



Notre Dame High School Job Description

Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Job Title	Joint Head of Department - Music
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Salary	Teachers Pay scales plus 0.5 amount of TLR 2A
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Purpose of the Job	To lead and manage the Music department so that students receive the highest quality education, leading to excellent progress for all.
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Responsible To	SMT link for Music
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Responsible For	The line management of the Music Department
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Level of Contact with Children & Degree of Responsibility	Level of Contact with Children	High
	Degree of Responsibility for Children	High

Conditions of Employment	<p>The conditions of employment for teachers are defined in the current School Teachers' Pay and Conditions Document.</p> <p>The postholder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England.</p> <p>The postholder will also be expected to endeavour to implement the Notre Dame High School Mission Statement, promoting and supporting the ethos of the school as learning and caring community committed to following Christ's teaching.</p>
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Primary Responsibilities:

Maintaining a strong team and excellent relationships with staff, students and parents:

- Fostering a collaborative approach where colleagues offer and accept support and challenge
- Maintain highest standards in expectations of quality relationships in the classroom
- Develop and maintain proactive communication with parents
- Maintain an open and non-defensive approach to suggestions and concerns raised by colleagues, students and parents

Leading Teaching & Learning to ensure outstanding progress for all children:

- Working with department to form a clear vision for quality teaching of the subject, informed by understanding of pedagogy and evidence of the most effective practice from within the department and beyond
- Ensuring all members of the team access and engage with continuing professional development appropriate to their stage of career so that all teachers have the support and challenge that enables them to thrive
- Maintain strong quality assurance and improvement planning activity within the department, based on self-reflection informed by well-focused learning walks, cross observation and data
- Lead the team in collaborative planning, particularly in the development of medium and long term schemes and high quality shared resources

Managing people and departmental resources to ensure efficient operation of the department in achieving aims:

- Take on line management responsibility for teachers and technicians in your team
- Make decisions on timetabling of team in collaboration with colleagues
- Day to day management of challenges such as staff absence to minimise impact on students and the rest of the team
- Planning effective use of meeting time and share out departmental activity
- Liaise with technicians to ensure efficient running of lessons
- Plan and monitor departmental spending on resources

Additional Responsibilities:

Other duties and tasks as requested by the Headteacher in the light of the school's development and changing priorities.

General Duties

This is in addition to the duties and responsibilities laid down in the national Teachers' Conditions of Service.