**Job Description – Curriculum Leader Music**

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| **Role:** | **Curriculum Leader Music** |
| **Post Holder:** |  |
| **Job Purpose:** | To professionally lead and manage their Curriculum Area in order to ensure high standards of learning and teaching are delivered in order to meet the needs of all Academy students; to ensure that resources are used efficiently and effectively and that the Curriculum Area is developed in accordance with Academy policy. |
| **Accountable to:** | Principal via designated Line Manager |
| **Responsible for:** | All teachers of the Curriculum Area, those support, technical, administrative and other staff attached to the department, and any other staff to which Line Management responsibilities have been assigned. |
| **Accountabilities:**(in addition to those required of a qualified teacher) | 1. **Policy/Strategic direction and development**
	1. Contribute to whole school policy-making and strategic planning as required by the Principal.
	2. Prepare, monitor and update annual departmental plans in consultation with colleagues.
	3. Take the lead in ensuring that Academy policies and strategies are embedded in schemes of work and departmental plans.
2. **Leadership & management of others**
	1. Lead and manage the department, recruiting, inducting, developing, deploying, motivating and appraising members of the department to ensure that they have clear expectations of their roles, and that high performance standards are achieved and maintained.
	2. Empower members of the department to develop their leadership potential to ensure continuous improvement within the department.
	3. Manage day to day requirements such as examination entry and departmental timetables, delegating as appropriate, to ensure the efficiency of the department.
	4. Chair departmental meetings to ensure that they are used effectively to review performance and that actions are recorded and implemented.
3. **Teaching and learning**
	1. Promote excellence in teaching and learning to ensure all students develop their potential and are equipped for life beyond school.
	2. Exemplify in own practice the skills of teaching and learning typified by lead professionals, and ensure that good practice is shared throughout the department.
	3. Ensure that schemes of work are used, reviewed and modified to enable the maintenance and development of high standards of teaching and learning.
	4. Monitor students’ work and the classroom practice of those in the department to ensure high standards are maintained.
	5. Keep up to date with developments in the subject area and education in general to ensure that best practice is adopted within the department.
	6. Ensure the department’s delivery and development of the curriculum is effective in meeting the needs of all students.
	7. Contribute to the broader life of the Academy by supporting and leading curricular and enrichment events.
4. **Marketing and external links**
	1. Actively promote the department within the Academy community to encourage students’ interest in the subject area.
	2. Contribute to the positive promotion and marketing of the Academy in the local and wider community.
	3. Lead the department’s contribution to marketing events and external business and community links.
5. **Management of resources**
	1. Monitor and control the department’s allocated budget and purchasing arrangements, to ensure the efficient and effective use of all resources.
	2. Identify future resourcing needs and aspirations for the department for consideration in the Academy budget planning process.
	3. Ensure that all resources are fit for purpose and used in accordance with health and safety guidelines.
6. **Monitoring, evaluation & assessment**
	1. Ensure that within the department individual student progress is regularly assessed, recorded and reported and used to inform future teaching.
	2. Monitor student progress through the use of performance and benchmarked data to ensure that high standards of learning are achieved and maintained.
7. **Training & development of self and others**
	1. As a lead professional set personal targets and take responsibility for own continuous professional development.
	2. Be proactive in identifying training needs within the department, ensuring that they are appropriately met, and that all members of the department are active in their own personal and continuous professional development.

**These job details are guides to the duties, professional responsibilities and core competencies. They do not form part of the Contract of Employment.** |

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| **General requirements** | All Academy staff are expected to:1. Work towards and support the Academy vision and the current objectives outlined in the Academy Development Plan
2. Contribute to the Academy’s programme of enrichment activities
3. Support and contribute to the Academy’s responsibility for safeguarding students
4. Be an integral member of the pastoral system as a Tutor or related role
5. Work within the Academy’s health and safety policy to ensure a safe working environment for staff, students and visitors
6. Work within the Academy’s Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective
7. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
8. Engage actively in the performance management/talent development process
9. Adhere to policies as set out in the Academy Trust’s Regulations and staff handbook
10. Undertake other reasonable duties related to the job purpose required from time to time
11. As and when necessary and reasonable, contribute equitably to the Academy’s provision for the supervision of colleagues classes, duties and activities in the event of unforeseen absence
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| **Specific Responsibilities** | Specific responsibilities can be negotiated upon employment.  |
| **Review and Amendment** | This job description should be seen as enabling rather than restrictive and will be subject to regular review. |

