management	<ul style="list-style-type: none"> <li>• Commitment to the subject and to leading the co-curricular life of the school within the subject</li> <li>• Effective team worker and leader</li> <li>• High expectations for accountability and consistency</li> <li>• High expectations of self and others</li> <li>• Ability to create and lead departmental development</li> <li>• Ability to manage change</li> <li>• Ability to enable others to achieve success</li> </ul>	<ul style="list-style-type: none"> <li>• </li> </ul>
Teaching and Learning	<ul style="list-style-type: none"> <li>• Excellent classroom practitioner with understanding of high</li> </ul>	<ul style="list-style-type: none"> <li>• Familiarity with Music software such as GarageBand and Sibelius</li> <li>• Experience of data tracking</li> </ul>

	quality teaching and learning <ul style="list-style-type: none"> <li>• Knowledge of the curriculum reforms and recent subject developments</li> <li>• Good communication, planning and organisational skills</li> <li>• Commitment to regular and on-going professional development</li> </ul>	
Personal	<ul style="list-style-type: none"> <li>• Hardworking</li> <li>• Enthusiastic</li> <li>• Resilient</li> <li>• Ability to inspire and lead others</li> <li>• A strong team player</li> <li>• Good sense of humour</li> </ul>	

The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including an Enhanced DBS check.