

# Bishop Ramsey CE School

## Head of Music

### Job Description



<b>Job Title</b>	Head of Music	
<b>Grade</b>	MPS + TLR 2B	
<b>Immediate Supervisor</b>	Head of Expressive Arts	
<b>Line Management</b>	<b>Directly</b>	Teacher of Music
	<b>Indirectly</b>	Supply staff
<b>Contacts</b>	<b>Internal</b>	All teaching and relevant support staff
	<b>External</b>	Parents, LEA Inspectors, Advisory Teachers and Governors/Trustees, Peripatetic Music Teachers

#### Main Purpose of the Post

To ensure that the Department is well led and managed and follows the strategic direction and developments published for the Faculty.

To assist the Head of Faculty to manage the teaching and learning of all the students in the Department by ensuring that the curriculum needs of students in the Department are catered for so that they can make effective progress with their studies and achieve their full potential.

To work with the Head of Faculty to ensure that Music plays an important role in the life of the school, both in terms of the curriculum and in an extra-curricular setting.

To assist the Head of Faculty to lead and manage all the staff working within the Department to ensure that the teaching delivered by those in the Department is of the highest possible standard.

To provide quality assurance by evaluating the teaching and learning of all students across all Key stages, ensuring that teaching and learning are of the highest standard through effective monitoring processes within the Faculty.

To promote the development of good classroom practice.

#### Accountabilities

As Head of Teaching and Learning in the Music Department, you are accountable for the standards achieved and the progress made by the students taught by the Department; for the quality of teaching in the Department and the extra curricular activities offered to the students within the Department across all Key stages.

The post holder will be professionally accountable for the work of all staff working within the Music Department, acting as the Professional Review Manager for staff as indicated in the Staffing Structure.

### **KEY TASKS**

To uphold the ethos, aims and administration of the school.

To act as a role model for the Department.

To become involved in and to initiate activities which help the school to improve the teaching and learning of its students.

### **Strategic Direction and Development**

To develop a well designed and well resourced curriculum consistent with the school's aims and objectives and the requirements of the National Curriculum and Examination Boards.

To be the lead person in the evaluation and review of the schemes of work produced for the Department.

To be the lead person in the Department to advise on the content of courses within your subject.

To assist in the evaluation and review of programmes of study, Faculty policies and the Faculty Handbook on an annual basis.

To assist in the production of an annual development plan, where key priority areas for development are clearly identified, especially for the areas of interest outlined in this job description.

To assist with the review of the development plan throughout the year, in consultation with other members of the Department/Faculty.

To liaise with other Heads of Faculty/Heads of Department, Directors of Learning and Achievement, Leadership Team and with Governors, parents, primary schools and the wider community as appropriate.

To work with other faculties/departments to encourage extra-curricular links and take the lead in delivering certain areas.

To look to develop new opportunities for students eg. Music Technology

### **Management of Teaching and Learning**

To ensure that all members of the Department are aware of school and Faculty policies and act on them.

To encourage the use of good practice in the delivery of the curriculum by holding meetings and coaching workshops.

To encourage the use of good practice by taking part/organising a programme of classroom observations for all members of the Department each year, as per the Faculty Monitoring Programme.

To make use of the student data and learning styles of each teaching group to support members of staff to develop appropriate teaching and learning strategies.

To arrange and review setting arrangements in line with school procedures.

To ensure that cross-curricular themes are taught within each Key Stage as required.

To design relevant assessments, consistent with the demands of the National Curriculum and Examination Boards.

To be an example of good classroom practice.

To advise other teachers on classroom organisation and teaching methods.

To allow colleagues to observe your lessons to help increase their own teaching skills.

To disseminate to other teachers materials relating to best practice and educational research.

### **Leading and Managing Staff**

To be the line manager of named colleagues, as indicated in the school's line management structure.

To support other members of the department with strategies to encourage good behaviour in the classroom.

To identify and support the professional development of colleagues in the Department.

To act as a mentor, responsible for the support and guidance of ECTs, SCITT Trainees and PGCE Trainees working within the Department.

To lead the administration of the examination courses at GCSE.

To act as a Performance Management Manager in the school's Performance Management Process.

To ensure that the Department carries out its duties and responsibilities under Health and Safety Regulations.

To advise on the appointment of staff to the Department.

### **Efficient and Effective Deployment of Staff and Resources**

To maintain an attractive learning environment and displays of students work in a designated area.

To ensure that the reports written by you are detailed, accurate and are available according to the published timetable.

