

## Head of Music – TLR2b

### Job Description

**Reporting to:** SLT Line Manager (and Head of School as appropriate)

**Responsible for:** The provision of a full learning experience and leading on actions that secure excellent outcomes for all students

**Liaising with:** SLT Link and Head of School, teaching/support staff, external agencies and parents/carers

### Core Purpose:

- To ensure provision of an appropriately broad, balanced, relevant and inclusive curriculum for students studying Music, in accordance with the aims of the school and the curricular policies determined by the Local Governing Body and Head of School.
- To act as a curriculum lead and be responsible for leading and developing in this subject area.
- To develop and enhance the teaching practice of other staff in your department.
- To monitor and support the overall progress and development of students as a manager and leader within the curriculum area and as a form tutor.
- To effectively manage and deploy teaching/support staff and financial/physical resources within the department to support the curriculum intent, ensuring there is value in what is delivered.

### Operational/Strategic Planning:

- Curriculum development and management including appropriate syllabus choice.
- To lead the development of appropriate resources, schemes of work, curriculum maps, marking and assessment approaches and teaching strategies in the department, within the designated subject area.
- To write effective improvement plans in line with the school improvement and development plan.
- To ensure that department staff plan effective lessons taking account of personalised learning and differentiation for different groups of students.
- To effectively manage data monitoring, assessment and interventions that support student progress.
- To assist implementation of school policies including those linked to safeguarding.
- To manage the department financial budget, ensuring value for money.
- To be proactive in taking actions that raise achievement in line with school approaches.
- To take a lead role in planning and delivering enrichment activities and events such as school concerts and the school production.

### Curriculum Development:

- To support curriculum development within the relevant curriculum area including development of curriculum maps, schemes of work and teaching resources.
- To keep up to date with national developments in the subject area(s) and teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To ensure that the subject is inclusive so it takes account of differing student needs.

### Staffing / Teaching & Learning:

- To work with SLT to ensure that teaching and learning elements are progressed within the department.
- To make appropriate arrangements for classes when staff are absent, liaising with the cover manager/relevant staff to secure appropriate cover within the department.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
- To ensure effective and efficient deployment of classroom support where appropriate.
- To ensure effective and efficient deployment of peripatetic staff including organisation of timetables.

**Quality Assurance:**

- To ensure the effective operation of quality assurance approaches in line with the school-wide approach.
- To use quality assurance to progress key department development areas.
- To use quality assurance to establish consistent effective practice.
- To contribute to the school procedures for lesson observation and other quality assurance programmes.

**Management Information:**

- To ensure maintenance of accurate and up-to-date information concerning the relevant subject area.
- To ensure that regular moderation of student's work takes place across the department/faculty.
- To assist in the use of analysis and evaluation of performance data, including exam results.

**Communication:**

- To ensure that all staff within the subject area are familiar with its aims and objectives as featured in improvement plans and policies.
- To ensure effective communication as appropriate with the parents/carers of students and with peripatetic staff.
- To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.
- To participate fully in departmental monitoring, review, self-evaluation and improvement planning.

**Marketing and Liaison:**

- To contribute to school liaison and marketing activities, i.e. the collection of material for the newsletter.
- To contribute to the development of effective subject area links with the community.
- To attend school events as necessary.
- To actively promote the development of effective subject links with external agencies/other schools.

**Management of Resources:**

- To identify resource needs and ensure the effective use of physical resources.

**Ethos & Safeguarding:**

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To adhere to all safeguarding practices as outlined by school policies.
- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent).
- Work with the DSL to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

This job description is current at the date shown, but in consultation with you, may be changed by the Head of School to reflect or anticipate changes in the job, commensurate with the grade and job title.

Clarion Corvus Trust is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with Disclosure & Barring Service and at least 2 references which cover the last 3 years; for all our services we will request references from where you have worked with either Children or Vulnerable Adults. Please be advised that references may be requested prior to interview for roles within our Schools.