



The Gilberd School
Subject Leader of Music
Job Description

Responsible for: All Teachers of Music

Line Manager: Curriculum Leader for Performing Arts

Salary Grade: TLR 2B

Full/Part-time: Full Time

Job Purpose:

- Be accountable for leading, managing and developing the Subject Area.
- Be accountable for student progress and development within the Subject Area.
- Monitor and support the overall attainment and progress of students within Subject Area.
- Ensure provision of an appropriately broad, balanced, inclusive and relevant curriculum for the adaptive learning of students in accordance with the aims and policies of the school.
- Develop and enhance the teaching practice of others and have a strategic overview of the Subject Area.
- Effectively manage and deploy resources within the Curriculum Area.
- Contribute to the strategic development of whole school curriculum initiatives.

Basic Professional Standards and Duties:

- Be aware of the duties set out in the current School Teachers' Pay and Conditions Document, as well as the relevant standards for teachers.
- Be a role model to students at all times by adhering to The Gilberd's high expectations of dress, manner, punctuality and policies.
- Be familiar with the School's Staff Handbook, calendar and school policies.
- Set adequate cover work when absent following the stated procedure.
- Ensure registers are taken promptly every lesson and seating plans are up to date.
- Communicate professionally (in writing, via email, via the telephone or in person) with staff, parents and students at all times.
- Establish effective professional working relationships with all stakeholders.
- Carry out before school, break time and after school, duties as directed.

Specific Duties:

- Deputise for the Curriculum Leader for Performing Arts.
- Manage the peripatetic staff, liaising with Essex Music Services.
- Liaise with the Arts technician.
- Showcase Music across the school via assemblies and competitions.

- Ensure a range of visits and other activities enhance students' understanding of music and enrich their appreciation of the subject.
- Lead music aptitude admissions tests and aptitude curriculum including performance opportunities and ensure data is captured on the effectiveness of these programmes.

The school will endeavour to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Key Responsibilities:

Safeguarding and Health and Safety

- Be responsible for promoting and safeguarding the welfare of children and young people in the school.
- Comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.

Teaching and Learning – Personal

- Set high expectations of all students in line with the aims of the school.
- Use the agreed behaviour management and reward systems of the school.
- Prepare and teach effective lessons to assigned classes in accordance with statutory requirements, school aims and objectives, school policies and the subject/curriculum area's schemes of work – including homework.
- Utilise available student data and information from the Learning Support and Pastoral Teams and modify teaching accordingly.
- Use a range of teaching and learning strategies and resources so that the needs of individual students are met.
- Assess students' work in accordance with statutory requirements, as well as school and subject area policy, maintaining accurate records of student attainment. Ensure external examination requirements are met.
- Use assessment to identify students' strengths and weaknesses and to plan subsequent lessons and interventions accordingly.
- Complete reports per school policy, ensuring deadlines are met.
- Communicate with parents and attend parents' evenings for those classes that are taught.

Teaching and Learning – Personal Professional Development

- Take responsibility for personal CPD, keeping up to date with subject knowledge and general teaching pedagogy including up to date knowledge of the subject National Curriculum and relevant examination specifications.
- Implement practices introduced through whole school initiatives as appropriate.
- Participate in school the school monitoring of teaching and learning as required, reflecting on feedback and acting upon advice given.
- Participate fully in the school's Staff Development (PMR) process, evaluating and improving own practice at every opportunity. Maintain a portfolio of evidence to support the movement to UPS.

Form Tutor

- Offer care and support to students in all aspects of their school life, developing a knowledge of each individual.
- To uphold the school's culture with regular standards checks. Monitor and manage student information and standards – acting according to school system when appropriate.
- Act as a first point of contact with parents for pastoral matters, building a positive and supporting relationship, forwarding pertinent information to teachers and the Head of Year.
- Adhere to and deliver the tutor programme effectively.

- Ensure information is communicated effectively to tutees.
- Encourage and support all tutees to participate and develop new skills.
- Attend assemblies, arriving before tutees and ensuring the form class arrive in an orderly manner. Deliver assemblies when required within the tutor team.

