



Highclare School

Job Description: SENIOR SCHOOL – HEAD OF MUSIC

Line Manager – Deputy Head: Academic

Teaching / Management Duties

1. To be responsible for development and promotion of the Department throughout Senior School.
2. To plan, implement and review curriculum within the framework of Highclare's curriculum, the National Curriculum or external examination syllabus.
3. Where applicable, to ensure that members of department assess pupils' work regularly and that records of this are kept.
4. To manage the Senior School instrumental programme and manage the peripatetic staff who deliver individual lessons at School.
5. To liaise with parents regarding the peripatetic provision and programme and trouble-shoot any concerns.
6. To lead and coordinate all aspects of the School Music provision, including concerts, performances at key events and the Senior School production.
7. To liaise with the Head of Preparatory School Music to ensure support, synergy and co-ordination of all Music events across sites.
8. To accompany performances and exams throughout the year where necessary.
9. To attend Heads of Department Meetings and hold regular departmental meetings.
10. To encourage the professional learning and development (PLD) of staff in the department and the department as a whole.
11. To represent the department in matters related to whole school, e.g. curriculum planning, and contribute to the School Development Plan.
12. To liaise with the Deputy Head: Academic in matters concerned with timetable and teaching allocation.
13. To liaise with the Examination Officer in all matters concerning external examinations
14. To ensure that the departmental room(s) is/are well organised and maintain display work.
15. To manage the departmental budget effectively, ordering relevant materials as and when necessary and ensuring that stock is well cared for.
16. To organise the setting and marking of subject examination papers.
17. To contribute to the extra-curricular and enrichment provision and ensure that department members do the same.
18. To ensure that new department members are acquainted with department and school practice and ensure that they are properly inducted.
19. To monitor teaching staff by carrying out quality assurance practices on a regular basis.
20. To carry out any other reasonable duties commensurate with middle-management responsibility.

General Duties

1. To contribute to the pastoral care of all pupils and support their spiritual, social and moral development
2. To attend staff professional learning and development (PLD) events as required
3. To read Staff Handbook and follow general directions.
4. To carry out supervision and cover duties in accordance with published rotas.
5. To attend meetings, e.g. staff meetings, parents' evenings, open days, etc. as directed by the Head or Head of Department.
6. To participate in Professional Review procedure.
7. To contribute to the school's enrichment programme inc. extra-curricular activities
8. To be familiar with the Health and Safety Policy and be responsible for the safety of pupils in your care. This list is intended to be as comprehensive as possible, but is not exhaustive.

Form Teacher responsibilities

1. General responsibility for supervision and welfare of form (details in Staff Handbook).
2. To adhere to the school's procedures to register and code accurately all attendance and absence.
3. To organise appropriate activities for weekly form period.
4. To proofread subject reports, write form-teacher comments and co-ordinate distribution of reports.
5. To liaise with Personal Tutors as necessary.
6. To keep all records up to date.
7. To participate in the pastoral and academic referral systems.
8. To attend Form Teacher meetings as required.

Personal Tutor Responsibility

1. To take tutorial responsibility for small group of pupils.
2. To lead group tutorials and individual tutorials as directed by Key Stage coordinators.
3. To see each pupil with his / her reports when they are issued and discuss issues arising.
4. To be available to help, encourage and advise when the need arises.

This Job Description is intended to be as comprehensive as possible, but is not exhaustive.

PERSON SPECIFICATION

| CRITERIA | ESSENTIAL | DESIRABLE | ASSESSED BY (Application, Task, Interview) |
|----------|-----------|-----------|--|
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Qualifications

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|---|---|--|-------------|
| Good honours degree or equivalent in relevant field | ✓ | | Application |
| PGCE or equivalent teaching qualification and QTS | ✓ | | Application |
| Willingness to undergo an Enhanced DBS | ✓ | | Application |

Professional development, skills, experience and knowledge

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|--|---|---|---------------------------------------|
| High quality teaching leading to excellent student outcomes | ✓ | | Application / Interview / Observation |
| Experience teaching Music at KS3, GCSE and A-Level. | ✓ | | Application / Observation |
| Experience leading a team of peripatetic staff, including arranging timetables. | | ✓ | Application / Observation |
| Track record of achieving strong results at GCSE/A level, including both achievement and progress measures | ✓ | | Application / Interview |
| Experience of using assessment data to create positive, impactful interventions for students | ✓ | | Application / Interview / Observation |
| Understanding of and commitment to inclusive learning and equal opportunities / diversity | ✓ | | Application / Interview / Observation |
| Excellent IT skills to promote effective learning both inside and outside the classroom | ✓ | | Application / interview / Observation |
| An understanding and ability to implement a range of teaching methodologies including assessment for learning techniques | | ✓ | Application / Interview / Observation |
| Ability to support the development of literacy and numeracy in young people | ✓ | | Observation |
| Experience working with small groups/individuals to improve academic outcomes | | ✓ | Application / Interview |
| Experience working with gifted/talented students to achieve at the very highest levels | | ✓ | Application / Interview |
| Ability to reflect on own performance and a desire to continually improve the learning experience of young people | ✓ | | Application / Interview |

Personal skills and attitudes

| CRITERIA | ESSENTIAL | DESIRABLE | ASSESSED BY (Application, Task, Interview) |
|---|-----------|-----------|--|
| An enjoyment of working with young people and an empathy for their needs and concerns | ✓ | | Application / Interview / Observation |
| Ability to work both on your own initiative and as part of a team | ✓ | | Application / Interview |
| Commitment to on-going professional learning and development | ✓ | | Application / Interview |
| Excellent interpersonal and communication skills | ✓ | | Application / Interview / Observation |
| Resilience, determination and a sense of humour | ✓ | | Application / Interview |
| Commitment to professionalism, objectivity, teamwork and collaboration | ✓ | | Application / Interview |
| Ability to contribute to the School's wide extra-curricular and pastoral programmes. | ✓ | | Application / Interview |
| Must accept and actively support the School values including equality and diversity | ✓ | | Interview / Observation |
| Enthusiasm and passion for learning and ability to inspire others | ✓ | | Interview / Observation |
| Flexibility of working patterns to promote tailored support for young people | ✓ | | Application / Interview |

The post holder will be expected to carry out such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

Highclare School has its own salary scales which track, but do not mirror national teaching scales, and a private, contributory pension scheme. The starting salary will be commensurate with the experience and qualifications of the appointed candidate. All staff at Highclare School qualify for fee reduction for their children.