



Job Description – Head of Music

Northampton Academy is committed to equal opportunities and to the protection and safety of all students and adults. We expect all staff and volunteers to share these commitments.

Reporting to:	Member of SLT (Senior Leadership Team)
Responsible for:	Teaching and Operational staff within the subject areas
Line Management of:	Staff within the subject areas

Purpose

- To lead the teaching of music from KS3 – KS5
- To raise standards of students' attainment and achievement within Music and to monitor support student progress
- To be accountable for student progress and development within Music
- To be accountable for leading, managing and developing the Music curriculum
- To effectively manage and deploy teaching/support staff, financial and physical resources as appropriate
- The Head of Music will hold responsibility for monitoring progression of students from KS3 through relevant GCSE or A level (if applicable) pathways beginning in Year 7 through to Year 13. This will include support of colleagues to ensure requirements prescribed by examination boards are adhered to with respect to Controlled Assessments. The post holder will also be responsible for specifying GCSE and A level examination entries in collaboration with the Examinations Officer.
- Work collectively with Heads of Drama and Dance to deliver a high quality Performing Arts Vision at Northampton Academy

Safeguarding

- To uphold the academy's policies in respect of Safeguarding and Child Protection and ensure the safety and well-being of all learners

Line Management

- Line manage and review departmental staff in consultation with the SLT Line Manager
- Supervise the line management and performance review of staff by colleagues in your department

Key Responsibilities

This list is not meant to provide a narrow definition of specific responsibilities but to serve as guidance and should be seen as enabling rather than restrictive

Support the department and SLT Line Manager in the following ways:

- To lead and manage Music
- To be accountable for student progress and attainment levels within Music
- To ensure that strategies are in place to maximise levels of attainment in Music for all students
- To take responsibility for the development of music across the whole academy
- Ensure that schemes of work meet national requirements and the needs of students to achieve their full potential
- Coordinate the provision of resources where applicable
- Organise revision programmes and/or develop and implement intervention strategies as appropriate
- Contribute to departmental target setting, including the use of prior attainment data in such target setting
- Plan and monitor the departmental self-evaluation process, departmental monitoring and evaluation (through the analysis of performance data, scrutiny of work, student feedback etc)
- Write the subject's Improvement Plan, implementing actions and reviewing progress against actions
- Develop an effective learning environment for all students



- Support the professional development of other staff in the department and assist the SLT Line Manager by undertaking performance reviews
- Promote students' passion for Music through clubs, competitions, visits, extension work, special events, such as productions
- Share the character of the department with parents, students and the wider community through events such as the academy's Open Evenings and Parents' Expectation Evenings
- Deputise for the SLT Line Manager, as necessary, and carry out such other departmental duties that may reasonably be required from time to time
- To ensure the Behaviour Policy (Rewards & Sanctions) is implemented so that effective learning can take place
- To be active in issues of staff and student welfare and support
- To undertake classroom cover as required
- Adhere to academy policies, procedures and core values as set out in the documentation available to all staff
- To work effectively with the Head of Drama and Dance in the delivery of high quality school productions and performances
- To develop a sustainable Music performing groups of the highest standard (e.g. choir, jazz band, orchestra)
- To lead the timetabling, staff liaison and drive the success of peripatetic Music lessons across all key stages
- To talent spot and drive Music enrichment across the curriculum that promotes the musicality of students at Northampton Academy
- Lead the Music strand of the whole school Performing Arts 5 Year Strategic Plan

Leadership & Management

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies with regard to Music.
- To be responsible for the day to day management, control and operation of course provision within Music, including effective deployment of staff and physical resources
- To monitor actively and follow up student progress
- To implement academy policies and procedures e.g. Assessment, Health & Safety etc
- To work with colleagues to formulate aims, objectives and strategic plans for Music in line with departmental policies which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the department and the academy
- To ensure that Health & Safety policies and practices, including Risk Assessments, are in line with national requirements and are updated where necessary, therefore liaising with the academy's Health & Safety Officer/Manager
- Promote and engage in a 'Coaching' approach to leadership
- To produce an annual Development Plan and monitor and evaluate its delivery and impact
- To be responsible for all peripatetic staff, ensuring that all timetables and documentation is in place and are up to date

