



Job Description Head of Music
Full Time: Permanent TLR 2c

Core Purpose

The person appointed will:

- Play a leading role in achieving the school's aims and objectives.
- Support the continued development of the school's ethos and culture as a Loreto Catholic High school and the fulfilment of the school's Mission Statement.
- Lead the department, driving improvements in teaching, learning and pupil outcomes, while developing a high-quality and inclusive programme of music, performance and enrichment across the school.

As Head of Department, there are key areas of expectation

Strategic direction and development of the department within the context of the school's aims and policies

- To lead the planning and development of the curriculum and co-curriculum provision, ensuring they are ambitious, well sequenced and meet the needs of all pupils.
- To use assessment and performance data to identify priorities, address underachievement and drive improvement.
- To have a clear long term and short-term vision for the role of curriculum within and beyond the classroom.
- To foster a positive climate, which supports a positive attitude by all teaching staff towards the subject
- To develop and implement brief but succinct subject policies, procedures and practices.
- To use national, local and school data (including inspection evidence and Quality Assurance findings) effectively, to inform the auditing and action planning process, and to inform policies, practices, expectations, targets and teaching methods.
- To monitor progress towards the identified areas in the departmental Quality Improvement Plan.
- To provide strategic oversight and active supervision of music enrichment opportunities and performance events, ensuring they are safe, inclusive, and well-organised environments that maximise participation and reflect the school's commitment to promoting creativity, wellbeing, and positive engagement for all students.

- To ensure that all staff in the department meet the highest standards of health and safety.

Teaching and Learning – to secure and sustain highly effective teaching of the subject, evaluate the impact of the planned curriculum and standards of pupils’ achievements and set targets for improvements:

- To ensure the development of programmes of study and schemes of work for KS3 within the context of the national curriculum.
- To an ambitious curriculum for the department at Key stage 3 & 4.
- To develop and continually refine a curriculum that is ambitious and well planned for each subject and year group across Key Stages 3 and 4.
- To ensure that clear end points are identified and appropriately sequenced to build on what has already been taught and learned.
- To ensure that lessons in the department follow the agreed Loreto Way and that the curriculum is consistently taught well and that highly effective teaching is embedded across the department, thus promoting high levels of student progress.
- To ensure that all pupils, including disadvantaged pupils, those with SEND, those who are known (or previously known) to children's social care, and those who may face other barriers to their learning and/or well-being, consistently achieve well, develop detailed knowledge and skills, and produce high-quality work across the department.
- To ensure that pupils of all abilities are appropriately challenged and supported.
- To use assessment well to check understanding and make changes to teaching and/or the curriculum, as necessary.
- To use data effectively to identify pupils who are underachieving and to lead on the implementation of support for such pupils.
- To provide clear guidelines for the department in line with school policies for assessing, recording and reporting of pupil progress, ensuring that this information is used to inform teaching.
- To regularly evaluate the quality of teaching within the department and use this analysis to identify and share effective practice and areas for improvement.
- To intervene where teaching is not meeting expected standards and support teachers in making rapid and sustained improvements.
- To model strong teaching practice, ensure that there is an effective climate for learning within the department, supporting staff in the management of pupil behaviour.

Leading and Managing Staff – to provide to all those with involvement in the teaching or support of the subject, the support, challenge, information and development necessary to sustain motivation and secure improvement in the quality of education for pupils:

- To lead and manage staff within the department, building a collaborative and accountable team culture, supporting staff development through coaching, feedback and professional development, and contributing to performance management processes.
- To encourage and foster teamwork among staff; motivate staff, delegate tasks, evaluate practice and develop a culture of accountability.
- To support staff to achieve positive, constructive working relationships with students.
- To lead provision of appropriate CPD for staff; facilitate staff INSETs and CPD twilight training. Foster a research led culture in the school and elsewhere, e.g. research projects, peer coaching, demonstrations, visits to leading teachers, other schools etc.
- To ensure that staff acquire sound subject knowledge.
- To delegate to and direct the work of other teachers with responsibilities within the department, particularly those holding TLR responsibilities.
- To act as an appraiser in the school's appraisal policy.
- To work closely with the Headteacher, SLT, SENDCO, Literacy team and Governors, providing reports for senior leaders and governors as and when required.

Efficient and Effective Deployment of Staff and Resources – to identify appropriate resources for the subject and ensure that they are used efficiently and safely:

- To oversee the effective use of staff, facilities and equipment, ensuring that resources are well maintained and used safely, to contribute to budget planning and support the ongoing development of facilities and provision.
- To work with the Head teacher and members of the Leadership Team to deploy staff to provide high quality teaching of the subject, and to provide intervention support for identified pupils.
- To ensure that the working environment is stimulating, celebrates achievement and supports learning.
- To ensure that delegated budgets are monitored closely and that the school's financial policies are implemented.
- To maintain robust records of attendance, participation, performances, assessments and progress.
- To liaise and work together with Facilities Management to ensure that the areas used are well prepared and reflect positively upon the school.

- To ensure that resources, instruments and equipment are maintained and available in order to provide opportunities for enrichment, performances and events.

Promotion of Music, Performance and Enrichment

- To play a key role in creating a culture where music is valued and participation and performance success is a central part of school life.
- To develop a strong culture of reward and recognition for musical endeavour, achievement and success is embedded, with positive contributions to the musical life and success of the school celebrated widely and wholeheartedly.
- To lead the strategic development of music, performance and enrichment across the school. This includes establishing a broad and inclusive programme of extracurricular activities, concerts, performances and events that encourages participation from all pupils.
- To ensure that both participation and performance pathways are well developed, supporting engagement at all levels. This includes leading concerts and major events, raising the profile of music within the school and ensuring that provision is well organised and visible.
- To build strong links with local schools and community organisations, support outreach opportunities and ensure clear communication with pupils, parents and staff.
- To set a personal and professional example of enthusiasm, which promotes esteem for the Music Programme within and outside the school, and inspires colleagues and pupils alike.
- To lead on performances and events, ensuring music facilities present a stimulating environment for pupils, colleagues and visitors.
- To organise and present, in the best possible light, the musical provision of the school through events raising the profile of the school across Greater Manchester.
- To enhance links between other schools, particularly local primary and feeder schools, and ensure that Music plays a key role in the school's outreach programme.
- To ensure a high quality of external and internal communications related to Music, and ensure effective and timely communications about rehearsals, performances, practices, etc. with pupils, parents and colleagues.
- To help to ensure that musically talented pupils and staff are attracted to join our school, including liaison with the Admissions Department