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**Subject Leader of Music**

**Job Description**

**January 2022**

1. ***INTRODUCTION***
* Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the School Teachers’ Pay and Conditions Document.
* Raise standards of student attainment and achievement within Music and monitor and support student progress.
* Be accountable for student progress and development within the subject.
* Ensure that Music extra-curricular and enrichment activities remain vibrant.
* Develop and enhance the teaching practice of any other teachers in the subject.
* Ensure the provision of an appropriately broad, balanced and differentiated curriculum for all students studying in Music, regardless of ability and background.
* Be accountable for the leadership, management and development of Music.
* Effectively manage and deploy teaching and support staff and financial and physical resources within the department.

Reporting to: Faculty Leader

Liaising with: Faculty Leader, other curriculum leaders, pastoral leaders, SENCo, external agencies, parents.

1. ***TEACHING RESPONSIBILITIES***
* To undertake an appropriate programme of teaching in accordance with the duties of a classroom teacher.
1. ***STRATEGIC PLANNING***
* To lead the development of Music, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
* To be responsible for the day-to-day management, control and operation of course provision, including effective deployment of staff and physical resources.
* To actively monitor student progress and introduce intervention where necessary.
* To collaborate with the Dance and Drama departments for whole-school shows.
* To maintain a vibrant offer of enrichment and extra-curricular activities.
* To keep up to date with and implement school policies and procedures.
* To lead and manage planning within the department, and to ensure that all planning reflects the individual needs of the students.
* To ensure that the work in the department reflects the distinctive ethos of SVCS.
* To develop Music resources for the school and create a shared resource area for all Music staff.
1. ***CURRICULUM PROVISION***
* To liaise with the Faculty Leader to ensure the delivery of an appropriate, comprehensive, high-quality and cost-effective Music programme which complements the School Development Plan and the ethos of SVCS.
* To be accountable for the development and delivery of Music including relevant aspects of the PSHE curriculum and the SMSC agenda.
1. ***CURRICULUM DEVELOPMENT***
* To lead curriculum development for the department.
* To keep up to date with national developments in Music and teaching practice and methodology.
* To actively monitor and respond to curriculum developments and initiatives at national, regional and local levels.
* To liaise with the Faculty Leader and Examinations Officer to maintain accreditation with the relevant examination and validating bodies.
1. ***STAFFING***
* To continue own personal development in accordance with the school’s Performance Management cycle.
* To undertake performance management reviews for any staff as required.
* To make appropriate arrangements for classes within Music when staff are absent and no work has been set.
* To promote teamwork within the Music Department.
* To participate in the School’s ITT programme if required.
* To be responsible for the day-to-day management of staff where necessary and act as a positive role model.
1. ***QUALITY ASSURANCE***
* To ensure the effective operation of quality assurance systems.
* With the Faculty Leader, to establish the process of target-setting in Music and to work towards the achievement of all targets.
* To establish common standards of practice within Music and develop the effectiveness of teaching and learning styles across all teachers involved in the delivery.
* To contribute to SVCS procedures for lesson observations.
* To monitor and evaluate the performance of Music in line with agreed SVCS procedures.
* To seek and implement improvement where required.
1. ***MANAGEMENT INFORMATION***
* To ensure the maintenance of accurate and up-to-date information concerning the department.
* To make use of analysis and evaluation of student data.
* To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing the progress of actions taken.
* Produce reports for the department on assessment data, including examination data.
* Manage the department’s data collection system.
* Write reports for the Governors where required.
* Check the quality of all Music written reports to parents/ carers including checking for spelling, grammar and content.
1. ***COMMUNICATION***
* To ensure effective communication and consultation with parents and carers of students.
* To liaise with other schools, higher education, industry, local community groups etc. as appropriate.
* To contribute to the planning and delivery of SVCS liaison activities.
1. ***RESOURCES***

* To manage the available resources of space, staff, money and equipment efficiently; including managing the Music budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock and keeping appropriate records.
* Work with the headteacher to ensure all lessons are efficiently and accurately timetabled and roomed.
1. ***PASTORAL RESPONSIBILITIES***
* To act as a form tutor and carry out all of the responsibilities linked with that role.
* To monitor and support the overall progress and development of students within the department.
* To monitor student attendance in lessons and ensure that follow-up procedures are put in place where necessary.
* To contribute to the delivery of PSHE.
* To ensure that the SVCS Behaviour and Discipline Policy and procedures are implemented across the Music department at all times.
1. ***SCHOOL ETHOS***
* To play a full part in the life of Stour Valley Community School; to support its ethos and to encourage all students and staff to follow this example.
* Actively promote the school’s policies at all times.
* Comply with the school’s Health and Safety Policy at all times.
* To model the behaviours of a leading professional at all times, especially under challenging circumstances.

*The job description may be changed to reflect or anticipate changes in the requirements of the position which are commensurate with the job title and grade. This will always be done in consultation with the post holder.*



**Subject Leader of Music**

**Person Specification**

**Personal Qualities:**

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| --- | --- |
| Love of working with young people | Essential |
| Commitment to the learning and development of young people | Essential |
| Commitment to the development of new staff in your department | Essential |
| Resilience and assertiveness | Essential |
| Leadership and management skills | Essential |
| Energy, drive and imagination | Essential |
| Excellent communication skills | Essential |
| Willingness to be involved in the wider life of the community | Essential |

**Professional Qualities:**

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| --- | --- |
| Graduate with QTS  | Essential |
| Knowledge of Music for teaching and management purposes | Essential |
| A sound knowledge and understanding of Music educational issues | Essential |
| A clear understanding of assessment | Essential |

**Experience:**

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| --- | --- |
| Evaluation, target-setting and mentoring of students | Essential |
| Evaluating and developing within a department | Essential |
| Teaching across the age and ability range | Essential |
| Preparation of students for examination work  | Essential |