

Job Description

HEAD of MUSIC

The Professional duties of all teachers, (other than the Headteacher) are set out in the STPC and describe the duties required of all mainscale posts. In addition, the description of the requirements of the post of Subject Leader at Westcliff High School for Girls, in accordance with the criteria for the award of a Teaching and Learning Responsibility Payment, along with the particular duties expected of the post holder have been set out below:

Purpose:	a)	To be accountable for the highest standards of pupil achievement within the Subject, monitoring, supporting and evaluating pupil achievement and setting targets for improvement.
	b)	To be accountable for leading, developing and enhancing the teaching practice of all teachers of Subject and Peripatetic staff, evaluating the quality of teaching and securing and sustaining effective teaching of the Subject and Peripatetic lessons.
	c)	To co-ordinate, provide and deliver our extensive high quality extra curricular music activities.
	d)	To be accountable for the strategic direction, leadership and management of Subject, the development and implementation of Subject policies, plans, targets and practices within the context of the school 's aims and policies.
	e)	To effectively line manage and deploy teaching/support staff, financial and physical resources within the Subject to support the designated curriculum portfolio.
	f)	To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum (including AS Level Music Technology) for pupils studying in the Subject, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school.
	g)	To ensure the effective self-evaluation and progress of the Subject in line with the School Development Plan.
	h)	To be accountable for liaison with the appropriate Learning Manager regarding pupil progress issues and the transfer of attainment data
Responsible to:		Deputy Headteacher
Liaising with:		Head/Deputy, other Heads of Departments, Learning Managers, Pastoral Assistants, Academic Administrator, Examinations Officer and all other relevant non-teaching support staff, LEA staff and parents.
Scope:		The strategic leadership of Subject at Key Stage/s 3,4,5
Salary/Grade:		TLR 2b
Working Time:		195 days per year. Full time
Disclosure level		Enhanced

MAIN (CORE) DUTIES

Lead sustainable improvement		<ul style="list-style-type: none"> • Lead discussion about priorities • Agree targets for raising attainment within the context of whole-school targets • Lead improvement in teaching • Lead the review, construction and resourcing of the curriculum • Liaise with other middle leaders and teachers to share and collaborate in approaches that will support success in your own area for pupils • Liaise with and keep informed school leaders • To work with the Deputy Headteacher to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. • Lead the school's extensive enrichment programme
Operational/ Strategic Planning		<ul style="list-style-type: none"> • To lead and manage subject and Peripatetic teachers of Music. • To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the Subject, • The day-to-day management, control and operation of course provision with the Subject, including effective deployment of staff and physical resources. • To actively monitor and follow up pupil progress • To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy, etc. • To work with colleagues to formulate aims, objectives and strategic plans for the Subject which have coherence and relevance to the needs of pupils and to the aims, objectives and strategic plans of the School. • To lead and manage the business planning function of the Subject , and to ensure that the planning activities of the Subject reflect the needs of pupils within the Subject area, SDP/DDP and the aims and objectives of the School. • To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Subject are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Manager.
Curriculum Provision:		<ul style="list-style-type: none"> • To liaise with the Deputy Headteacher to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Evaluation. • To ensure that Exceptionally More Able Provision is an integral component of the DDP. • To contribute to PSHEE, WRL and Enterprise Education according to School Policy.

