

- Assess and monitor pupils' work and set targets for progress.
- Assess and record pupils' progress regularly and systematically and keep records to check work is understood and completed.
- Monitor strengths and weaknesses, and recognise the level at which the pupil is achieving.
- Prepare and present informative reports to parents as directed.
- Participate in parents' evenings as directed and provide verbal reports to parents from VMTs of pupils' progress in their instrument/s.
- Report information of significance to the Deputy Head (Academic) or other appropriate senior managers.

Curriculum Development

- Develop and lead the delivery of a suitable class music curriculum for Years 3 to 8.
- Oversee the delivery of specialist class music teaching for the Nursery and Pre-Prep.

Leadership and Management

- Plan and lead a regular series of formal and informal concerts.
- Engage and manage visiting music teachers (VMTs), devising and overseeing suitable teaching timetables.
- Observe, monitor and develop VMTs' teaching as appropriate.
- Organise VMTs to write reports in the autumn and summer terms.
- Oversee monthly payment of VMTs and liaise with Bursary to ensure accurate payment.
- Organise termly disbursement of music lesson costs, extra music charges and instrument hire charges to parents.
- Undertake administrative and organisational tasks related to the post.
- Ensure the provision of a suitable range of ensembles, directing key ensembles.
- Direct the prep school choir, ensuring a suitable level of contribution to the school's programme of collective worship.
- Act as Musical Director for the annual senior production (Years 6 to 8).
- Plan, book and run individual music exams (for example, ABRSM exams), accompanying pupils as required.
- Organise and run community engagement and partnership events as agreed with the Head of Prep.
- Oversee the maintenance of the school's stock of musical instruments.
- Oversee the ordering of music for pupils within the department and ensure this is disbursed correctly to parents at the end of term.
- Prepare and manage the departmental budgets.
- Guide, prepare and accompany music scholarship candidates through their audition process.
- Liaise closely with the senior school Director of Music for the development of music across both schools.
- Organise and run weekly department meeting, liaising closely with the prep school deputy director of music to ensure the smooth running of the department.
- Liaise with appropriate supporting departments to organise logistics for musical events.
- Undertake other administrative and organisational tasks related to the post.

Pastoral Duties

- Promote the general progress and well-being of individual pupils.
- Liaise with appropriate staff to ensure the correct implementation of the school's pastoral systems.
- Alert appropriate staff to problems experienced by pupils and make recommendations as to how these may be resolved.
- Communicate, as appropriate, with parents (or guardians) of pupils, after consultation with appropriate staff.
- Undertake periodic Sunday duties in the boarding house (normally two per year).

Staff Development

- Participate in the school's Continual Professional Development arrangements.
- Take responsibility for own professional development and to set objectives for improvements, including up-to-date knowledge and use of ICT.
- Participate in arrangements for further training and professional development as a teacher.

Other Professional Duties

- Have an appreciation of local and national policies, priorities and statutory frameworks, including those relating to the safeguarding of children.
- Have a commitment to the importance of promoting and safeguarding pupils' welfare.
- Have a working knowledge of teachers' professional duties and legal liabilities.
- Operate at all times within the stated policies and practices of the school.
- Know subject(s) or specialism(s) to enable effective teaching.
- Establish effective working relationships and set a good example through personal and professional conduct.
- Endeavour to give every child the opportunity to reach their potential and meet high expectations.
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and pupils.
- Contribute to the corporate life of the school through effective participation in meetings necessary to coordinate the management of the school.
- Take part in marketing and liaison activities such as Open Days.
- Provide cover work that can be used by other staff in the event of absence.
- Carry out any other reasonable duties as directed by the Head of Prep.

Person Specification

Essential

- An inspirational, committed and highly effective practitioner, dedicated to achieving the best possible outcome for each child;
- An exceptional musician with the ability to inspire pupils of all ages and abilities;
- The ability to promote the school's mission and values effectively and creatively;
- The desire and ability to promote and develop music across the whole prep school community;
- Knowledge of and skills in a broad range of musical styles (world, western classical tradition and pop/rock/jazz);

- Ability to conduct and direct choral and vocal ensembles effectively and enjoyably;
- Ability to accompany pupils on piano up to ABRSM grade six;
- Ability to sight-read music to a high standard;
- A music degree from a recognised educational establishment;
- A recognised, suitable teaching qualification;
- The ability to teach music to a high standard at Key Stages 2 and 3;
- The ability and desire to work with children of a wide ability range;
- The ability to lead and manage a large team;
- The ability to form good working relationships with colleagues and to work collaboratively;
- The ability to forge strong links with the wider community;
- Committed to the safeguarding of children’s welfare;
- An organised, approachable, committed and enthusiastic individual;
- Excellent organisation and communication skills, both verbal and written.

Desirable

- The ability to teach a small number of lessons in a second subject;
- The ability to contribute to the school’s boarding provision;
- Ability to play the organ.

Notes

- This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed.
- The conditions of the Clayesmore salary scheme provide enhancement to DfE salary provision in recognition of a strong contribution to the extra-curricular life of the school.

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(Job Holder)

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(Human Resources Manager)

Date:

Date:

Date prepared : **December 2018**
Prepared by : **Head of Prep**

Clayesmore School is an Equal Opportunities Employer