



## JOB DESCRIPTION

**Job Title:** Director of Music

**Overall Purpose:**

To lead and manage the Senior School music department and to help develop the college's music strategy 4-18 to ensure the highest standards in both curriculum achievement and in the musical life of the college as a whole.

**This post holder reports to:**

Headmaster and College Leadership Team (CLT) through their Line-Manager

Close Working Relationships with: Director of Drama, Sixth Form and Music Coordinator, Visiting Music Teachers, Head of Prep Music, Assistant Head – Teaching & Learning, Ministry team and Chaplain.

### Key Accountabilities

- Ensure excellent standards of student attainment and achievement within the Senior School curriculum area by monitoring and supporting student progress.
- To support the religious and liturgical life of the college.
- Work with the CLT and the Prep School Head of Music, to ensure there is a strategic vision for Music across the college, 4-18.
- Develop a vibrant, broad, balanced and challenging curriculum embracing the classical and the contemporary, which provides all students with the requisite knowledge and skills.
- To promote high levels of musical participation across the college.
- Ensure that appropriate schemes of work, including related assessment processes, are in place and regularly reviewed in line with SCC Policy.
- Promote a collegiate approach so that staff work as an effective team, developing leadership within the department and sharing good practice.
- Monitor teachers' classroom practice and students' work, to ensure that schemes of work are being followed and appropriate homework setting, marking and assessment for learning is taking place.
- Manage and deploy available resources (teachers, support staff, Visiting teachers, capitation, departmental rooms, technology etc.)

- Ensure that appropriate professional development takes place in the department.
- Ensure organisational & administrative tasks are completed promptly and efficiently.
- Refine and further develop links between the Prep and Senior School.
- Promote a love of, and participation in, music across the college.
- Promoting the College in the wider community, including the Columban Chorus and public benefit events.

## Specific Responsibilities

### Strategic Leadership

- Construct an annual departmental improvement plan (DIP), reflecting the College Improvement Plan (CIP).
- Support the liturgical life of the college and be an active member of the college Ministry Team.
- Ensure that appropriate Monitoring & Tracking, in line with SCC policy, takes place within the department and that it is kept up to date.
- Monitor student data and to ensure that appropriate intervention strategies that raise overall standards are implemented.
- Ensure due recognition and reward of student achievement is celebrated.
- Check and quality control student subject reports produced by the department.
- Report annually to SLT on department exam performance.
- When invited, report to the Governors' Strategy and Policy Committee.
- Incorporate the ISC self-evaluation questions into the annual department self-review process.
- Attend Head of Department meetings and act on decisions made.
- Attend subject meetings of the Haileybury Group (HMC); to include taking responsibility to organise when it is SCC's turn to host.
- Keep up to date with national developments in the subject area, and teaching practice and methodology.

### Learning & Teaching

- Ensure that students are entered for appropriate external examinations.
- To be responsible for the setting of internal examinations and the moderation & standardisation of results.
- Ensure that an environment conducive to effective learning & teaching is established in the department classrooms; this includes appropriate & up to date display.
- Ensure that technology in support of music education is appropriately and effectively integrated into the curriculum.
- Check that appropriate work has been set for classes when teachers are absent.
- Teach curriculum music and contribute to the teaching of music as required in the Prep School. Support students with aural and theory classes as appropriate.
- Manage and administer all aspects of the judgements to be made over the eligibility of students applying for music scholarships and to provide an annual report on music scholars continued eligibility.

- Ensure that Music Scholars have a suitable scholarship programme in place to support their development within music.
- Ensure, in liaison with the Assistant Head - Director of Studies and in consultation with Heads of House, that prompt and appropriate communication with parents takes place, whether over individual concerns which may emerge from time to time in relation to the work of the department, or in relation to formal occasions when there are communications with parents e.g.; Parents' Evenings, presentation of options (through Options Booklets etc.). This also includes matters relating to the Visiting Music Teachers."

#### **Leadership and Management of Others**

- Lead performance review for the Senior School department.
- Establish practices that support colleagues in classroom and behaviour management and to act as a role model in their implementation.
- Manage departmental meetings to develop the skills and teamwork of the department, producing minutes for the Headmaster, Director of Studies & own line manager.
- Work with the Headmaster, SLT and line manager in the recruitment of staff to the department.
- Ensure the proper induction of new staff to the department including those on ITT and NQT's.

#### **Efficient and Effective management of staff and resources**

- Ensure the smooth day-to-day running of the department.
- Manage the work of the Visiting Music Teachers.
- Undertake routine administration tasks as requested by the Assistant Head - Director of Studies or the Assistant Head for Teaching & Learning.
- Create and update the departmental resources on the website and College Learning Platforms.
- Ensure the music resources in the library are up to date and relevant.
- Select and order textbooks and other department resources.
- Ensure that staff and students in the department work in a safe manner in accordance with the school's policy on Health and Safety.