Extra Curricular Provision		<ul style="list-style-type: none"> To manage and provide an extensive range of high quality extra curricular music including choir(s), orchestras etc. To over-see and manage a range of concerts and contributions to musical productions throughout the school year.
Curriculum Development:		<ul style="list-style-type: none"> To lead curriculum development for the whole Subject, To keep up to date with national developments in the Subject area and teaching practice and methodology. To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. To liaise with the Deputy Headteacher to maintain accreditation with the relevant examination and validating bodies. To ensure that the development of Subject is in line with national developments.
Staffing Staff Development: Recruitment/ Deployment of Staff		<ul style="list-style-type: none"> To work with the Deputy Headteacher to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated Subject, To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the Subject liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the Subject, To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures. To promote teamwork and to motivate staff to ensure effective working relations. To mentor GTP and manage Peripatetic Music Teachers as required. To participate in the school's ITT programme. To be responsible for the day-to-day management of staff within the designated Subject and act as a positive role model.
Quality Assurance:		<ul style="list-style-type: none"> To ensure the effective operation of quality control systems. To establish the process of the setting of targets within the Subject and to work towards their achievement. To establish common standards of practice within the Subject and develop the effectiveness of teaching and learning styles in all Subject areas within the Subject, To contribute to the School procedures for lesson observation. To implement School quality procedures and to ensure adherence to those within the Subject, To monitor and evaluate Subject in line with agreed School procedures including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required. To ensure that the Subject's quality procedures meet the requirements of Self Evaluation and the Strategic Plan.
Judge standards		<ul style="list-style-type: none"> To analyse and interpret data on pupils' attainment in the subject and analyse and evaluate performance data provided. Review with teachers their assessments of progress for classes, identified groups and individuals Sample pupils' work Discuss work, progress and attitudes with samples of pupils Construct and monitor the strategies to gather the views of other stakeholders
Evaluate teaching and learning		<ul style="list-style-type: none"> Evaluate schemes of work to ensure that they focus on consistent and effective teaching and learning Observe teaching and feed back to colleagues Review teachers' planning Provide evidence of subject contributions to learners' personal development (pupil interviews, pupil peer assessment and self-assessment, links with other subjects, promoting independent learning)
Management Information:		<ul style="list-style-type: none"> To ensure the maintenance of accurate and up-to-date information concerning the Subject on the management information system. To make use of analysis and evaluate performance data provided. To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken. To produce reports within the quality assurance cycle for the Subject, To produce reports on examination performance, including the use of value-added data. In conjunction with the Deputy Headteacher, to manage the Music department's collection of data and to ensure that a regular stream of marks are fed into the School Assessment System. To provide the Governing Body with relevant information relating to Subject's performance and development.

Communications:	<ul style="list-style-type: none"> To ensure that all members of the Subject are familiar with its aims and objectives. To ensure effective communication/consultation as appropriate with the parents of pupils. To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies. To represent the Subject's views and interests.
Marketing and Liaison:	<ul style="list-style-type: none"> To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases. To be proactive in national initiatives and taking part in projects which can help to improve the quality of teaching and learning relating to the subject area. To lead the development of effective Subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of Subject at Open Days/Evenings and other events. To actively promote the development of effective Subject links with external agencies.
Management of Resources:	<ul style="list-style-type: none"> To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the Subject budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records. To work with the Deputy Headteacher in order to ensure that the Subject's teaching commitments are effectively and efficiently time-tabled and roomed.
Pastoral System:	<ul style="list-style-type: none"> To monitor and support the overall progress and development of pupils within the Subject, To ensure the Behaviour Management policy is implemented in the Subject so that effective learning can take place. To ensure that all pupils understand and are able to complete their work. To ensure that pupil support sessions are provided by the department and to oversee the quality of the support offered. To ensure that all pupils complete their homework and coursework within set deadlines. To monitor pupil attendance together with pupils' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. If the Headteacher has agreed that the Subject Leader for Music should act as a Form Tutor, to carry out the duties associated with that role as outlined in the generic job description or to undertake alternative duties as agreed with the Headteacher. To contribute to PSHEE, citizenship and enterprise according to school policy.
Teaching:	<ul style="list-style-type: none"> To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
Additional Duties:	<ul style="list-style-type: none"> To recruit peripatetic music teachers as required, to monitor and assess their teaching and monitor quality assurance (as above). To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example. To continue personal development as agreed. To actively engage in the staff review and development process. To undertake any other duty as specified by the school not mentioned in the above. To liaise with staff as appropriate for School Productions.

Other Specific Duties:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary 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.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed:

Date: