

JOB DESCRIPTION

Date

Job title:

Head of Music

Reporting to:

Head of School

Department/School:

Hydesville Tower School

Scope:

UK

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.

Working With Us

Achieving more than you believed possible – that's what constitutes a quality education. At Cognita it is what we strive for in our schools. We want it for our children, and we want it for the people who work for us.

Since Cognita's launch in 2004, we've built an international network of 67 schools that serve some 30,000 pupils across seven countries in the UK, Europe, Latin America and South-East Asia.

Cognita's international network of schools and regional offices, combined with our ongoing investment in the professional development of our people, means we can offer first-class career opportunities with a global dimension. If you want to take your career further, we want to support you in achieving that goal within Cognita.

Job Summary

Provide professional leadership and management of the subject area, ensuring the department delivers high quality teaching and department resources are used efficiently.

Key Responsibilities:

- To present information on the development and performance of the subject to the SLT and Cognita as necessary
- To monitor and report on departmental performance in external/internal examinations and against other measures as directed by the Head of Senior School
- To perform other duties consistent with the seniority of the post as directed by the Headmaster or Head of School

Teaching and Learning Responsibilities:

- To teach pupils of all abilities and across the entire age range
- To ensure department staff have detailed "schemes of work" and produce lesson plans
- To lead the development and delivery of the subject
- To assist in the planning of the departmental timetable in collaboration with the Assistant Head
- To manage the setting/grouping of pupils at all key stages
- To analyse data regarding the performance of pupils and the department within all key stages
- To ensure that yearly reporting of pupil progress conveys accurate, meaningful information and where appropriate, linked to GCSE grades and the schools internal assessment criteria
- To monitor the work of the department through lesson observations and scrutiny of work samples, taking action to support improvement where needed
- To promote a culture of continuous improvement
- To promote and coordinate relevant extra-curricular activities within the department
- To ensure entries for public examinations are submitted to the Examinations Officer accurately and by the deadlines issued
- To liaise with the SENDCo and Academic Support to ensure students can access the curriculum
- Coordinate the Peripatetic teachers for Music within the department
- Line Management of music support staff within the department.

Staff Responsibilities:

- To be responsible for day to day administration within the department
- To participate in and encourage the continuing professional development of teachers within the department
- To participate in arrangements that may be made for staff appraisal
- To support NQTs and supply staff based within the department
- To assist in the appointment of departmental staff
- To share best practice throughout department
- To lead regular department/ curriculum meetings in accordance with the published rota
- To lead moderation meetings, where appropriate

Extra-Curricular Activities:

- Actively promote interest in music outside the immediate physical and timetabled confines of the department.
- Contribute to the broader life of the school by supporting and leading curricular and extra-curricular events.
- Organisation of co-curricular activities in music throughout the school.
- Arrangement of concerts and other performance opportunities at all levels.

Marketing and External Links:

- Actively promote the music department within the school community to encourage pupils' interest in the subject area.
- Contribute to the positive promotion and marketing of the school in the local and wider community.
- Lead the department's contribution to marketing events and external links.

Principal Working Relationships

Internal: Head
 Deputy Headteacher (Head of Senior School)
 Deputy Heateacher (Head of Prep School)
 Marketing Manager
 Peripatetic Staff

External: Parents and any other external agencies

Person Specification

Education and Skills:

- A good degree
- Qualified Teacher Status
- Outstanding teaching
- A willingness to become involved in the wider life of the school
- Flexibility
- Well organised, creative and innovative
- Able to offer an extra-curricular club/activity
- An excellent role model with high expectations
- Ability to work independently and also in a team.
- Strong interpersonal and communication skills
- Ability to form relationships and to motivate pupils
- Enthusiasm for the work of a department
- Commitment to personal and professional development.

Experience:

- Experience in teaching the new curriculum
- Experience of delivering GCSE Music
- Recent experience with assessment, recording and reporting
- Line management of other staff is desirable

Competencies for the Role:

Role Specific

- The ability to teach across the entire age range to a very high standard
- Specialism in at least one musical instrument
- Vocal confidence
- Excellent communication skills
- High level of organisational skills to co-ordinate a range of musical presentations across the school
- Development of musical provision within school
- Meticulous planning to enable pupils of all abilities to access the curriculum

Values Based Behaviours – the behaviours associated with our company values

- Excellence
- Respect
- Integrity
- Collaboration
- Accountability

Remuneration

- Competitive salary
- Contributory pension scheme
- School fee discount
- Professional development

Signed: Date:

Name (Print):