

JOB DESCRIPTION DIRECTOR OF MUSIC

REPORTS TO: HEAD & SENIOR LEADERSHIP TEAM

MAIN PURPOSE:

To be responsible for ensuring:

1. The Music department runs efficiently and effectively through good leadership and management of peripatetic staff.
2. The department is a strong and successful one within the school with children enjoying music, drama and different performance experiences.
3. The teaching within the department is of a high standard. Pupils are inspired by the teaching and subject matter, and high standards are achieved and skills and understanding developed.
4. The department is meeting the musical and dramatic needs of the pupils, giving them the confidence to perform on stage and in public.
5. That all departmental administration is kept up to date and available to all members of the department.
6. The school develops a reputation for excellence in musical and dramatic performance through choirs, orchestras, bands, ensembles and school productions.

ACCOUNTABILITIES:

1. To teach music to all pupils in the school and enthuse them about the subject. To develop their musicality and their wider appreciation of music.
2. To teach drama to selected year groups and give pupils an understanding of different dramatic styles.
3. To liaise with and manage the peripatetic instrumental teachers. (Overseeing their timetables and advising on the appointment of new teachers as and when required, assisting with their induction procedures and informing them of school policies and procedures, particularly safeguarding and child protection.)
4. Monitor pupil attainment and progress in music and report upon this to parents.
5. Plan the effective delivery of the music and drama curricula.
6. Establish and manage excellent classroom practice.
7. Manage the purchase, control and distribution of resources for the department. To keep an up to date inventory of resources within the department.
8. Develop, implement and evaluate schemes of work on a termly basis.
9. Contribute to the musical and dramatic development of the pupils and the school.
10. Organise suitable performance opportunities for children to demonstrate their musical skills and ability. (Music recitals, concerts and assembly opportunities.)
11. Co-ordinate choirs, orchestras, bands and ensembles.
12. Promote and oversee musical instrument tuition and encourage children to enter for

ABSM exams and grades, keeping a record of all achievements.

13. Ensure whole school policies are being implemented.
14. Report annually to the leadership team on progress in the department.
15. Produce annual department development plan and self-evaluation and ensure implementation of the plan.
16. Contribute to the school's overall development and prepare appropriately for ISI as when required.
17. To produce, review and update a departmental handbook.
18. To organise visits and school based events to broaden the children's musical and dramatic experiences both in the UK and abroad.
19. To showcase the performing arts at major school events such as Open Day and Final Assemblies.
20. To attend regular academic meetings that affect the department and overall teaching and learning at the school.
21. To assist with the organisation and running of the Annual Carol Service and prepare all children accordingly.
22. Develop community involvement and promote the school through taking choirs and orchestra to participate in local music festivals as well as other events.
23. To liaise with other school Music departments of maintained and independent schools.
24. To attend regional departmental meetings as and when necessary.
25. To inspire children about music and drama and enable them to develop a passion for the performing arts.

SUCCESS CRITERIA:

1. The Music Department continues to be successful and well-regarded within the school and beyond.
2. Children enjoy Music and develop good Musical Skills and understanding.
3. A considerable number of children take instrumental lessons and subsequently achieve success in grading exams.
4. There are regular opportunities for Musical and Dramatic Performance at school events, recitals and assemblies across all year groups.
5. Children have an excellent appreciation of Music and Drama and experience many varied related activities.
6. Departmental administration is relevant and up to date.
7. The school's choirs and orchestras develop excellent reputations and perform regularly.
8. School Productions are performed to a high standard and are well regarded.

SIGNED:.....
(DIRECTOR OF PERFORMING ARTS)

DATE:.....

SIGNED:.....
(GARETH DAVIES - HEADMASTER)

DATE:.....