



DIRECTOR OF MUSIC

JOB DESCRIPTION

The Blue Coat School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This job description is indicative of the nature and level of responsibilities associated with the post. It is not intended to be exhaustive; other tasks may be allocated as necessary from time to time. It may be amended at any appropriate time, following consultation between the Headmaster and the teacher, and will be reviewed annually.

Name of Teacher:

Person to whom teacher is immediately responsible: **Head of Prep**

Start Date: **September 2024**

Core Purpose of Post

- To promote and safeguard the welfare of all children and young persons for whom the post holder has responsibility and with whom the post holder comes into contact.
- To maintain a high profile throughout the Blue Coat community, fostering key strategies to promote excellence in the quality of education provided and to lead and manage the Music Department in such a way as to achieve this.

Professional

- Exercise loyalty to the Headmaster and to the School.
- Support and assist the Headmaster in providing a happy, secure, safe and stimulating environment in which children can develop to their full potential.
- Support the Headmaster in fostering parental involvement and in keeping parents informed of school policy, the curriculum and other matters of importance.
- Set and maintain high standards of work and teaching, as well as of personal and professional conduct, as guided by the *Department for Education: Teachers' Standards*.
- Comply with all regulatory requirements.
- Comply fully with the requirements as set out in the current versions of the DfE document '*Keeping Children Safe in Education*' and the HM Government document '*Working Together to Safeguard Children*' and any relevant supplementary guidance.
- Abide by all the School's current systems and structures as outlined in policy documents including the First Aid and Health, Health and Safety and Safeguarding and Child Protection Policies, and take appropriate action in accordance with all such documents as and when necessary.
- Establish and maintain effective working relationships with colleagues and parents.
- Participate, and chair as required, in meetings with Visiting Music Teachers, colleagues and parents in respect of the duties and responsibilities of the post.
- Take responsibility for one's own professional development, attending INSET courses and other relevant courses whenever possible.
- Be punctual and adaptable, and dress in a smart but practical manner.

- Ensure that the principles for the Spiritual, Moral, Social and Cultural development of the children and the principles of the fundamental British Values are actively promoted.

Teaching and Learning

- Plan and deliver the teaching programme for all pupils within the classes allocated, liaising with colleagues as appropriate and having regard for the School's statement of aims, policies and schemes of work.
- Provide clear planning for lessons and for sequences of lessons that maintains pace, motivation and challenge.
- Use a variety of teaching styles, including differentiation by intent, and provide constructive feedback verbally and in marking to ensure the effective learning of whole classes, groups and individuals, establishing high expectations of behaviour and attainment.
- Integrate Assessment for Learning (AfL) to inform planning and provide next steps targets for the children.
- Complete the 'BCS Blue' for the relevant subject areas and ensure that children are supported in meeting their individual targets.
- Select and make good use of technology for classroom and management support.
- Ensure Apps for iPads and Macs are understood and used effectively on a regular basis in lessons.
- Contribute to the identification, assessment and support of pupils with learning support or special educational needs, liaising with the SENCOs, and writing and implementing Individual Pupil Profile Sheets where appropriate.
- Provide reports on individual progress to colleagues, the Headmaster and parents as required.
- Create a vibrant and inspiring classroom environment in which pupils' work is displayed to promote and enhance learning.
- Contribute to the maintenance and general orderliness of the school environment and its resources.

Other Responsibilities including Children's Wellbeing

- Supervise children as required at break and lunch times, eating with the children and encouraging good manners and sensible eating habits.
- Assist in ensuring that the children's dietary and medical requirements are adhered to.
- Assist with, and take responsibility for, class/year group outings as required.
- Take an active part in year group events such as productions, Chapel Services and theme days as required.
- Assist with any reasonable request in connection with the day-to-day organisation of the classroom or School.
- Lead assemblies when required, attend assemblies and Chapel Services, Open Mornings, Parents' Evenings and other whole school events as required.
- Undertake allocated House duties and support House events as required by the Head of Prep, Deputy Head Prep or House Head.

Specific Responsibilities

o Director of Music

Provide leadership in Music which involves:

Strategic Direction and Development

- Develop and implement a vision for improvements in Music ensuring that excellence is aimed for.
- Liaise with the Head of Pre-Prep and Academic Lead and relevant Subject Leaders to devise, implement and review Music Improvement Plans which reflect the immediate priorities and the overarching aims of the School Vision Statement and the current School Improvement Plan and ensure that information is communicated to colleagues as required.

- Liaise regularly with relevant Pre-Prep Subject Leaders with regard to whole school improvements, subject documentation and presentations to the Teaching, Learning and Curriculum Committee in accordance with the Curriculum Review Cycle, ensuring that colleagues are informed as required.
- Liaise regularly with Heads of Year and other Faculty or Subject Leaders to develop and implement initiatives, cross-curricular opportunities, projects and best practice.
- Liaise with the Head of Pre-Prep and Academic Lead and the Assistant Head Learning and Teaching and other Faculty or Subject Leaders to review the overall Curriculum and Assessment Plans, developing and implementing new initiatives as appropriate.
- Liaise with the Head of English and the Director of Sport to further develop the Performing Arts curriculum across the School.
- Lead in policy development for Music to ensure innovation, continuity and progression throughout The Blue Coat School, ensuring that developments in music education are incorporated into teaching where appropriate.

Leading and Managing Staff

- Ensure that department staff understand and follow agreed department and whole-school practices.
- Develop a culture within the department whereby pupils are stretched and challenged, ensuring that all pupils can access the curriculum and achieve success.
- Inform department staff of changes in the curriculum, ensuring that these are understood and implemented as necessary.
- Arrange cover work and mark assignments if department teachers are unwell at short notice and/or for extended periods of time.
- Undertake first-hand observation of lessons taught by teachers within the department each academic year in consultation with the Head of Pre-Prep and Academic Lead.
- Through discussion and peer observation to identify and share creative, innovative and effective subject-related strategies, thereby developing outstanding classroom practice amongst the department's teaching staff.
- Support and encourage department staff, advising, inspiring and motivating them.
- Ensure that department staff are kept up-to-date with latest policies and initiatives, both local and national, undertaking research as appropriate.
- Hold and minute regular department meetings to discuss and develop the work of the department.
- Ensure that staff within the department have well-presented, attractive and stimulating displays in their teaching rooms.

Curriculum Planning

- Possess detailed knowledge of the National Curriculum for Music, particularly as prescribed for Key Stages 1 and 2; Government and IAPS initiatives in Music; and the requirements of Senior Schools to which Blue Coat children habitually proceed; and use this knowledge effectively to inform the department's pedagogical practice.
- Liaise with the relevant Pre-Prep Subject Leaders to ensure continuity and progression across Key Stages.
- Provide an overview of the work covered by each Prep year group, reviewing this annually to ensure that it is appropriate to the needs of all the pupils and provides continuity and progression.
- Ensure that effective and well-planned Schemes of Work are written which detail the work covered by each year group in Key Stage 2, and that these schemes are evaluated on at least an annual basis and improvements implemented.
- Monitor teachers' planning within the department in consultation with the Head of Pre-Prep and Academic Lead to ensure that Schemes of Work are being followed, checking for consistency across each year group.

Teaching and Learning

- Promote the highest standards of teaching in the department through lesson observations, demonstration lessons, etc.
- Ensure that the highest standards of learning are maintained in the department, fostering a love of Music.
- Ensure that teachers in the department are aware of children's individual needs and implement strategies to meet these needs effectively through differentiation.
- Liaise with the Director of Learning Success, the SENCO, Teaching Assistants and the Director of Able, Gifted and Talented to discuss and address the needs of specific pupils.
- Support colleagues, including the Director of Learning Success, the SENCO and the Director of Able, Gifted and Talented, in the implementation of the Schemes of Work, and with planning, differentiation, intervention and support, assessment and record-keeping, offering help and advice when necessary.
- Ensure that consistent feedback is provided across the year groups which follows The Blue Coat School Feedback and Marking Code; and that through marking and verbal feedback, children are aware of their achievements as well as areas for improvement.
- Monitor the work and track the progress of Key Stage 2 children in Music, ensuring that summative and formative assessments are used effectively and that appropriate action to raise standards has been taken when necessary.
- Plan, implement and organise enrichment opportunities such as cross-curricular workshops, outings or visiting speakers in consultation with the Head of Prep ensuring that these are commensurate with whole school calendar requirements.