To be part of a duty team as per duty roster.

To ensure that the required materials are ready for each lesson.

To keep the Head of Faculty and the Year Director informed of all developments within each teaching group and within the form group.

To carry out your duties and responsibilities under Health and Safety Regulations.

To show a willingness to work as part of a team.

### **Leading and Managing Students**

To support the induction of students into each year within the context of a caring Christian community.

To ensure that students in your teaching groups are aware of the standard of their work and what they need to do to progress to the next level or grade.

To ensure that all students are aware of the standards of behaviour expected from them both inside and outside the classroom.

To monitor the attendance of individual students by checking subject registers on a weekly basis and provide data as required.

To promote good behaviour among the students you teach and all those you come into contact with in line with the school's Behaviour Policy

### **Quality Assurance**

To ensure that relevant and differentiated homework to support the examination courses is given according to the published timetable.

To ensure that all students in all teaching groups are aware of the standard of their work and what they need to do to progress to the next level or grade.

To ensure that the marking of students' work is in line with the school's Common Marking Policy and Assessment Policy.

To assist the Head of Faculty to ensure the monitoring and moderation of the marking of students' work for internal and external purposes is carried out across the Department as per the Faculty Monitoring Programme.

To ensure that accurate and meaningful records of pupil's progress are kept across the department and disseminated to all members of the department.

To ensure that department keeps accurate and meaningful records of assessments carried out during each Key Stage as part of the requirements of the National Curriculum and Examination Boards are kept and that they are in line with the school's Assessment Policy.

To ensure that the reports written by teachers delivering an Examination Course are detailed, accurate and are available according to the published timetable.

To observe colleagues at work across the Department to aid their future professional development and to inform judgements made about the teaching and learning received by the students.

To ensure that the published Department Monitoring Programme is carried out.

### **School Responsibilities**

To attend all meetings in line with the school's calendar within your allocation of directed time e.g. faculty meetings, year team meetings, staff meetings, consultation evenings.

To ensure that the administration of the department, and the school is carried out efficiently, as laid down in the Staff Handbook and Faculty Handbook.

To act as a form tutor and carry out the functions as described in the document 'The Role of the Form Tutor'.

To be aware of the professional and legal responsibilities required of a teacher at Bishop Ramsey School.

To be punctual for classes and duties etc.

**Other Tasks**

To undertake such teaching duties as required by the Executive Head in accordance with teacher regulations currently in force.

To deputise for the Head of Faculty as appropriate.

PERSON SPECIFICATION					
CRITERIA	Essential / Desirable			Assessed by application / interview process	
	E	D		A	I
QUALIFICATIONS AND REQUIREMENTS					
Honours Degree or equivalent.	√			√	
Qualified Teacher Status.	√			√	
Attendance at relevant Staff Development	√				
EXPERIENCE					
A proven record of excellent classroom teaching	√				√
Some evidence of interests outside your main teaching area		√		√	√
Experience of teaching across Key stages 3 and 4	√			√	
Experience of teaching A Level		√		√	√
Experience of school responsibilities, which have provided a thorough preparation for this post, including school productions and concerts		√		√	√
Experience of contributing to extra-curricular Music	√			√	√
KNOWLEDGE AND SKILLS					
Knowledge of current educational issues to provide direction and leadership for the faculty	√				√
To be able to use student data effectively to monitor the progress of individual students and to compare the standards achieved by the faculty.	√			√	√
A knowledge of Information Technology to carry out the key tasks outlined	√				√
An interest in developing Music Technology		√		√	√
Administrative and time management skills to support the work of the staff	√				√
Management skills to create and foster commitment and confidence among staff.		√		√	√
The ability to communicate effectively with students and adults	√				√
PERSONAL QUALITIES					
Commitment to the best interests of students	√				√
Willing and able to take responsibility	√			√	√
Enthusiasm and sense of humour	√				√
The ability to create and foster a team approach to the work of the Department		√			√
The ability to motivate, guide and support colleagues		√			
An ability to co-operate with colleagues	√				√
Reliability and integrity	√				√
A commitment to your own development as a leader and as a teacher	√			√	
SPECIAL REQUIREMENTS					
Sympathy with the aims of a Church school and support for the ethos and mission statement of Bishop Ramsey Church of England School	√			√	√

***Bishop Ramsey CE School is committed to safeguarding and promoting the welfare and safety of children and young people. The successful applicant will be required to undergo an Enhanced DBS check. This commitment extends to organisations providing services to the school.***