

JOB TITLE/POST:	HEAD OF MUSIC
Salary:	TLR 2a
Immediately responsible to:	Head of Creative Arts Senior Line Manager/Headteacher

Job Purpose:

Assist the Faculty in raising standards of student attainment and achievement within Music in line with national and school policies/priorities. This will include leading, Developing and Managing the quality of teaching; monitoring and supporting student progress to raise standards in the quality of learning and making strategic evaluations of teaching, learning personnel, finance and premises issues in the curriculum area to be determined depending upon appointment.

Teaching and Learning:

1. Assist the Head of Faculty by leading, developing and enhancing the quality of teaching and learning within Music including use of resources.
2. Ensuring that appropriate work is supplied for the use of supply or substitute staff within Music.
3. Assisting the Head of Faculty in reviewing, developing and refining schemes of work for Key Stage units by leading and managing other staff in the department to extend and improve our current resources.
4. Taking a leading role in specific project(s) to be decided with the Head of Faculty and principally in connection with Music.
5. Assisting the Head of Faculty by monitoring, reviewing and developing relevant policies and strategies in line with the strategic aims of the school.
6. Assisting the Head of Faculty by leading curriculum development for the department/faculty as required.
7. Updating Professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology, in general, and in the subject area in particular.
8. Assisting the Head of Faculty by promoting learning through out of hours activities where appropriate.
9. Ensure a high quality learning environment within the subject
10. Liaising with Senior Managers to support teachers within the faculty/department by identifying :-
 - Their CPD needs which will enhance teaching and learning; induction of new teachers to the faculty, including Newly Qualified Teachers (NQTs), and the support of trainee teachers.

Recording, Reporting and Assessment:

1. Assisting the Head of Faculty by monitoring, developing and enhancing the assessment arrangements in line with the school's Assessment for Learning targets.
2. Managing, setting and coordinating the results from internal examinations, or other assessments to assist in monitoring progression of students.
3. Being accountable for monitoring, developing and coordinating strategies to raise student achievement within Music.
4. Assisting the Head of Faculty by monitoring and reviewing long term and short term planning within the Faculty and specifically within Music to ensure coverage, provision of a range of learning experiences.
5. Ensuring that specific subject reports on students in Music are completed to a high professional standard, by the appropriate deadline dates and are consistent with the school's reporting arrangements.

Leadership:

1. Assisting the Head of Faculty to develop self-evaluation strategies within the Music department to monitor, evaluate and improve the quality of teaching and learning in line with school policies.
2. Assisting in the production of detailed Department Improvement Plan in line with agreed whole school priorities.
3. Deputising in the event of absence for the Head of Faculty by attending meetings or working parties if required to.
4. Co-ordinate the work done by peripatetic tutors and any outside agencies used by the department.

Standards and Quality Assurance:

1. Ensure that the department's quality procedures meet the requirements of the school's self evaluation strategy and the Improvement plan.
2. Liaising with appropriate external agencies to ensure the maintenance of high standards within the faculty.
3. Attending and participating in open/parent evenings.
4. Attending team and staff meetings
5. Ensure that a safe working environment is promoted in which risks are regularly assessed.

Other Duties and Responsibilities:

To be a form tutor to an assigned group of students and all that this entails.
Other duties that the Headteacher may from time to time ask the post-holder to perform.