#### **Extra and Extended Curricular Activities (EECA)**

- Actively promote the interests of music across the whole college.
- Organise a full and engaging programme of extra-curricular musical activities across the school, including choirs, bell choirs, orchestral, chamber groups, that attracts a wide range of abilities and provides the most able with stretch and challenge.
- Arrange regular concerts, formal and informal and provide performance opportunities for students of all musical levels both within and outside the college.
- Organise regular music tours.
- Provide musical support for assemblies, events liturgies as required, including the weekly morning Community Liturgy/Mass and the Eisteddfod.
- Work with the Director of Drama and others to produce regular college musicals.

- Encourage participation in music competitions at all levels both within and outside the college.
- Maintain and Develop the Columban Chorus, the college community choral ensemble.

#### **Marketing the Department**

- Promote and market the school in the wider community, particularly through musical events such as concerts and taster experiences.
- Build upon subject take-up and student recruitment for GCSE and A-Level
- Ensure that stories of musical achievement are made available for posting on the College website.

#### **Generic responsibilities**

- Responsibilities carried by all teachers in the college comply with the teachers' contract of employment.
- Adhere to Catholic school contractual obligations and expectations regarding support for the college's essential ethos as set out in the contract of employment.
- Expectations regarding the role and expectations for all Form Tutors are contained within the school handbook.
- To play a full part in the life of the college community to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- Undertake other key tasks that may reasonably be asked by the Headmaster.

#### **Safeguarding Children**

The appointee's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy at all times. If in the course of carrying out the duties of the post the appointee becomes aware of any actual or potential risk to the safety or welfare of children in the School s/he must report any concerns to the Designated Senior Leader.

#### **Remuneration and Benefits**

- St Columba's College has its own salary scale which is higher than the State and Maintained sectors. The salary for the position of Director of Music will be commensurate with experience and will recognise the responsibility this post entails.
- The College offers a fee remission of 66% for children of members of staff educated at SCC.
- Membership of the Teachers' Pension Scheme is currently under consultation.
- Complimentary lunch / tea / coffee / fruit / biscuits.

- Eye care vouchers.
- Free annual flu vaccination.
- Cycle to Work and Tech Schemes.
- Access to use of a confidential 24-hour counselling help line
- Use of the College Fitness Suite.
- Free car parking on site.
- Support with Continuing Professional Development.
- All staff have use of a Microsoft Surface Pro for school use.



## PERSON SPECIFICATION

The College 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
<b>Qualifications</b>	<p>Good Honours Degree in Music</p> <p>Qualified Teacher Status</p> <p>An accomplished pianist/keyboard player.</p>	<p>Postgraduate Qualifications or evidence of significant further professional development or professional qualifications.</p>
<b>Experience</b>	<p>A record of exemplary subject teaching covering Key Stages 3, 4, 5, including a track record of GCSE and A Level success.</p> <p>Successful teaching of individual practical and theory music examinations</p> <p>Experience in organising and leading extra-curricular musical activities.</p> <p>Experience of involvement in producing high quality concerts and public events.</p> <p>Up-to-date understanding of current practice in music teaching and a commitment to one's own continued professional development.</p> <p>Experience in coordinating ABRSM and Trinity exams</p>	<p>Experience of teaching music to younger age groups.</p> <p>Experience of preparing candidates for Oxbridge and Music Conservatoires</p>
<b>Skills</b>	<p>The ability to lead and manage people in working towards a common goal.</p> <p>Ability to work to a high standard without supervision /direction</p> <p>To have quality decision making skills; the ability to solve problems and make decisions.</p> <p>Displays initiative and common-sense</p>	<p>Experience in leading and managing a team of staff.</p>

	<p>The ability to work cooperatively with others.</p> <p>Excellent interpersonal and communication skills. Ability to inspire, challenge and support children and adults.</p> <p>Self-Management skills: the ability to organise oneself well and plan time effectively.</p> <p>Enjoy rising to the challenges posed by the school environment.</p> <p>Flexible and adaptable to change.</p> <p>Able to model the values and ethos of the College.</p>	
<b>Personal Qualities</b>	<p>Familiarity with Catholic/Christian liturgy.</p> <p>Commitment to the ethos of Christian education in the tradition of the Brothers of the Sacred Heart.</p> <p>Show flexibility and creativity in working practice and approach.</p> <p>Willingness to commit to the extra-curricular demands of the job, including music tours.</p> <p>Confidence in public speaking.</p> <p>Able to work under pressure and maintain a sense of humour.</p> <p>Passion for music.</p>	Practising Catholic