Curriculum Provision and Development

- Lead and be accountable for **the strategic and operational development** of the Curriculum Area in conjunction with the agreed aims and policies of the school. Keep up to date with **national developments** in the Curriculum Area and teaching practice and methodology and disseminate these to the team. Actively monitor and respond to curriculum **development and initiatives at national, regional and local levels.**
- Establish effective **curriculum coverage** (by schemes of work, resources and syllabi), **continuity and progression** for all students. Keep up to date with the demands of all examination boards, ensuring that students are **well prepared for internal and public examinations.**
- Ensure lessons are **well planned, sequenced and engaging** across the Curriculum Area. Ensure that resources, content and texts are **diverse, inclusive and supportive** of the school's investment in British Values and life in the 21st Century.
- Ensure there is an effective and consistent approach to the **application of marking policies, assessment and teaching and learning strategies** within the Curriculum Area in line with school objectives and the development plan.

Leading and Managing Staffing

- Be responsible for the day to day management of staff within the department, including non-specialists, and act as a positive role model. Promote teamwork and motivate staff to ensure effective working relationships and a sense of workplace wellbeing.
- Work with the Leadership Team to ensure that staff development needs are identified and that appropriate action and programmes are designed to meet such needs, devolving responsibilities and delegating task where necessary.
- Contribute to performance management in line with school procedures, acting as a reviewer for designated staff within the Curriculum Area.
- Be responsible for communicating and managing staff engagement with school systems including recruitment, absence and workplace wellbeing.

Quality Assurance

- Monitor and evaluate the Curriculum Area in line with agreed school procedures, including evaluation against quality standards and performance criteria. Contribute to the school's review and self-evaluation processes.
- Seek and implement modification and improvement where required within the Curriculum Area, ensuring the Curriculum Area Development Plan is drawn up and regularly reviewed.
- Establish common standards of practice within the Curriculum Area and develop the effectiveness of teaching and learning. Set up a CPD library to promote subject and pedagogy enhancement. Continuously review the quality of teaching and the impact of CPD.
- Establish the process of setting targets within the Curriculum Area to work towards their achievement to maximise and monitor student achievement.

Management Systems

- Ensure the Curriculum Area maintains accurate and up-to-date information on the management information systems.

- Manage the Curriculum Area's collection of data, in conjunction with the relevant member of the school's Leadership Team.
- Make use of analysis and evaluative school and national data to identify areas of strength and weakness to inform interventions, targets and delivery of the Curriculum.
- Monitor and analyse student performance data for the Curriculum Area and ensure action is followed up in line with the reporting and meeting cycle, setting deadlines and reviewing progress on action taken – including at class and individual level.

Communication and Liaison

- Have a clear vision and objective for the Curriculum Area and communicate this with effect, including whole school priorities.
- Utilise the school calendars and monitoring plans to plan for meetings within the Curriculum Area and circulate minutes promptly.
- Contribute to the school's website and VLE as required.
- Contribute to the school newsletters, social media and website regularly and to press releases as required.
- Develop links with partner schools and primary schools/post 16 providers, attending relevant liaison events.
- Promote the Curriculum Area at Open Days/Evenings and other events in the wider community where appropriate.

Management of Resources

- Ensure the Curriculum Area budget is effectively managed and maintained, in line with school procedures.
- Work with the Leadership Team to ensure that the Curriculum Area's teaching commitments are effectively and efficiently timetabled and roomed.
- Update teaching resources regularly and ensure they are accessible to all within the Curriculum Area. Oversee the fabric and displays in classrooms and the Curriculum Area to create a stimulating teaching environment.
- Manage examination administration effectively, ensuring all entries are made in line with deadlines.

Student Support

- Establish the highest expectations of achievement and behaviour of students by teachers, ensuring the school's Behaviour Management system is implemented within the Curriculum Area so that effective learning takes place.
- Contribute to SMSC, PSHE, citizenship and student leadership opportunities, as well as the promotion of British values, in line with school policy.

This job description is current at the date shown, but will be reviewed with you on an annual basis and, following consultation, may be changed by the Headteacher to reflect or anticipate changes in the job requirements which are commensurate with the grade and job title.

The content of this job description will be reviewed on an annual basis in line with the school's performance review policy.

Please complete the following statements as appropriate and return a signed copy to the Headteacher for retaining on your personal file.

Role	Statement	Signature	Date
Post Holder	I confirm that I have seen and agreed this Job Description.		
Line Manager	I confirm that I have discussed this Job description with the post holder and confirm it reflects the current role. or		
	I confirm that I have discussed this Job description with the post holder and make the following recommendations. * Please include a copy of the proposed changes on an annotated job description.		
Headteacher	I confirm the role has been reviewed and authorise/do not authorise the changes to the Job Description.		