

John Mason School

JOB DESCRIPTION: Subject Leader of Music

JOB PURPOSE

1. To extend the leadership of the Headteacher
2. To lead the teaching and learning of the Music Faculty within the school, in accordance with school and Faculty policies
3. To develop an effective, consistent and inspiring faculty within the Performing Arts Faculty, with an exciting, thriving extra-curricular offer

OBJECTIVES

To be accountable for:

- Raising standards of student achievement in Music at all levels
- Fostering students' enjoyment and satisfaction in the study of Music
- Staff confidence and competence in teaching Music
- Further developing the excellent extra-curricular provision for the department/faculty.

PRINCIPAL RESPONSIBILITY AREAS

A. Teaching and Learning

- A1 Monitor the quality of teaching and learning in the Faculty through regular monitoring and evaluation, including lesson observation, work scrutiny, SEF, FIP, and any other appropriate means.
- A2 Plan, monitor, review and implement the delivery of an appropriate, personalised curriculum that meets the needs of all learners, supports the school's values and drives forward whole school development priorities.
- A3 Plan, monitor, review and implement schemes of learning, ensuring that lesson planning meets the needs of all learners.
- A4 Lead on best practice and current pedagogy, to ensure that all teachers engage learners actively, and that teaching addresses cross curricular themes (e.g. literacy, I.C.T., citizenship)
- A5. Ensure that effective cover work is set when staff are absent, in line with school policy.

B. Achievement and Standards

- B1 Ensure that teachers set challenging targets for students.
- B2 Evaluate and track student progress through the use of assessment and regular analysis of data.
- B3 Report on the progress and attainment of learners to the Headteacher, SLT, governors and Triangulation Panels, as required. (Including analysis and reporting of exam results)
- B4 Plan, deliver and measure the impact of intervention activities for students who are underachieving in liaison with SLT, Directors of Key Stage, tutors, SENCO and any other appropriate agencies or personnel.
- B5 Ensure effective communications with parents and carers.
- B6 Ensure that appropriate moderation and standardisation of assessment takes place at all levels, so that data is robust; ensure that teachers submit data punctually and in line with school or consortium arrangements.
- B7 Liaise with the school's Exams Officer to ensure that all students are entered for the appropriate examination and exam tier, and that any information regarding exam entries or exam requirements is effectively communicated to students, teachers and parents

C. Personal Development and Wellbeing

- C1 Ensure that appropriate support and direction is given to all students through assessment for learning, and that appropriate information, advice and guidance is given about the opportunities and progression within the subject and its place in the wider world
- C2 Develop opportunities for students to extend their learning e.g. through trips, visits and extra curricular activities and competitions

D. Community

- D1. Ensure subject representation at Consortium meetings, including 16-19 Choices Evening
- D2. Ensure that the subject contributes to the community learning offer, at least every two years.
- D3. Produce effective and inspiring publicity materials as required, e.g. Options Booklet.

E. Leadership and Management

- E1. Lead the strategic direction of the subject, in line with whole school priorities, including writing, costing and reviewing development and action plans
- E2. Liaise with other Directors, SLT and Governors to meet the aims and SIP objectives of the school and the subject, including taking an active part in middle leader meetings.
- E3. Monitor and ensure the consistent application of whole school policies and systems within the Faculty, and challenge underperformance
- E4. Lead and support the professional development of all staff within the subject, in accordance with the school's Performance Management Policy, including induction of new staff.
- E5. Monitor the health and well being of the team, intervene and refer where appropriate to support the needs of colleagues.
- E6. Manage the deployment of subject staff, ensuring that teachers' loading is balanced and meets the needs of all learners.
- E7. Contribute to the appointment of staff.
- E8. Manage the budget effectively, ensuring that expenditure is linked to raising achievement and strategic priorities.
- E9. Manage the deployment of peripatetic music teachers
- E10. Ensure an inspiring and safe learning environment.
- E11. Lead by example, creating a positive ethos and modelling high standards of professional behaviour.
- E12. To be aware of and respond appropriately to any health and safety issues raised by materials, practice or accommodation related to the subject.

Accountable to: The Headteacher

Line managed/supported by: Assistant Headteacher.

TLR: 2(1)

Last updated: April 2020

This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document and the provisions of that document will apply to the post holder.

The performance of all the duties and responsibilities shown overleaf will be under the reasonable direction of the Headteacher; and the Headteacher, or other Senior Manager if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation. The school's Grievance Procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the County Council's Stress at Work Policy and the Dignity at Work Policy.