

Head of Music and Performing Arts

Job Description

Responsible to the Headteacher, via the Senior Master (Co-Curricular matters) and the Deputy Head (Academic matters)

The role of the Head of Music and Performing Arts is to take responsibility for the provision of music and drama, in all its manifestations (curricular, extra-curricular, productions, concerts, other performances), across the whole school (Senior, Prep and Pre-Prep).

Days of the week: Monday, Tuesday and Friday.

The role involves the following particular functions:

1. Keeping up to date with any relevant national requirements, including exam board and other curricula. Schemes of Work should be produced in collaboration with the Deputy Head and the Head of Pre-Prep.
2. Line management of the Drama Teacher and Peris. Oversight of LAMDA delivery (provided privately on site by the Drama teacher).
3. Planning high quality co curricular events (listed below); working closely with the Drama teacher for any plays.
4. Ensuring that schemes of work are reviewed annually, resources and ideas are shared, departmental meetings are attended and all members of the department are aware of the annual Learning Review and Whole School Development Plan. The Schemes of Work must be issued to the department and should be active documents, indicating the work that particular groups of children should be completing at a set time during the year.
5. Supervision of any subject teaching staff and the provision of the necessary support, guidance and advice to peris/subject teachers. Induction in subject specific matters must be given to any new members of staff in the department.
6. Overall responsibility for the peripatetic music service throughout the school. Whilst this may be a delegated task in the future, the Head of Music and Performing Arts has ultimate accountability to the Headteacher.
7. Appraisal of teaching staff within the department should take place in accordance with the published Appraisal schedule produced by the Deputy Head. This appraisal will be recorded and a copy given to the Headteacher.
8. Provision of a written Subject Departmental Policy, which is reviewed on an annual basis. A copy of this document must be kept in the department; other copies will be placed in the Academic Policies file located in the staff room, and with the Deputy Head.
9. The provision of appropriate, fresh, up-to-date teaching materials, reference books, pupils notes, practice exam papers and other technological aids, such as computer hardware and software. The compilation of a list of departmental resources, indicating age groups for which they are best suited must be available for reference

by all members of the department. A copy of the resources list should be available to the Deputy Head.

10. Understand particular entrance requirements of senior schools for which pupils may be entered as scholarship candidates at 11, 13 or 16.
11. Chair regular departmental meetings to discuss the working of the Department. Minutes of the meeting must be kept and a copy passed to the SLT.
12. Attendance at appropriate courses and encouragement of subject teaching staff to do likewise. Provision of information on relevant forthcoming courses and ensuring that, on their return to school, staff brief colleagues on information gained. Important notes and any implementation ideas from courses should be passed to the Deputy Head for possible inclusion in whole staff meetings.
13. Keeping subject staff aware of relevant developments in the subject in the national or school-related arena.
14. Management of departmental assessment and recording of pupils' progress, examinations, testing and marking of work. Knowledge of pupils' standardised testing results (CATs), and SEND pupil profiles.
15. Ensuring subject staff are familiar with the requirements, expectations and deadlines for report writing.
16. Arranging work for absent teaching staff if unable to set work. Ensuring that lessons taken by non-subject staff run smoothly and are constructive.
17. The display of subject work within the department and around the school including articles and photographs for newsletters, website and marketing requirements.
18. Dealing with queries from parents/other members of staff relating to the work of the department.
19. Being part of the process of selecting, interviewing & appointing applicants for posts within the department.
20. Take responsibility for the safety policy within the department, and produce a document recording arrangements made in terms of general aims, duties and functions of staff, risk assessment and equipment and resource issues, and remedial measures to be taken in the event of an accident. The Head of Department must ensure that all members of the department comply with the Holmwood House Whole School Health and Safety Policy document.
21. Arrange educational trips and visiting speakers when appropriate.
22. Ensure that all in the department are aware of those pupils receiving learning support. Each member of the department must have read and fully understood the type of support required for each pupil in the subject.
23. Attend Parents Evenings as required according to the school calendar.

This job description is neither exhaustive nor is intended to be. It aims to give the incumbent a flavour of the role.

A further list of the music and drama commitments in a normal working week:

Rehearsals:

- Lunchtime rehearsals - Orchestra, Chamber Choir, Rock Bands
- Prep-Prep Hymn Practice
- Prep School Hymn Practice
- Playing the piano for assemblies

Production rehearsals during Spring Term - After school production rehearsals on Mondays and Tuesdays.

Events:

Organising major school events every half term:

- Autumn 1: Songfest
- Autumn 2: Christmas Concert, Carol Service
- Spring 1: Support with 4s/5s Production
- Spring 2: Support with 6s/7s Production
- Summer 1: Pre-Prep Concert
- Summer 2: Summer Concert, Support with Year 8 Production and Year 9 Production

Half-termly lunchtime concerts for solo and small ensemble items

Managing peripatetic teachers:

- Weekly formatting and sending of music and LAMDA timetables to all
- Communicating with peris about school events affecting music lessons
- Managing requests from parents for trial music lessons
- Managing room allocations
- Managing additional ensembles and other groups run by peris

The following is expected of all teachers:

- To teach using frameworks and schemes of work incorporating both National Curriculum and the Independent Schools' Exam Board syllabus.
- To prepare pupils for external exams, entrance exams and academic scholarships to a range of independent senior schools both locally and nationally using appropriate syllabuses and resources accordingly;
- To regularly mark work and monitor and support the overall progress and development of pupils, utilising Pupil Asset our assessment tool;
- To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential;
- To contribute to raising standards of achievement and maximising pupil attainment;
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth;

- To be committed to the safeguarding of children;
- To attend subject, phase and whole staff meetings and contribute to ongoing development of the schemes of work, assessment framework, etc;
- To be in charge of your own classroom, making it inviting and stimulating;
- To ensure the effective/efficient deployment of classroom support;
- To work as a member of a team, to liaise and collaborate with colleagues, and to contribute positively to effective working relations within the school;
- To subscribe to the school's approach to the 5Rs - Resilience, Resourcefulness, Responsibility, Reasoning and Reflection - as well as the principles of CODE - Challenge, Ownership, Dialogue and Engagement.
- To take part in the school's staff development programme by participating in arrangements for further training and professional development To continue personal development in the relevant areas including subject knowledge and teaching methods;
- To engage actively in the appraisal review process;
- To communicate effectively with parents as appropriate following agreed policies and protocols for communications in the school, including parents evenings;
- To be computer literate;
- To ensure that all preparation and marking of work is done thoroughly and in line with school guidelines;
- To play a full part in the life of the school community, to support its strategic commitment, purpose and intent, including attending marketing and evening events ;
- In addition, all teachers are expected to take a share of lunchtime and break time supervision, offer a full range of after school activities and be totally committed to life in a boarding school.

Person Specification

- Experience of teaching Music to GCSE
- Enthusiastic and inspirational
- An appetite for academic success
- Energy for a range of activities
- Computer literate
- Sense of humour is essential!
- Able to make his or her classroom inviting and interesting, constantly updating it to keep the pupils stimulated

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. Any job offer would be conditional upon suitable references and DBS disclosure. The School's Safeguarding & Child Protection Policy can be found by clicking [here](#).

