

Job Description

Post: Head of Music
Allowance: Outer London +TLR 2/1
Responsible to: Head of Faculty

Purpose of this post:

1. Provide strong effective leadership, direction and vision for Music.
2. Manage the day to day operation of all aspects of Music.

Staff Management

- To be responsible for the management, organisation and co-ordination of all teaching within Music, ensuring that high standards are maintained in all areas.
- To ensure that the Subject Area is up-to-date with current developments in the teaching of all Music courses.
- To be responsible for the induction of new teachers and students in Music.
- To ensure that suitable work is provided for staff covering Music lessons in the absence of teachers in the Subject Area.
- To be Team Leader for teaching in the Subject as part of the Performance Management policy of the school.
- To organise regular meetings for all staff in the Subject Area and to provide the Deputy Head and the Headteacher with a copy of the minutes.
- To ensure that Music meets all required deadlines, in particular with regard to reports to parents, Music reports and pupil progress reports.
- To delegate duties within Music as appropriate.
- To advise the Deputy Head on staffing matters in Music.

Curriculum and Organisation

- To ensure that Music is meeting all statutory requirements with regard to the teaching of all its courses.
- To develop Music policies and procedures on assessment and record keeping which complement whole school policy.
- To develop in consultation with others in Music, appropriate Schemes of Work and to keep these under regular review.
- To ensure that all teachers in Music set homework according to the school policy.
- To liaise closely with the Deputy Head, and with others to promote and develop, wherever possible, opportunities for Music cross-curricular links and co-operation.
- To produce a termly progress report for the Deputy Head as and when required.
- To keep an up-to-date handbook for Music.
- To produce a development plan for Music as part of the whole school development plan to monitor and evaluate this annually.

Management of Pupils

- To develop Music policies and procedures which complement whole school Pastoral Policy.
- To ensure that Music keeps accurate and up-to-date records on attendance, classwork, homework and to monitor and evaluate the progress of all pupils.
- To identify pupils with particular learning requirements in Music and to ensure that the Subject Area liaises with the SENCo and form tutors as appropriate.
- To ensure that pupils are properly prepared for all relevant examinations both internal and external
- To liaise with the Deputy Head and the Examinations Officer regarding the arrangements for all such examinations.

Resources and Environment

- To order, monitor and control all teaching materials relative to the teaching of all courses in Music.
- To liaise closely with the Business Manager and to keep accurate records of expenditure to ensure that Music keeps within budget.
- To ensure that Music liaises with the Librarian regarding the selection, purchasing and updating of all library stock related to Music courses.
- To ensure that all equipment or machinery used by Music is properly maintained.
- To be responsible, as far as practicable, for the maintenance of a pleasant and educationally stimulating environment in those areas of the school regularly used by Music.
- To ensure that Music adheres to the school's Health & Safety Policy.

General

- If required to be a form tutor of an assigned form to comply with school policy with regard to the role of the form tutor.
- To attend all staff meetings according to the published timetable of meetings.

Heads of Subject Areas at Southborough are expected to be committed to the maintenance of high standards in all areas, to adhere to all school policies, and, wherever possible, to make an active and positive contribution to the school's ethos.

This job description is not necessarily a comprehensive definition of the post. It will be subject to review and may be modified or amended after consultation with the post holder.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment".