

Homefield Preparatory School

FOUNDED 1870



Homefield is a vibrant, thriving IAPS School with 280 boys between the ages of 3 and 13 years. Our boys graduate to the most prestigious senior schools.

Head of Music

Part 1 – Job Description

Part 2- Personal Specification

Job Description

Within the context of the Schools Aims and Objectives, this post includes the following key responsibilities:

- Lead on all aspects of the Music Department
- To fulfil the aims of the school through the content and delivery of the subject

Job Purpose

To oversee, promote and develop the teaching of Music and manage the Music Department, providing leadership and support to teachers, and peripatetic visiting music tutors, throughout the school from Nursery to Year 8. To organise and lead inspiring musical events, such as concerts. To work effectively with the Senior Leadership Team and colleagues.

Responsible to

The Head of Music is responsible to the Deputy Head Academic with whom they will meet regularly providing advice, feedback and information as required.

The Music Department

As a subject, Music is a vital aspect of the school's provision. Music specialists, including the Head of Music, teach Music from Nursery to Year 8.

Team Responsibilities:

The Head of Music is a member of the Middle Management Team.

Key Responsibilities:

General

- Prepare schemes of work and planning documentation, as required, in keeping with departmental schemes and policies
- Use formative assessment to help individuals, groups and cohorts make excellent progress in music
- Establish clear targets for students' achievement, and evaluate attainment and progress for all students
- Use data effectively to identify individual students and student groups who are underachieving and, where necessary, create and implement effective plans of action to support these students
- Ensure that students with special needs, gifted or less able, are catered for appropriately; to liaise with the Head of Inclusion about any pupils with learning difficulties with awareness of the implications of the Code of Practice for SEND for teaching and learning
- Be responsible for the overall planning of the Music Department and provide timely support to ensure colleagues work maintains expected standards
- Teach Music in the EYFS, Lower and Senior parts of the school including preparing candidates for Grade and Scholarship examinations
- Manage the visiting peripatetic tutors on a daily basis, preparing and monitoring rotating timetables and checking quality of provision
- Ensure that Health and Safety issues are properly understood and procedures followed, including risk assessments
- Ensure that all safeguarding policies and procedures are adhered to

Communications and PR

- Be prepared to organise and lead events related Music and Performance/Celebrations and support/lead music in school assemblies
- Contribute promotional material for the school as required
- Produce strategic action plans on Music and review their impact

Leadership and Management

- Work with the Deputy Head Academic in drawing up the Departmental annual budget
- Coordinate Music resources
- Be responsible for the control of the department's annual budget, monitor expenditure and keep an inventory of equipment and other resources
- Oversee the provision and maintenance of effective resources for learning, student materials, equipment and teaching rooms
- Chair Music Department meetings
- Undertake work scrutiny and lesson observation and feedback/coaching of colleagues in the department including peripatetic tutors
- Participate in appraisal of any Music department colleagues, as directed by the Senior Leadership Team
- Report to Governors Education Committee, or main board, as required
- Support the School Development Plan and the School Evaluation Framework
- Lead a school orchestra(s) or musical groups such as a jazz band or choral group

Curriculum Development

- Promote and develop Music across the curriculum
- Maximise inclusion for all groups of boys to both the core curriculum and to musical tuition
- Prepare planning documentation as required in keeping with departmental schemes and policies
- Monitor individual pupil progress and seek to raise standards in the teaching of Music throughout the school

- Lead a school orchestra(s) or musical groups such as a jazz band or choral group
- Develop and implement a subject guidance for parents
- Devise and implement an appropriate syllabus and scheme of work for the subject
- Liaise with other Heads of Department in promoting and monitoring opportunities for cross-curricular teaching and learning process in the subject
- Advise on timetabling and staffing requirements
- Be abreast of contemporary educational issues and be proactive in the implementation of new strategies
- Oversee the development and organisation of any relevant extra-curricular activities and visits which extend learning beyond the classroom and which promote higher aspirations

Academic Support

- Visit classes and offer support and guidance to colleagues where appropriate
- Encourage staff development within the Music Department
- Provide relevant INSET

As a Teacher of Music:

Teaching and Learning

- Teach music across the School
- Identify and adopt the most effective teaching approaches and keep abreast of contemporary educational issues
- Monitor teaching and learning activities in the classroom, take responsibility for the music classrooms and ensure they remain a facility conducive to high quality education
- Identify and teach study skills that will develop pupils' ability to work independently
- Utilise ICT in their teaching and develop cross-curricular links
- Work in harmony with colleagues and be an active member of the Common Room

Recording and Assessment

- Set targets for raising achievement
- Develop an understanding of learning needs and the importance of raising achievement among pupils
- Maintain appropriate class assessment records
- Maintain records of grade exam results etc
- Establish a partnership with parents to involve them in their child's learning of the subject, as well as providing information about curriculum, attainment, progress and targets

Standards and Quality Assurance

- Support the aims and ethos of the school
- Set a good example in terms of dress, punctuality and attendance
- Attend and participate in Open Mornings and other school events
- Uphold the school's behaviour code and uniform rules
- Participate in INSET and undertake appropriate further training as part of the professional development programme
- Attend team and staff meetings

Other Duties and Responsibilities

- Undertake the role of pastoral form tutor where directed
- Be an active member of the Common Room
- Share any specific areas of expertise which would be beneficial towards the running or development of the school
- Participate in the general day to day activities of the school as a whole and undertake a share of the staff duties

Part 2 - Candidate Person Specification

The successful candidate **will have, or be able to demonstrate, the majority of the following. We would expect this to be reflected in the written application** and, if shortlisted, through to interviews:

- A real interest in and care for individual pupils
- A desire to form strong relationships with pupils, parents and staff across the whole of the school community and beyond
- A capacity to engage with the community which the school serves
- A passion for the power of education to transform the lives of pupils
- Full commitment to every aspect of school life
- An understanding of the demands of a successful and energetic independent school
- An understanding of the ethos and values of HPS and the ability to lead by example and with conviction

It is expected that the Head of Music will demonstrate the skills and experience as outlined below:

Those marked with an 'E' considered essential for shortlisting purposes. Please ensure you address these points in your written application.

- Academically strong with a good honours degree in Music, or similar, and QTS **E**
- Committed to continuing professional development
- An outstanding classroom practitioner with a strong track record in student achievement with excellent results in either assessments and/or grade examination results **E**
- Excellent understanding and application assessment to help accelerate student standards in music **E**
- Successful middle management experience in Music with demonstrable improvements made within the development of the subject within a school setting **E**
- Awareness of best practice in pastoral care and educational management
- Knowledge of current educational trends
- High standards of written and verbal communication, able to engage with all members of the school community **E**
- Excellent IT skills **E**
- Ability to think strategically
- Experience of leading change successfully

Personal Characteristics

- Excellent inter-personal skills – listening, negotiating, persuading
- Resourceful and resilient, able to work under pressure
- Approachable and empathetic
- Able to work independently, but with a strong team ethic
- Pro-active, organised, flexible
- Creative thinker and reflective practitioner