

## **JOB DESCRIPTION**

### **DIRECTOR OF MUSIC**

#### **ROLE:**

The position is integral to the future success at Gayhurst School.

To be responsible for ensuring:

- An inclusive approach to Music is maintained, creating an environment where all children have opportunities to learn and perform instrumentally and vocally.
- The design and delivery of a curriculum to grow a love and appreciation of music and its history.
- The Music department runs efficiently and effectively through good leadership and management of department and Visiting Music Teachers (VMTs), inclusive of organising weekly timetabling schedules.
- The department is a strong and successful one within the school, with children enjoying music.
- 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 are developed.
- The department is meeting the musical needs of the pupils, giving them the confidence to perform on stage and in public.
- That all departmental administration is kept up to date and available to all members of the department.
- The school maintains a reputation for excellence in musical performance through choirs, orchestras, bands, ensembles and school productions.

## **RESPONSIBILITIES**

#### **KEY ACCOUNTABILITIES**

- To plan and teach inspirational Music lessons to selected year groups.
- To liaise with and manage the VMTs - overseeing their timetables; 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).
- Promote and oversee musical instrument tuition with VMTs.
- Monitor pupil attainment and progress in Music and report upon this to parents.
- Establish and manage excellent classroom practice.
- Manage the purchase, control and distribution of resources for the department. To keep an up-to-date inventory of resources within the department.
- Develop, implement and evaluate schemes of work on a termly basis.
- Lead the musical development of the pupils and the school, overseeing work of other teachers in the department.
- Organise suitable performance opportunities for children to demonstrate their musical skills and ability (Rush Hour Concerts, formal concerts and assembly opportunities).
- Co-ordinate choirs, orchestras, bands and ensembles.
- Ensure whole school policies are being implemented.
- Report annually to the leadership team on progress in the department.
- Produce annual department development plan and self-evaluation and ensure implementation of the plan.
- Produce, review and update a departmental handbook.

- Organise visits and school-based events to broaden the children's musical experiences.
- Showcase the pupils at major school events.
- Attend regular academic meetings that affect the department and overall teaching and learning at the school.
- Assist with the organisation and running of the Annual Carol Service and prepare all children accordingly.
- Develop community involvement and promote the school through taking choirs and orchestra to participate in local music festivals as well as other events.
- Liaise with other school Music departments of maintained and independent schools.
- Attend regional departmental meetings as and when necessary.
- Promote Music within the school community and beyond, including leading the Gayhurst Community Choir.
- Identify and support potential Music scholars with secondary school applications, including references and musical support.
- Consider opportunities to promote the school's musical reputation through social media and other channels as appropriate.

## PERSON SPECIFICATION

### SKILLS/ABILITIES

- A natural and easy communicator at all levels: verbal and written.
- Able to maintain effective records.
- Warm personality, trustworthy and emotionally intelligent.
- Excellent musical skills with good attention to detail.
- Ability to lead choirs and orchestras, with proficient piano playing.
- A can-do attitude, with pupils at the forefront of decision making.
- An ambassador and advocate for Gayhurst School.
- A positive and willing approach to work, with the desire to fully integrate with the team and the wider School.
- Values and promotes diversity and inclusion.

### EXPERIENCE, KNOWLEDGE AND QUALIFICATIONS

- Qualified Teacher
- Ability to demonstrate a successful track-record and experience of teaching Music.
- Experience of leading concerts and events.
- Experience of department administration an advantage.

Gayhurst School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, the Disclosure and Barring Service and overseas Police checks, if applicable. Employment is subject to these checks.