

Beacon High, a new secondary school for Tufnell Park

Job Description

Post Title: Head of Department

Core purpose of the job:

To secure continuous improvement in the teaching of Music, producing the highest standards of student achievement and ensuring that all students develop their knowledge, understanding, skills and abilities within a secure, challenging and motivating educational environment.

Key duties, responsibilities and tasks:

1. lead the Music peripatetic team by demonstrating and achieving high standards in the teaching of the subject which sustain and raise standards of student achievement, behaviour and motivation
2. with the SLT Line manager, manage the human, physical and financial resources available to the department and peripatetic team to greatest effect
3. lead on curriculum planning, development and review for Music, establish a clear vision for improvement to students' overall educational experience including their academic, social and cultural development
4. work with external partners, such as MiSST, Islington 11 by 11 and other cultural initiatives and organisations to develop and sustain engaging and meaningful opportunities for young people in the curriculum and the extra-curricular offer
5. contribute positively to the review, development and improvement of school and lead department policies and procedures towards overall school improvement
6. ensure every student has access to appropriately challenging and stimulating teaching and learning resources; maintain a positive learning environment in the classroom; insist upon and demonstrate the highest standards of personal conduct and self-responsibility from students
7. Use assessment to track and monitor the progress of students across the department taking timely and specific intervention to improve progress
8. follow all policies and procedures of the school, including all aspects of examinations and assessment, recording and reporting of achievement, attendance and punctuality, uniform, behaviour



9. set high expectations of staff and student personal relationships.
10. actively engage with our CPD programme to meet your own professional needs and those of the team

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.

Review of Job Descriptions

Job descriptions will be reviewed annually by the governors and may be changed after appropriate consultation.

Appraisal

Appraisal, which will be undertaken by the post-holder's line manager, will be based on reviewing performance against the job description.

Terms and conditions of employment

The terms and conditions of all posts are as described in Part XI of the current School Teachers' Pay and Conditions Document and in the Islington contract of employment.

Note:

This job description sets out the main duties of the post at the time when it was prepared. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot necessarily justify a regrading of the post.

Signed: _____ Date: _____

Person Specification

Post Title: Head of Department

The successful candidate should have:

1	Qualified teacher status and a degree in the relevant subject
2	Appropriate training for the post and a willingness to continue training to manage the key areas and tasks outlined in the job description
3	Effective classroom management skills
4	Excellent punctuality and attendance record
5	Clear education aims and values which are consistent with the school aim of high quality teaching and learning and good standards of achievement
6	An understanding of how students learn and improve their skills, knowledge and understanding
7	Good interpersonal relationship skills
8	Good information and communication skills
9	Good knowledge of the subject and how it can effectively be taught across key stages 3 and 4
10	Good knowledge of student assessment techniques
11	Knowledge of health and safety requirements
12	A firm commitment to and ability to adhere to the school's Equal Opportunities Policy
13	Knowledge of the RSL curriculum would be desirable