

Brentwood Ursuline Convent High School Job Description



DIRECTOR OF MUSIC

Post held: Director of Music
Responsible to: Headteacher
Salary scale: TLR 1a
Responsible for: Development of Music as a departmental subject and a whole school activity

Duties: 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 Director of Music at Brentwood Ursuline Convent High School, 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:

Major duties: Under the overall direction of the Headteacher and the light of the school's mission statement to undertake the following responsibilities.

1. To be accountable for the highest standards of student achievement within the Music Department, monitoring and evaluation of student achievement and setting targets for improvement.
2. To lead, develop and enhance the teaching practice of all teachers of Music, evaluating the quality of teaching and securing and sustaining effective teaching of the subject.
3. To be accountable for the strategic direction, leadership and management of Music, the development and implementation of subject policies, plans, targets and practices within the context of the aims and policies of the School.
4. To effectively line manage teaching staff and deploy teaching and support staff, in the Music Department.
5. To lead music development across the school, including liturgical music and all extra-curricular music activities.
6. To coordinate the provision of peripatetic music lessons and peripatetic music staff.

In particular:

1. To devise schemes of work, constantly reviewing and updating content and method of delivery.
2. To lead a team of staff in delivering the subject, monitoring the standards achieved by the team. Taking care of the career development of each member of the team, giving each an opportunity for gaining experience relevant to future promotion, and organising attendance at courses on an equitable basis.
3. To monitor the progress and standards achieved by the students, seeing that homework is set, marked regularly and appropriate reports produced.
4. To be responsible, in conjunction with the Senior Leadership Team, for the resourcing of the department.
5. To arrange the setting and marking of internal examinations and assessments.
6. To liaise with the examinations officer over entries for public examinations.
7. To liaise with SLT Line Manager over timetable arrangements and the allocation of classes within the Department.
8. To ensure that arrangements have been made to provide work for absent

- colleagues.
9. To contribute to the planning and organisation of Parent Consultation Evenings and option/open evenings.
 10. To be responsible for organising the work of Early Careers Teachers, technicians other support staff, as relevant.
 11. To liaise with other Heads of Department in cross-curricular projects where necessary, and in curriculum discussion.
 12. To hold regular departmental meetings to consider matters relevant to the department.
 13. To coordinate events organised by the department - outings, exams, concerts etc - ensuring that the necessary permissions and forms have been dealt with.
 14. To attend meetings with the Headteacher/SLT members and other Heads of Department to discuss matters affecting the organisation of the school, as a representative of the Department.
 15. To assist in the interviewing, appointment of members, continuing professional development and performance management of staff.
 16. To undertake such other duties as may be reasonably required by the Headteacher.
 17. Contribute to the Catholic ethos of the school
 18. The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this