



MUSIC COORDINATOR

Responsible to: Strategic Music Lead

Responsible for: The management of the work of the Music Department. The organisation and teaching of all subjects in the music with the specialist music provision. Particular responsibility for the KS3 Curriculum, Vocal music and Community Outreach.

Principal Purpose: To promote high quality teaching and learning in the music department as it relates to the KS3 curriculum and vocal music, consistent with National, local and school policies

MAIN MUSIC COORDINATOR DUTIES

- 1 To be responsible for the daily management and organisation of the department within the whole school framework.
- 2 To fulfil the role of the Head of KS3 Music and attend Curriculum Leader meetings as appropriate.
- 3 To be responsible for all aspects of teaching in the department to all ability and age ranges. This to be carried out through the process of course development, supporting staff, monitoring, evaluating, reviewing, setting objectives, etc.
- 4 To be responsible for all aspects of the intent, impact and implementation of the KS3 Music curriculum, maximising pupils' achievement in the department through effective teaching and learning, including assessment for learning.
- 5 To set challenging pupil performance targets based on available data and to monitor progress towards those targets.
- 6 To be responsible for all vocal music within the school, including working with community partners such as local Primary Schools, MAT Schools and community choirs
- 7 To create weekly instrumental and vocal timetables for peripatetic colleagues in line with the Music Policy
- 8 To be responsible for record-keeping and assessment procedures within the department in accordance with National, local and school policies.
- 9 To collaborate in the production of an annual department action plan in line with the school action plan and ensure delivery of the action plan and its associated targets.
- 10 To evaluate the effectiveness of teaching and learning and pupil progress in the department and produce an annual department self-review document in collaboration with the Strategic Music Lead.
- 11 To support the professional development of staff within the department, acting as a role model of good teaching.
- 14 To be responsible for the oversight of the promotion of cross-curricular links within the school.
- 18 To ensure that all school and county child protection policies are adhered to and concerns are raised in accordance with these policies.

- 19 To contribute to the development of school policies and procedures. To follow these policies and procedures and to ensure that department staff follow them too.

MAIN TEACHING DUTIES

- 1 To carry out the duties of a teacher as outlines in National agreements.
- 2 To assist the Headteacher in delivering the school's policy in respect of legal, moral and educational obligations placed upon it by Education Acts.
- 3 To participate in the school's performance management processes
- 4 To participate in the school's pastoral programme
- 5 To work within agreed school and Faculty policy guidelines regarding teaching, record keeping and assessment of pupils.
- 6 To teach throughout the age and ability range, following appropriate schemes of work for all years and ability levels.
- 7 To attend various school meetings as required within directed time.
- 8 To participate in relevant INSET activities and review methods of teaching and learning, and programmes of work.
- 9 To participate in the development of schemes of work and resource material for the faculty.
- 10 To participate in cross-curricular developments within the school.
- 11 To contribute to and promote community activities within the ethos of a community school.
- 12 To contribute to the programme of extra curricular activities.
- 13 To undertake additional duties under the reasonable direction of the Headteacher.

Individuals have a responsibility to promote and safeguard the welfare of children and young person's that they are responsible for, or come into contact with.

Updated January 2023