Curriculum and Assessment

- To be accountable for the development and delivery of Music
- To lead curriculum development for Music
- To keep up-to-date with national developments in the curriculum area and teaching practice and methodology
- To liaise with the SLT Line Manager and Exams Officer to maintain accreditation with the relevant examination and validating bodies
- To teach and model the delivery of outstanding lessons that motivate and inspire students, equipping them with the knowledge and practical skills needed to achieve at the highest levels
- To review and develop the curriculum, involving subject staff and students
- To keep up to date with national developments in the subject area at each key stage and teaching practice and pedagogy
- To actively monitor and respond to curriculum developments and initiatives at national, regional and local levels and to disseminate this knowledge to staff



- To set, oversee and evaluate regular, relevant and diagnostic assessments for students ensuring that they are carried out consistently by all subject staff with effective standardisation
- To ensure that all student data is understood, interpreted and utilised by all subject staff to modify planning and personalise support
- To ensure that a range of enrichment and extension activities are offered to and taken up by students to enhance their Music skills, confidence in and love of the subject
- To ensure that all subject staff are, assessing and providing feedback in line with best practice and Academy policies at all times
- To support the detailed learning needs of pupils not reaching national standards within the extension structure if not met through curriculum time

Monitoring and Evaluation

- To contribute to the academy procedures for evaluation
- To monitor and evaluate the curriculum area in line with agreed academy procedures including evaluation against quality standards and performance criteria
- To ensure that quality assurance procedures within Music are rigorous and support continuous improvement in standards of teaching
- To produce reports on examination performance
- To monitor and support the overall progress and development of students within Music
- To regularly and forensically, review the attainment and progress of all students, groups and subgroups with subject staff and plan, implement and oversee support and interventions
- To produce reports as required on student attainment and progress
- To liaise with all appropriate personnel regarding support for student progress, including: SENCO, Lead Teachers and parents/carers

Staff Development

- To work with the SLT Line Manager to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs
- To continue own professional development as agreed with the relevant line manager
- To undertake performance management reviews and assist the SLT Line Manager in the undertaking of performance reviews of department staff
- To promote teamwork and to motivate staff to ensure effective working relations
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within Music liaising with the Cover Supervisor/relevant staff to secure appropriate cover

Resources

- To work with the SLT Line Manager in order to ensure that the department's teaching commitments are effectively and efficiently timetabled and roomed and that Music is appropriately resourced
- To effectively manage physical resources in order to maximise attainment levels and maintain an environment conducive to learning
- To ensure that risk assessments and health and safety checks are carried out in line with academy policy

Other

- To act as a form tutor and carry out the duties associated with that role as outlined in the generic job description

General

All academy staff are expected to:

- Work towards and support the academy's vision, values and objectives
- Fully subscribe to the Academy Values of Respect, Determination, Ambition, Tolerance and Integrity regarding themselves, the academy and our young people



- Support and contribute to the academy's responsibility for safeguarding students
- Work within the academy's Health and Safety policy to ensure a safe working environment for staff, students and visitors
- Work within the academy's Community Cohesion and Equal Opportunities policies to promote equality of opportunity for all students and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- Engage actively in the performance review process
- Adhere to academy policies, procedures and core values as set out in the documentation available to all staff
- Ensure that the confidentiality of sensitive information and data is not compromised

This job description will be reviewed annually as part of the Performance Management process and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the academy in relation to the post holder's professional responsibilities and duties, including the provision of high quality teaching and learning across the academy and the pastoral care of the pupils in their charge. Elements of this job description and changes to it may be negotiated at the request of either the Principal or the incumbent of the post.

