

## Job Description

Post Title:	Head of Music
Location:	Rushcliffe Spencer Academy
Salary/Pay Range:	MPS/UPS with TLR 2C
Hours of work:	Full Time, Permanent
Reporting to:	Head of Arts Faculty

### Specific purpose of the role:

- To lead strategies which maximise achievement of all pupils in Music.
- To keep the Head of Faculty fully informed on all aspects of developments in the teaching of Music.
- To quality assure all Music provision.
- To be responsible for the implementation and development of the Music curriculum and lead the development of schemes of work.
- Ability to use ICT to enhance learning in Music.
- To co-ordinate the preparation and development of all resources and teaching material required by the department, including worksheets, supporting material, extension material, tests, homework task and projects.
- To ensure that the Music Department promotes a stimulating learning environment.
- To liaise with the Head of Faculty regarding the delivery of curriculum initiatives in Music.
- To liaise with teaching staff to keep them informed of all curriculum developments and to advise on schemes of works and teaching methods.
- To ensure that the curriculum in the department is implemented in accordance with the requirements of the National Curriculum and of the agreed faculty policy.
- To work to the budgets of the Department to resource the courses and equip teaching rooms.
- Develop extra-curricular activities related to Music.
- To be responsible for ensuring that all Music teaching rooms are correctly managed and maintained.
- To be responsible for the general appearance of the subject's facilities, the displays and the displays and the display of pupil's work.
- To manage assessment recording and reporting for the subject, in conjunction with the Head of Faculty.
- To ensure Examination groups within the subject are closely monitored and supported throughout their course duration, raising attainment across the cohorts.
- To have responsibility for the management of pupils when in the department.
- To undertake other reasonable duties with regard to the education of years 7 to 13 as required by the Head of Faculty and the Principal

## Nature and Scope

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate.

## Main Duties and Responsibilities

Specific responsibilities include:

### Planning, teaching and key tasks

Teach allocated pupils through appropriate planning to achieve progression of learning by:

- Identifying clear teaching objectives and specify how they will be taught and assessed
- Setting tasks which challenge pupils and ensure high levels of interest
- Setting appropriate and demanding expectations
- Setting clear targets, building on prior attainment
- Identifying SEND or very able pupils
- Provide clear structures for lessons maintaining pace, motivation and challenge
- Ensure effective teaching and best use of available time
- Monitor and intervene to ensure sound learning and discipline
- Use a variety of teaching methods to:
  - Match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
  - Use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
  - Select appropriate learning resources and develop study skills through library, ICT and other sources.
- Ensure pupils acquire and consolidate learning, skills and understand appropriate to the taught subject
- Evaluate their own teaching critically to improve effectiveness

### Monitoring, Assessment, Recording and Reporting

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- Mark and monitor pupil's work and set targets for progress
- Assess and record pupil's progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving
- Prepare and present informative reports to parents and Head of Faculty

### Other professional requirements

- Have working knowledge of teachers' professional duties and legal liabilities
- Operate at all times within the stated policies and practices of the school

- Establish effective working relationships and set a good example through their presentation and personal and professional conduct
- Endeavour to give every child the opportunity to reach their full potential and meet high expectations
- Contribute to the life of the school through appropriate participation in meetings and management systems necessary to coordinate the management of the school
- Take responsibility for their own professional development and duties in relation to school policies and practices
- Liaise effectively with parents and governors

### **General**

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including the Employee Code of Conduct, IT, Health and Safety and Safeguarding.
- Participate in the Trust Professional Performance Review process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust supporting its values of aspiration, partnership and responsibility, and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

**Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our children and young people. Therefore, we expect everyone to share this commitment. All appointments are subject to satisfactory pre- employment checks, including a satisfactory Enhanced criminal records with Barred List Check through the Disclosure and Barring Service (DBS) and the completion of Level 2 Safeguarding training. It is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity).**

The Trust and its member academies are committed to promoting equality and diversity in both employment and education provision. We aim to ensure that students, parents, governors, employees, contractors, partners, clients and other stakeholders within the Trust community are treated fairly, and with dignity and respect regardless of Protected Characteristics.

Spencer Academies Trust is a Disability Confident Committed Employer

Name

Signature

Date

## Person Specification

<p>Relevant Experience</p>	<ul style="list-style-type: none"> <li>▪ Successful experience of teaching Music to KS4 and KS5</li> <li>▪ Successful experience of curriculum development; team leadership and development planning.</li> <li>▪ Successful experience of delivering INSET to staff and supporting the development of others.</li> <li>▪ Experience in using ICT to support pupils' learning.</li> <li>▪ Evidence of continued professional development.</li> </ul>
<p>Qualities</p>	<ul style="list-style-type: none"> <li>▪ Proven leadership experience</li> <li>▪ High level organisational skills</li> <li>▪ An ability to enthuse, inspire, to get the best out of pupils and staff.</li> <li>▪ A vision of Music as a vibrant and successful curriculum area</li> <li>▪ An ability to work under pressure</li> <li>▪ High level communication skills</li> <li>▪ An ability to initiate, promote and monitor change.</li> <li>▪ High level administration abilities.</li> <li>▪ Determination and energy.</li> </ul>
<p>Specialist Skills and Knowledge</p>	<ul style="list-style-type: none"> <li>▪ Ability to bring new perspectives to the development of Music in the school.</li> <li>▪ Know how Music can be differentiated to support success for all.</li> <li>▪ Know how to plan for progression and how assessment can support pupils in achieving the highest possible levels / grades.</li> <li>▪ Know how efficient KS2 / KS3 progression can be facilitated.</li> <li>▪ Competence in the areas identified in National Professional Qualification of Subject Leadership.</li> <li>▪ Know how to delegate effectively.</li> <li>▪ Know how literacy across the curriculum can be facilitated.</li> </ul>
<p>Additional factor</p>	<ul style="list-style-type: none"> <li>▪ Be committed to equal opportunities.</li> <li>▪ Be willing to lead extra curricular activities</li> <li>▪ Have the potential for professional development and future promotion.</li> </ul>