



JOB DESCRIPTION

ROLE: **MUSIC CO-ORDINATOR**

Responsible to : Principal and Senior Management Team

Line Manager : Deputy Head

Hours of Work : Part-time post

Annual Leave : Taken within school holidays

Salary : According to experience/qualifications

Main Purpose of the Job

- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.
- To be responsible for the day-to-day management of all aspects of music within the school, including the organisation of peripatetic music teaching and external music exams, by providing effective leadership and inspiring excellence in the quality of teaching and learning for all.
- Having regard for the general job description for class teachers, the subject co-ordinator should lead the department by example, demonstrating their knowledge, understanding and enthusiasm for the subject.

The Co-ordinator is expected:

1. To inspire department members by personal example and hard work.
2. To effectively manage all resources at the department's disposal.
3. To create a vision, sense of purpose and pride in the department.
4. To co-ordinate the production, maintenance and review of the Department's Action Plans and to implement, monitor and evaluate all of its policies and documentation.
5. To be responsible for continuously improving the quality of teaching and learning in the department.
6. To be responsible for maintaining discipline in the department including supporting staff during lessons when appropriate.
7. To play a major role as a middle manager in the development of all aspects of the school, including its policies and their implementation.
8. To develop and maintain effective methods of communication with the Principal, SMT, other staff, pupils, parents, external agencies and the wider community.
9. To identify and applaud areas of success for individuals in the department and participate in performance reviews of department staff.
10. To create an effective team by promoting collective approaches to curricular/department development, e.g. when writing the development plan and producing resources as a team.
11. To implement assessment and target setting policies and make effective use of data to monitor and evaluate the achievement and attainment of pupils in the subject.
12. To carry out risk assessments, where required, to ensure that the working and learning environment is safe and secure in line with the school's Health & Safety Policy.
13. To initiate/maintain the provision of extra-curricular activities, e.g. after school/during lunch-breaks or a club etc.



ELM GREEN PREPARATORY SCHOOL

Curricular/Department Development

1. To contribute towards continuity and progression within the school curriculum.
2. To oversee the department's Action Plan, its implementation, its evaluation and the part it plays in the whole school development.
3. To develop comprehensive schemes of work which include a range of teaching and learning styles providing a rich, inclusive experience for pupils and to incorporate a variety of assessment methods at key points to enable accurate judgements on pupil progress.
4. To develop departmental strategies for the pupils' spiritual, moral, social and cultural development, including citizenship.
5. To monitor and evaluate the teaching in the department; take the initiative in identifying strategies to support consistency of practice and be a lead practitioner in the team.
6. To develop departmental strategies and procedures (using national and school guidelines) for teaching and learning for pupils with special education needs and disability in consultations with SENCO/class teachers.
7. Provide a scheme of work for KS1 and KS2 and keep the scheme and policy documents under review, updating as necessary, bearing in mind changes to the National Curriculum and external examinations.
8. Prepare, monitor and review curriculum development plan for the next academic year outlining the main areas of focus, curriculum objectives and training requirements and communicate these to colleagues and SMT.
9. Monitor the standard of work and assessment of pupils' work in their subject area to ensure appropriate content; progression, continuity and consistency in standards of learning and presentation.
10. To analyse and interpret data on pupils' achievement together with research and inspection evidence to inform policy, practice, expectations, targets and teaching approaches.
11. Ensure that ICT provision and skills are incorporated into schemes of work wherever appropriate.

Stock/Resources/Budget

1. To manage the department stock, teaching resources and finances efficiently and to obtain best value for money.
2. To maintain an inventory of all stock items and to oversee the annual stock audit.
3. To carry out stock disposal in accordance with department and school policies.
4. To store resources in such a way as to enable quick and easy access by all staff (and pupils where appropriate).

Liaison/Communication

1. To attend all necessary school meetings, i.e. staff meetings and briefings, INSET sessions, Health & Safety Committee meetings, parent consultations etc.
2. Organise subject meetings as necessary, keep notes of such meetings and coordinate the work of staff in their subject areas.
3. Liaise with other subject co-ordinators and SMT where appropriate as well as external agencies and arrange visits where appropriate.
4. To meet regularly and work with SMT for professional support and to develop effective departmental management.
5. To act as the initial person for others to contact regarding all issues relating to the subject.
6. To inform staff about new developments and ideas related to the subject and department.
7. To co-operate with the Health & Safety management and inspection process.
8. To manage the provision of information to parent/carers and other staff, including reports and attendance at parent consultation meetings.
9. To provide helpful and accurate responses to parent/carers enquiries.
10. To liaise with Principal regarding condition and upgrade of resources.



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Professional Development

1. Lead in-service training and curriculum development in their subject area to ensure appropriate content; progression, continuity and consistency in standards of learning and presentation.
2. To identify development opportunities for staff within the department and through external agencies or courses.
3. To delegate tasks in a way which maximises the use of available talent, experience and enthusiasm and provides development opportunities for all staff.
4. To use the Performance Management cycle to assist in enhancing the professional development aspirations of colleagues.
5. To personally keep up to date with developments and new ideas related to the subject.

Music Department – Specific Duties

1. Consult, produce and regularly review the Music Department file which should state the agreed procedures, practices and aspirations of the department. The manual should be word processed, held in a ring-file, actively used by staff and focus on:
 - a. Aims and Objectives for music
 - b. Assessment, recording and reporting policies
 - c. Pupil Inclusion (SEN, gifted and talented, pupils with English as a second language, gender, differentiation, etc).
 - d. Citizenship – SMSC
 - e. The range of appropriate learning styles.
 - f. Achievements and successes
2. To review the Music Policy in line with the School's cycle of policy reviews
3. Health and Safety – including relevant Risk Assessments. All adults working with pupils in music will be made aware of any health and safety implications, should have access to any guidelines used by the school, and should be aware of the school's First Aid Policy.
4. To manage the departmental contribution to extra-curricular activities.
5. To promote and develop parental involvement and community links for the subject.
6. To manage the department's contribution to the School's publications.

Elm Green is an Equal Opportunities employer.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.