



# GRAYS CONVENT HIGH SCHOOL

## JOB PROFILE

**JOB TITLE:** HEAD OF MUSIC

**RESPONSIBLE TO:** Headteacher

**PERFORMANCE MANAGEMENT LEAD:** Assistant Headteacher

**SALARY SCALE:** TLR 2C

**KEY LIAISON WITH:** Staff, pupils, parents, and outside agencies

### **JOB PURPOSE:**

- To play a full part in the life of the school community, to support its distinctive Catholic mission and ethos and to encourage staff and pupils to follow this example.
- To take responsibility for leading, managing and developing the teaching and learning of Music in the school.
- The Head of Music will assist the Headteacher in managing the school or such part or it as may be determined by the Headteacher and carry out other duties as may be requested from time to time by the Headteacher. The Head of Music will also perform duties as defined in the School Teachers Pay and Conditions Document.

### **ACCOUNTABILITIES/RESPONSIBILITIES:**

#### **(i) Impact on educational progress beyond own pupil groups**

- To be accountable for the highest standards of pupils' achievement within the Music department, monitoring and evaluation of pupils' achievement and setting and meeting targets for improvement
- To oversee and ensure regular review and monitoring of pupils' learning, academic standards and written and practical work.
- To ensure the curriculum builds on KS2 and prepares pupils for the next Key Stage. Including Key Stage 5.
- To oversee and ensure assessment of pupils' work.
- To make effective use with departmental staff of national and local assessment data and other information to support and enhance pupils' learning and progress.
- To oversee and ensure effective preparation of pupils for public examinations.
- To oversee and monitor internal and external tests/exams.
- To plan and implement strategies where improvement needs are identified.
- To take account of the needs of pupils on the special needs register and maintain effective links with the SENCO.
- To take account of the needs of other groups of pupils such as those on the Gifted and Talented Register and those from ethnic minority backgrounds, particularly those with English as an additional language (EAL).
- To promote and organise educational visits for pupils in Music.
- To liaise with parents as part of the monitoring of pupils' learning and educational progress including any arrangements made to year group parents' meetings and option evenings.
- To regularly review subject sets/teaching groups.

**(ii) Leading, developing and enhancing the teaching of others**

To lead, develop and enhance the learning/teaching and assessment for learning practices of all teachers of Music, evaluating the quality of each in order to sustain effective practices in the department.

To contribute to discussions leading to the formulation of school policy. To work closely with the Headteacher and Governors to ensure that school policy is understood and implemented by departmental staff and pupils.

To promote the whole school pastoral ethos of entitlement and inclusion in line with the School's Mission Statement.

**iii) Accountability for leading, managing and developing a subject or curriculum area or pupil development across the curriculum**

- To be accountable for the strategic direction, leadership and management of Music.
- To promote and develop the stated aims of the Music Department. The development and implementation of subject policies, plans, targets and practices within the context of the school aims, policies and plans.
- To ensure the implementation in Music curricula of cross curricular and whole school programmes.
- To encourage the display and celebration of pupils' work in the school.
- To attend external meetings as required, including local subject liaison meetings.
- To make effective use of departmental budget and existing resources.
- To draw-up SEF annually
- To draw up, implement and evaluate department improvement plan.
- To ensure that subject schemes of work are in place, reviewing and updating content and methods of delivery. To keep abreast of developments and current thinking about the subject area.
- To attend all meetings arranged for teaching staff and Heads of Department.
- To ensure a detailed annual departmental inventory.

**(iii) Line Management and Leadership of Staff**

- To line manage effectively any teaching staff and deploy peripatetic teaching and support staff in Music.
- To ensure that monitoring of teaching and learning takes place and that action follows from the conclusions drawn.
- To assist with and monitor the induction year of newly qualified teachers in the department.
- To assist with and monitor the staff in the department on teacher training programmes such as ITT and ECT
- To participate in staff appointments.
- To manage the welfare, performance management, training and professional development of staff within the department.
- To monitor the work of staff within the Music Department especially with regard to lesson planning and classroom practice.
- To provide disciplinary support for staff.
- To complete an Annual Report to Governors where necessary.
- To liaise with the person in charge of cover to ensure that arrangements have been made to provide work for absent colleagues.

(iv) **Responsibilities particular to the post**

- Communicate your love of music to all students whatever their musical interest and background.
- Deliver Music at Key Stage 4.
- Maintain existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the school
- Take an interest in the subject outside the confines of the academic environment and have pro-active engagement with music events, school plays, classes and workshops, including Trailblazer activities.
- Ensure that music events and activities are communicated through a variety of school communication channels
- Provide music for Masses, Assembly and other liturgical events
- Co-ordinate and lead the Year 7 Compulsory Choir
- Co-ordinate and lead the Orchestra
- Organise and co-ordinate peripatetic lessons

5. **To Whom Responsible**

ASSISTANT HEADTEACHER

6. **Performance Management Leader**

ASSISTANT HEADTEACHER

7. **Date**

May 2022