



## St Ursula's Convent School A Humanities College and Teaching School

### Job Description – Head of Music

<b>Activity</b>	Responsibility
<b>Reporting to</b>	Assistant Headteacher
<b>Liaising with</b>	Headteacher, Leadership Team, Middle Leaders, teachers and support staff, LA representatives, external agencies, and parents.
<b>Working Time</b>	Full time
<b>Post Purpose</b>	<p>The main purpose of this post is to effectively lead and manage the department to ensure that all students and staff reach their full potential.</p> <p>The HoD must ensure that Music is an outstanding department by setting demanding targets and providing effective support.</p> <p>An outstanding HoD will challenge both staff and students to achieve far beyond their preconceived limits.</p> <p>An effective HoD will ensure that Music is an outstanding area of achievement, both within the school and against national benchmarks.</p>
<b>Main responsibilities of the post</b>	<ul style="list-style-type: none"> <li>• To be accountable for planning, development, monitoring and evaluation of KS3 &amp; KS4 provision in Music</li> <li>• To teach to a very high standard to both KS3 and KS4 where required</li> <li>• To be accountable for high standards of learning, student progress, improved attainment and support and challenge for students</li> <li>• To comply with the range of duties and responsibilities of teachers as set out in the current School Teachers' Pay and Conditions document</li> </ul>
<b>Specific responsibilities</b>	
Strategic Leadership	<ul style="list-style-type: none"> <li>• To lead the KS3 and KS4 Music programme</li> </ul>

	<ul style="list-style-type: none"> <li>• To lead by example through modelling excellent professional practice</li> <li>• To promote the sharing of good practice in KS3 and KS4 teaching amongst subject staff</li> <li>• To actively support and hold staff accountable in their performance</li> <li>• To ensure that student progress and attainment in music is outstanding</li> <li>• To attend appropriate INSET, to contribute to the whole-school CPD plan with a view to raising awareness, developing and disseminating good practice in the subject</li> <li>• To represent the department's interests at school and local meetings as may be required, and</li> <li>• to actively promote effective subject links with external agencies, partner schools and the</li> <li>• community</li> <li>• To respond actively to national, regional and local developments and initiatives, including content, teaching practice, curricula and methodology</li> </ul>
<p><b>Operational role</b></p>	<ul style="list-style-type: none"> <li>• To undertake the duties of a Head of Department to an exceptional standard</li> <li>• To coordinate the teaching of Music across the department</li> <li>• To develop new schemes of learning in line with the changing curricula</li> <li>• To ensure that the Music curriculum is differentiated and accessible for all students</li> <li>• To lead analysis, organisation and distribution of all assessments</li> <li>• To monitor the allocation of texts and further resources</li> <li>• To monitor progress and attainment of individual groups following interim assessments and put in measures of support with SLT</li> <li>• To set up and maintain trackers to monitor the progress of individuals and groups of students</li> <li>• To ensure the tracker is accurate and up-to-date</li> <li>• To keep abreast of changes to KS3 and KS4 curriculum and inform the department</li> <li>• To provide training on KS3 and KS4 teaching and learning to the faculty during faculty meetings</li> <li>• To meet weekly with the line manager</li> <li>• Set cover in the absence of teachers in the department</li> <li>• To complete performance management of teachers in the department</li> <li>• To plan and prepare meeting agendas and items</li> <li>• To plan and prepare for parents/open evenings and other similar events</li> <li>• To lead department detention</li> </ul>

	<ul style="list-style-type: none"> <li>• To be responsible for Music learning environments (classrooms, corridors and offices)</li> <li>• To be responsible for allocating department consumables (stationery, exercise books etc) and capitation</li> <li>• To mentor ECTs and underperforming teachers</li> <li>• To organise regular trips, in order for students to experience outdoor learning first-hand</li> </ul>
<b>Quality and Standards</b>	<ul style="list-style-type: none"> <li>• To support, develop and hold staff accountable for their performance</li> <li>• To ensure staff in the department are undertaking effective CPD</li> <li>• To monitor and support the teaching of schemes of work at both key stages</li> <li>• To collect and keep updated a portfolio of work at each level to act as a guide for moderation and for staff development purposes</li> <li>• To oversee the academic progress of students in the department by using student data and target setting to ensure that every student is reaching their potential</li> <li>• To analyse interim data and put intervention systems in place to maximise progress</li> <li>• Monitor students' attendance and punctuality and behaviour in lessons in the department, ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary</li> <li>• To establish common standards of practice, and to actively monitor learning and behaviour in accordance with school policies</li> </ul>
<b>Teaching and Learning</b>	<ul style="list-style-type: none"> <li>• Teaching appropriately the students assigned to them according to their needs. This includes the setting, marking, assessing of classwork, homework, projects and visits, where appropriate</li> <li>• Act as a role model in the provision of high quality teaching, learning and assessment</li> <li>• Contribute to the school's monitoring and evaluation processes</li> <li>• Keep records of students' attendance, classwork and homework</li> <li>• Endeavour to give every child the opportunity to reach their potential and meet high expectations</li> <li>• Induct and mentor new staff / PERI's in the department</li> <li>• Ensure that new members of staff and supply teachers in the department are appropriately monitored and supported</li> </ul>
<b>Staff, Resources and Accommodation</b>	<ul style="list-style-type: none"> <li>• Coach and support colleagues in the exercise of their responsibilities in the department</li> <li>• Ensure the appropriate standards of care among students</li> <li>• Undertake self-review and engage in regular performance management as required. Conduct performance management cycle and appraisal process for individuals and groups of given responsibility area.</li> </ul>

<p><b>Community</b></p>	<ul style="list-style-type: none"> <li>• Ensure an effective dialogue with parents/carers, outside agencies, community partners and partner organisations</li> <li>• Represent the school as required</li> <li>• Develop links with other schools, colleges and learning providers as appropriate</li> <li>• Attend school functions such as open evenings and parents' evenings, sports fixtures and extra-curricular activities as required</li> <li>• Participate in feeder school liaison as appropriate. Ensure effective departmental communication and consultation with parents takes place</li> <li>• Ensure positive relationships with members of the wider community</li> </ul>
<p><b>General</b></p>	<ul style="list-style-type: none"> <li>• Maintain a high profile</li> <li>• Attend and participate in regular meetings</li> <li>• Support school functions as appropriate</li> <li>• Contribute to the development and implementation of development and action plans</li> <li>• Be responsible for overseeing and carrying out duties and supervision routines as required</li> <li>• Establish effective working relationships and set a good example through personal presentation and professional conduct</li> <li>• These responsibilities and duties may be subject to variation, as the school's needs change at the reasonable discretion of the Headteacher.</li> <li>• This job description describes the way the post holder is expected and required to perform and complete particular duties. It does not form part of the contract of employment.</li> </ul>