



Notting Hill & Ealing High School GDST

Job Description – Director of Music

Job Purpose:

The Director of Music has overall responsibility for leading the Music Department in fostering a love of music throughout the school. She/he will ensure high standards of teaching, learning, practical music and achievement, and enable the efficient use of resources in the creative development of the music curriculum.

Accountable to: The Head via the Deputy Head - Academic.

Responsible for: Members of the Music Department (academic teachers, the music department administrator and visiting teachers).

Accountabilities (in addition to those required of a qualified teacher):

1. Policy/Strategic direction and development

- a. Contribute to whole school policy-making and strategic planning as required by the Head.
- b. Act as principal adviser to the Head in all matters relating to Music.
- c. Prepare, monitor and update annual departmental plans in consultation with colleagues.
- d. Take the lead in ensuring that school policies and strategies are embedded in schemes of work and departmental plans to ensure progression and continuity in the teaching of music throughout the school.
- e. Take a lead role in testing and selection of candidates for music scholarships at 11+ and 16+.

2. Leadership and management of others

- a. Lead the department, recruiting, inducting, developing, deploying, motivating and appraising staff to ensure that they have clear expectations of their roles, and that high standards are achieved and maintained.
- b. Assist the Head with staff selection and references/CRB checks of new peripatetic staff (currently 26).
- c. Encourage members of the department to develop their leadership potential and to share and develop new ideas.
- d. Manage day to day administrative requirements such as examination entry and departmental timetables, ensuring accurate records are kept and delegating as appropriate to ensure the efficiency of the department.
- e. Prepare agenda for, chair and record regular departmental meetings and ensure they are used effectively to review performance and girls' achievement, and to share and develop ideas.
- f. Attend all Heads of Department meetings and INSET as relevant, and promote the subject

within the school.

- g. Liaise with other departments as and when necessary or desirable.
- h. Deal with parents' enquiries and letters and if necessary involve other staff.
- i. Assist and advise in cases of disputes between parents and visiting teachers but not to represent either party on behalf of the GDST.

3. Teaching and learning

- a. Promote excellence in teaching and learning to ensure all pupils develop their potential.
- b. Exemplify in own practice first class teaching skills and ensure that good practice is shared throughout the department, including good classroom management.
- c. Ensure that a suitable learning environment is maintained throughout the department and that rewards and sanctions are applied as appropriate.
- d. Liaise with the Director of Junior School Music re pupils as and when necessary to plan a seamless transition for Junior School girls as far as possible.
- e. Ensure that Schemes of Work and the Departmental Handbook are used, reviewed and modified in line with whole school policy to ensure high standards of teaching and learning, coordinating with the Head of the Junior Dept.
- f. Monitor pupils' work and the classroom practice of those in the department, including extra music lessons by visiting teachers.
- g. Keep up to date with developments in the teaching of music and education in general to ensure that best practice is adopted within the department.
- h. Ensure the department is effective in meeting the needs of all pupils.
- i. Supervise and develop the use of the Recording Studio within the Music Department, assisting other departments where necessary.
- j. Contribute to the broader life of the school by supporting and leading curricular and extra-curricular events.

4. Pastoral Care

- a. Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to her / him.
- b. Providing guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports.
- c. Making records of and reports on the personal and social needs of pupils.
- d. Communicating and consulting with the parents of pupils as directed by the Head teacher.
- e. Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.
- f. Communicating and co-operating with persons or bodies outside the school.
- g. Participating in meetings arranged for any of the purposes described above.

5. Extra-curricular activities

- a. Actively promote enthusiasm for the subject outside the timetable, including the organisation of trips and foreign visits.
- b. To ensure an effective and far reaching scheme of extra-curricular activities that enhance the musical tradition of the School.
- c. Rehearse and prepare all the major ensembles, together with all the requisite administration. Currently this involves the Symphony Orchestra, Chamber Orchestra, Chamber Choir, Senior Choir and Chamber music.

- d. Organise concerts and other musical events throughout the year, including the Senior School Carol Service.
- e. Organise outside concert trips.
- f. Arrange occasional collaborations with other schools.
- g. Organise music for assembly, both hymns and musical items beforehand.
- h. Organise special arrangements for particularly talented pupils as and when necessary.

6. Marketing and external links, including public occasions

- a. Actively promote the department within the school community to encourage pupils' interest in the subject area.
- b. Contribute to the positive promotion and marketing of the school and the GDST in the local and wider community.
- c. Lead the department's contribution to marketing events and external links.

7. Management of resources

- a. Monitor and control the department's allocated budget.
- b. Identify future resourcing needs and aspirations for the department.
- c. Ensure that all resources are fit for purpose and used in accordance with health and safety guidelines in NOG.

8. Monitoring, evaluation, assessment & reporting

- a. Ensure that within the department individual pupil progress is regularly assessed and recorded and used to inform teaching.
- b. Use relevant performance and benchmarked data to ensure that high standards of learning are achieved and maintained.
- c. Ensure that the progress of music scholars is monitored and they are given appropriate opportunities enabling them to fulfil their musical potential.

9. Administration

Working with the Music Department Administrator

- a. Plan and publicise the concert schedule for the year ahead; prepare concert programmes, posters.
- b. Administer, assess, and be generally responsible for all girls at the school entering the subject for public examinations and the Associated Music Board Exams.
- c. Administer and oversee the provision of extra music lessons provided by visiting music staff, liaising with the Registrar, Deputy Head Academic and other relevant teaching and support staff, and parents as necessary.
- d. Liaise with other departments as and when necessary or desirable, such as resolving possible extra-curricular clashes.
- e. Liaise with the Vicar of St Barnabas about the Carol Service each year.

Training & development of self and others

- f. As a lead professional set personal targets and take responsibility for own continuous professional development.
- g. 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 professional development.

General requirements:

All staff are expected to:

- a. Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- b. Contribute to the school's programme of extra-curricular activities.
- c. Support and contribute to the school's responsibility for safeguarding students.
- d. Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- e. Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- g. Engage actively in the performance review process.
- h. Adhere to policies as set out in the GDST Council Regulations, Notes of Guidance and GDST circulars.
- i. Undertake other reasonable duties related to the job purpose required from time to time.

Review and Amendments:

The job description should be seen as enabling rather than restrictive and will be subject to regular review.

September 2016