Assessments

- Discuss personal achievements and areas for development with pupils and their parents.
- Facilitate assessments, ensuring accurate record-keeping and tracking of pupil progress, liaising with the Head of Pre-Prep and Academic Lead to plan interventions and 'next steps', ensuring that these are communicated to pupils and parents as appropriate.
- Keep abreast of 11+ entrance examination developments and Scholarship requirements; and provide information when requested from secondary school regarding pupils' attainment in Music.
- Support the Director of Marketing and Admissions with 7+ music scholarships interviews.
- Co-ordinate an internal 'BCS Blue' moderation for your subject to review teacher judgements ensuring consistency across the subject with supportive evidence to back up decisions.

Communication with Parents

- Act as an interface between parents and staff in respect of the department.
- Prepare and deliver presentations to parents, providing an overview of the work carried out in each year group as required.
- Devise guidance booklets advising parents how they can support their child at home.
- Provide specific and timely feedback to parents and advice on external examination requirements where required and support colleagues in providing feedback to parents.
- Write letters when needed keeping parents abreast of activities and initiatives within the department.

Other Responsibilities

- Attend training appropriate to the role and encourage other faculty members to do likewise.
- Develop links with colleagues in other Prep Schools to ascertain aspects of best practice in Music.
- Make professional learning visits to other Prep Schools (or maintained primaries) on at least an annual basis.

- Keep an up-to-date list of the resources available in the faculty, replacing or renewing them as required and ensuring that they are maintained to a high standard which includes a regular tuning programme for the relevant instruments.
- Consult with the Bursary to prepare a realistic and achievable budget for the Music Department.
- Liaise with SLT to establish and review budget priorities, ensuring that the department is effectively resourced.
- Keep a record of spending in the department, ensuring that it falls within the parameters of the budget and ensure compliance with the School's financial systems and processes.
- Oversee and organise the Visiting Music Teachers to ensure a range of instrumental lessons and ensembles are available to children throughout the school and that the quality of this provision is of a high standard, striving for excellence.
- Lead weekly hymn practices in Key Stage 2 and weekly choir rehearsals.
- Liaise with colleagues to ensure that the music of a high standard is provided for events in Prep such as Prize-giving ceremonies as required, and supporting Pre-Prep events such as Chapel Services.
- Direct The Blue Coat School Orchestra.
- Ensure that Recitals and Prelude Concerts are organised for children throughout the school on a termly basis.
- Oversee all the school choirs to ensure that these are of a high standard.
- Lead the Chapel Choir and coordinate a regular schedule of rehearsals.
- Organise and lead Choral Evensong in the Blue Coat Chapel and other national services.
- Liaise with the Chaplain to deliver the music programme for Chapel Services.
- Be responsible for leading the musical aspects for productions and other Year Group events, liaising with Heads of Year and other colleagues.
- Lead The Blue Coat School Young Musician of the Year competition.
- Play an active part in the annual House Shout competition.
- Actively seek opportunities for the School to participate in external events such as competitions, music tours, local and national singing events, community events such as singing at the Queen Elizabeth Hospital and ensure that the necessary arrangements are made for participation in these events, liaising with the Head of Prep.
- Liaise with the Outreach coordinator to organise a vibrant and engaging BCS Musical Enrichment Day programme.
- Liaise with external examiners to facilitate music exams at the school each term and liaise with colleagues to make the necessary arrangements for these to take place.

Pastoral Tutor

Pastoral Tutor responsibilities include:

- Having oversight for the pastoral needs of the children in the Pastoral Tutor group, supporting the children, discussing specific concerns with colleagues, including the Form Tutor and informing relevant colleagues when required.
- Organising pastoral events for Pastoral Tutor group where appropriate.
- Liaising with parents of children within the Pastoral Tutor group to discuss welfare and pastoral needs.
- Eating lunch with the children from the Pastoral Tutor group at least once per half term.