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| **Job Description**  **Our school is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.** | | | | |
| **Post title:**  **Hours of work:**  **Remuneration:**  **Responsible to:**  **Start Date:** | | **Head of Music**  **Full Time**  **Commensurate with experience**  **Head Teacher**  **Sep 2025** | | |
| **Purpose of the role** | | To be an inspirational and experienced educator to lead our Music department, providing strategic direction, fostering a culture of excellence, and ensuring high-quality teaching and learning for pupils of all ages. The successful candidate will be a passionate advocate for Music, committed to nurturing curiosity, innovation, and academic achievement among our students. | | |
| **Main Responsibilities** | | * Provide visionary leadership to Prep and Senior School, aligning departmental goals with the school's mission and values. * Lead and manage a team of teachers, fostering a culture of collaboration and professional growth. * Oversee curriculum planning, development, and implementation across Key Stages 3, 4, and 5, ensuring high standards and alignment with national frameworks. * Monitor and evaluate teaching, learning, and student outcomes, implementing strategies for continuous improvement. * Manage departmental budgets, resources, and facilities, ensuring efficient and effective use of funds and equipment. * To manage pupil learning through effective teaching in accordance with the Department’s schemes of work and policies. * To ensure continuity, progression and cohesiveness in all teaching. * To use a variety of methods and approaches (including differentiation) to match curricular objectives and the range of pupil needs and ensure equal opportunity for all pupils. * To set homework regularly, (in accordance with the school homework policy), to consolidate and extend learning and to encourage pupils to take responsibility for their own learning. * To work with SEN staff and support staff (including prior discussion and joint planning) in order to benefit from their specialist knowledge and to maximise their effectiveness within lessons. * Teach all areas of the primary curriculum in an imaginative and inspirational way. * Implement and deliver lessons of an excellent standard to pupils in the class, enabling all pupils to benefit from the learning. * Prepare lesson plans and learning materials to facilitate positive pupil development, as well as assessments that can accurately determine pupil’s progress and ways in which you can facilitate pupil development. * Develop schemes of work and lesson plans that reflect pupil’s academic needs and abilities. * Foster a learning environment and educational structures that allow for a child to flourish as a ‘whole person’, not only in the academic sense. * To continue to develop and update the school curriculum, enabling your lessons to always adapt to needs of individual pupils or classes. * Always teach pupils according to their individual educational needs, ensuring that your lessons are engaging for all in the class. * Set clear targets of each pupil, and of classroom learning. * Liaise with other colleagues in the school, sharing ideas and information to best maintain a varied and engaging curriculum. * Set appropriate assessment throughout the academic year, providing timely feedback that allows an appropriately challenging level of pupil’s development. * Update all records required by the Headteacher, or for statutory purposes, in a timely and accurate fashion. * Prepare annual reports on pupil progress, or more regularly as required. * Constantly observe pupil behaviour, in line with Child   Protection guidance and training. Demonstrate a maintained commitment to child protection training and safeguarding structures within the local area.   * Perform appropriate pastoral duties, such as providing support and encouragement to pupils regarding both their academic and personal life, referring those to other channels when appropriate. * Always set high standards of behaviour from pupils both inside the classroom and during break times, ensuring that these are maintained. * Demonstrate a commitment to keeping up to date with educational developments, teaching resources and methods and alter lesson plans to reflect own learning. | | |
| **Professional Standards & Development** | | * To maintain good order and discipline among the pupils and safeguarding their Health and Safety both when they are on the school premises and when they are engaged in authorised School activities elsewhere * To be a role model to pupils through personal presentation and professional conduct. * To arrive in class before the start of the lesson, and to begin and end lessons on time. * To cover for absent colleagues as is reasonable, fair and equitable. * To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work. * To be familiar with the school’s handbooks and support all the School’s policies, e.g. those on Health and Safety, Safeguarding etc. * To be involved in extra-curricular activities such as making a contribution to after-school clubs and visits. * To liaise effectively with parent/carers and with other agencies with responsibility for pupils’ education and welfare. * To complete the on-line training courses as required by the school * To provide the documentation required to carry out a DBS check. | | |
| **Person Specification**  **Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.** | | | | |
|  | **Essential** | | **Desirable** | **Method of  assessment** |
| **Qualifications:** | QTS  A degree in Music or related field  PGCE or other suitable teaching qualification. | | Master’s degree or doctorate in relevant subject.  Further subject-related qualifications. | Production of the Applicant’s certificates |
| **Experience:** | Relevant teaching experience in Music.  Designing and implementing inspirational and engaging schemes of work.  Of using a number of assessment, recording, and planning strategies.  Experience managing challenging behaviour.  Experience using a number of varied resources to deliver their lessons. | | Preparing pupils for their 11+ exam.  Experience of the independent school sector, and how individual schools operate within.  Experience leading a subject area.  Experience dealing with pupils with SEN. | Application Form  Interview  Professional references |
| **Skills:** | Strong leadership, organisational, and interpersonal skills with the ability to inspire and motivate staff and students.  A deep passion for Music education and a commitment to fostering a love of learning among pupils.  Excellent communication skills, both written and verbal, with the ability to engage diverse audiences.  Proficiency in using data to drive improvement and support decision-making.  Resilience, adaptability, and a commitment to maintaining the highest professional standards. | | Ability to lead and/or facilitate in-house training  Ability to design and deliver papers and workshops at external conferences | * Application Form. * Interview. * Professional references |
| **Knowledge:** | Understanding of other cultures and understanding of equal opportunities, and the impact that School policy has on a class of students  Knowledge of a variety of pedagogical approaches, and ability to apply each one as and when required | | Knowledge of the IBO and its Middle Years and Diploma programmes  Knowledge of mixed culture teaching and learning | Application Form  Interview  Professional references |