



BISHOP THOMAS GRANT SCHOOL

Job Description Head of Music

Main Purpose

- Uphold and promote the school's Catholic ethos in daily school life.
 - Raise student achievement through well-planned lessons and effective departmental leadership.
 - Ensure the highest standards of teaching and learning in your subject.
 - Work in line with the DfE's Teachers' Standards.
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Key Responsibilities

Strategic Direction

- Develop and communicate a clear vision for the department.
 - Implement and monitor department policies to support high-quality teaching.
 - Promote the subject's value to maintain strong student uptake at KS4 and KS5.
 - Monitor and evaluate the subject's impact on student achievement and feed into school and departmental plans.
 - Promote students' spiritual, moral, social, cultural, physical, and mental development.
 - Work with the SENDCo to adapt the curriculum for different learning needs.
 - Link teaching to career opportunities and coordinate with feeder primary schools and the local authority.
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Curriculum Leadership

- Oversee curriculum planning and sequencing to ensure student progress.
 - Ensure consistent and effective curriculum delivery.
 - Implement a robust assessment system to track student progress.
 - Take responsibility for student outcomes and standards in the subject area.
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Staff Leadership and Management

- Build an effective team and hold regular meetings.
- Provide support for teaching, learning, and resource planning.

- Monitor teaching standards through lesson observations and student feedback.
 - Offer constructive feedback and identify training needs.
 - Manage staff appraisal and professional development.
 - Ensure staff are familiar with exam requirements and manage exam entries accurately.
 - Oversee student behaviour and discipline within the department.
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Resource Management

- Ensure classrooms are well-maintained and visually stimulating.
 - Manage departmental resources and budget effectively.
 - Provide appropriate resources for remote learning.
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Pastoral Support

- Act as a form tutor, monitoring student wellbeing and progress. Uniquely, this would be a vertical form of passionate student musicians.
 - Support students' participation in the School Council.
 - Liaise with parents and external agencies where necessary.
 - Deliver PHSE programmes and report safeguarding concerns promptly.
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General Responsibilities

- Engage with the school's CPD and appraisal programmes.
 - Support whole-school events, including Open Evenings and Parents' Evenings.
 - Follow Health and Safety and Data Protection policies.
 - Undertake break duties and other tasks as required by the Headteacher or SLT.
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This job description will be reviewed annually and may be adjusted after consultation.

Person Specification

Essential Criteria	Qualities
Qualifications and training	<ul style="list-style-type: none"> • Degree • Qualified teacher status • Evidence of appropriate continued personal and professional development
Experience	<ul style="list-style-type: none"> • A minimum of 2 years' teaching experience
Skills and knowledge	<ul style="list-style-type: none"> • Expert knowledge of the National Curriculum, particularly in your subject area • Advanced keyboard facility • Understanding of high-quality teaching and learning strategies in the subject, and the ability to model this for others and support others to improve • Awareness of local and national organisations that can provide support with delivering the subject • Ability to build effective working relationships with staff and other stakeholders • Ability to adapt teaching to meet students' needs • Ability to build effective working relationships with students • Knowledge of guidance and requirements around safeguarding children • Good IT skills • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Understanding of the importance of Health and Safety and its application for safe working practices in a school • Understanding of the Data Protection legislation and its importance in the context of a school environment
Personal qualities	<ul style="list-style-type: none"> • A commitment to getting the best outcomes for all students and promoting the ethos and values of the school • Uphold and promote the ethos and values of the school • Ability to work under pressure and prioritise effectively • Maintain confidentiality at all times • Commitment to safeguarding and equality