Signed: _____

Job Holder

Date

Person Specification - Head of Music

The successful candidate will possess all or most of the following attributes:

E = Essential D = Desirable

Assessed by: I = Interview A = Application

QUALIFICATIONS	Criteria	Selection
• Qualified to at least degree level	E	A
• Qualified to teach in the UK (QTS	E	A
• Qualified to work in the UK	E	A
• Evidence of further in-service training	D	A
• Further professional education qualifications	D	A
• Further music qualifications	E	A
LEADERSHIP		
• Able to work in close harmony with the extended leadership team	E	A/I
• Ability to lead, coach and motivate staff within a performance management framework, including professional development and effective management of underperformance	E	A/I
• Strong interpersonal, written and oral communication skills	E	A/I
• Takes personal responsibility for their own actions	E	A/I
• Genuine passion and a belief in the potential of every student	E	A/I
• Commitment to the safeguarding and welfare of all pupils	E	A/I
• Can maintain effective working relationships with parents and other stakeholders	E	A/I
EXPERIENCE		
• Experience of teaching in a school or education setting (secondary)	E	A/I
• A track record of effectively leading/motivating pupils and staff and developing team approaches	D	A/I
• Experience of improving student outcomes	E	A/I
• Knowledge and understanding of National Educational priorities/developments	E	A/I
• Experience of delivering lessons which are consistently at least good to students of all ages and abilities	E	A/I
• Experience of implementing behaviour management strategies consistently and effectively	E	A/I
• Experience of supporting students of all ages and abilities to make excellent progress and achieve impressive examination outcomes	E	A/I
• Experience of having designed, implemented and evaluated effective, imaginative and stimulating Schemes of Work and learning plans	D	A/I
• Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.	E	A/I
• Experience of running enrichment and extracurricular activities which inspire and motivate learners	E	A/I

• Experience of leadership of a team	D	A/I
• Successful integration of whole school developments in innovations and skills	D	A/I
• Demonstrable experience of working closely to facilitate the learning of students within a classroom situation.	E	A/I
• Awareness of data protection, security and confidentiality	E	A/I
• To have knowledge and experience of working in and leading a successful team.	D	A/I
• Knowledge of the curriculum at KS3, KS4 & KS5	E	A/I
• Know the assessment requirements and arrangements for the subjects/curriculum areas they teach, including those relating to public examinations and qualifications	E	A/I
• Know how to use local and national statistical information to evaluate the effectiveness of their teaching, to monitor the progress of those they teach and to raise levels of attainment	D	A/I
• Knowledge and understanding of their subject areas and related pedagogy including: the contribution that their subject area can make to cross-curricular learning; and recent relevant developments.	E	A/I
PROFESSIONAL DEVELOPMENT		
• Evidence of a commitment to own professional development	E	A/I
• Evidence of keeping up to date with educational thinking and knowledge	E	A/I
• A strong commitment to the quality of professional development of staff	E	A/I
• The drive to develop others' capabilities and help them realise their full potential	E	A/I
SKILLS, BEHAVIOUR AND PERSONAL QUALITIES		
• Ability to play an instrument to a high level and role-model this for young people	E	A/I
• Ability to accompany young people on piano	D	A/I
• Ability to establish a positive ethos with an emphasis on high achievement for all	E	A/I
• Ability to empathise with the needs of pupils and to be firm but fair and consistent	E	A/I
• Ability to prioritise and manage time effectively	E	A/I
• An effective communicator and motivator of pupils and staff	E	A/I
• A team player with the ability to establish good working relationships with staff, pupils and parents	E	A/I
• The ability to set clear expectations and parameters and to hold others to account for their performance	E	A/I
• The ability to challenge underperformance	E	A/I
• The tenacity to see things through	E	A/I
• Flexibility in approach	E	A/I
• Have the ability to demonstrate and adapt your musical strengths and role-model these to students	E	A/I
• An engagement with a coaching style of conversation	E	A/I
• Experience of coaching others	D	A/I