



Northbourne Park School
Job Description

Job Title: Head of Music

Department: Music

Location: Prep / Pre-Prep School

Line Manager for: Music Teachers and Peripatetic staff.

Reporting to: Headmaster.

Overall Purpose of the Job:

- Deliver an exciting and engaging Music curriculum to children in the Pre-Prep and Prep School up to Year 8.
- Lead and develop the Music Department and all music activities throughout the school, including school productions, management of Peripatetic staff and overseeing external examinations.

Principal Responsibilities:

- Deliver a broad, balanced, stimulating and differentiated curriculum to all pupils
- Manage all aspects of the Music curriculum, subjecting it to regular review, upgrading Schemes of Work in accordance to meeting requirements of external scholarship examinations or other assessments.
- Promote Music to pupils through a range of extra-curricular activities, trips and visits every year; through clubs, societies, inter-house competitions and musical events; and inviting guest speakers into School where appropriate.
- Run a successful School choir and other musical ensembles and attend all church services.
- Keep the Department up to date with the latest research, methods and syllabuses for teaching and examining.
- Manage the Department budget, the Music Rooms and all resources
- Encourage a high level of participation and achievement in Music Examinations and Informal and Formal concerts.
- Oversee the work of any teachers within the Department.
- Liaise with Senior Schools to ensure a smooth transition and support any Music scholars.
- Liaise with parents
- Promote the use of ICT in the Department
- Forge cross-curricular links with other Departments where appropriate
- Occasional out-of-hours events and some Sunday church services

Assessment, Recording, Reporting

- Assess, record and report pupil progress, socially and academically, according to School policies, taking appropriate action to remedy pupil under-performance; liaising with pupils, parents, Form Tutors, Director of Studies and the Headmaster as necessary.
- Monitor the teaching of pupils with Special Needs & Gifted & Talented Needs and liaise with SENCO where appropriate.

Marketing

- Promote the work of the Music Department to the broader community in partnership with the Marketing Manager including regular contributions to the School website, fortnightly Newsletters, corridor displays, open days and local, national and international press.
- Attend annual District 2 IAPS meeting for Music

School Policies

- To act within the *NPS Professional Standards for Teachers Policy*.
- Fully endorse, understand and exercise your roles and responsibilities contained within the *NPS Health and Safety Policy and Handbook*.
- Promote and safeguard and welfare of pupils and staff according the School's Health and Safety, Fire Safety, and Safeguarding regulations and guidelines.
- Fulfil other reasonable duties as directed by the Headmaster.

This job description is subject to review and change as necessary.

Decision Making Responsibilities:

This is a Head of Department position and the post holder is responsible and accountable for the day to day running of the Department and required to work independently but within policy, professional standards and budgetary limits.

Personal Specification (Knowledge, Skills & Attributes)

Essential requirements for the role:

- Qualified Teacher status
- Imagination, commitment and ambition to inspire pupils to enjoy and participate in Music
- Experience as a performer
- Experience of leading school productions
- Flexible and proactive attitude to work
- Ability to communicate clearly and effectively
- ICT and Audio Visual Literate
- High standard of personal presentation

Desirable requirements:

- Experience as a Head of Department or a Senior Manager

Safeguarding

Northbourne Park School is committed to safeguarding and promoting the welfare of children. Candidates will be required to complete an application form and produce original documentation of certificates and degree qualifications. An enhanced CRB clearance check will be undertaken for the successful candidate. All staff members at the School are expected to fulfil their obligations and responsibilities in safeguarding and promoting the welfare of children.

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