

## **THE ROLE OF THE DIRECTOR OF MUSIC**

The Director of Music takes responsibility for all musical activities in the School, so that students of all abilities may be actively encouraged to fulfil their musical potential.

### **Teaching and Learning**

- To monitor the quality of teaching and learning in the department and to provide advice and support to departmental members to ensure best practice.
- To liaise with Form Tutors, Heads of Year, Boarding staff and parents as part of a whole school approach to maximising student performance.
- To organise, where appropriate, an ambitious programme of performances and educational visits.
- To liaise with the Assistant Head Academic regarding AG&T students as well as the SENCo and EAL co-ordinator regarding student needs.

### **Strategic direction and development of Music**

- To ensure that Music becomes a high profile element of the College's identity with the support of the Senior Leadership Team and further investment in this thriving department.
- To ensure that Schemes of Work are regularly reviewed and updated as appropriate.
- To be at the forefront of developments within the subject area and communicate this to departmental staff.
- To liaise with the Head of Preparatory School Music to ensure continuity and progression within the Music curriculum between the Preparatory School and the Senior School.
- To produce, monitor and review an annual Departmental Development Plan in consultation with the Senior Deputy Head.

### **Leading and managing staff**

- Dynamic leadership of a thriving department of twenty staff members.
- To organise regular departmental meetings, that provide a focus for departmental development
- To ensure that teachers (including peripatetic staff) working within the Music Department are aware of and adhere to departmental policy (which reflects school policy).
- To employ student data to ensure best outcomes and practice.
- To be involved in the appointment and induction of new staff to the department.
- To identify and develop skills of members of the department, including recommendations for staff inset.
- To appraise teachers within the department and agree follow up action.
- To attend Heads of Department meetings and ensure the department is represented on working groups, as necessary.
- To ensure that School Policies relating to staff and students are implemented in the department.
- To provide the Examinations Officer with all the information required to facilitate the entry and post-results enquiry processes.
- To produce an examination analysis report after each Public examination session and a full analysis report on the Summer public Examinations for the Headmaster and Senior Deputy Head.
- To produce reports for Governors as required.

- To report any maintenance or Health and Safety requirements promptly to the Maintenance Team or to the Estates Manager thereby ensuring that within the departmental area, students and staff are able to work in a healthy, safe, clean and tidy environment.
- To ensure that a suitable departmental Health & Safety Policy exists and is followed by members of the department.

### **Efficient and effective deployment of staff and resources**

- To allocate students to sets where appropriate and to allocate classes, ensuring that, as far as possible, departmental colleagues have the opportunity to teach a cross section of ages and abilities.
- To plan, allocate and monitor the departmental budget including bidding for extra resources for planned future developments.
- Oversee the musical resources of the College.

### **Individual Music Tuition**

- To co-ordinate the arrangements for peripatetic and student timetables for instrumental and singing lessons and encourage participation.
- In conjunction with the Music Department Administrator, oversee the timetables of peripatetic staff, handling routine queries from visiting teachers.
- Oversee peripatetic reporting to ensure that students achieve outstanding progress.
- Work closely with visiting teachers to ensure that students achieve their full musical potential.
- Oversee the work of the Music Administrator in organising all aspects of external examinations.
- Ensure that the Music Administrator reports absences of students from music lessons to Tutors/Heads of Year.

### **Co-Curricular Musical Activities, Concerts and Events**

- Organise an ambitious programme of musical activities, concerts and events.
- Drive and monitor the participation in co-curricular Music.
- With the support of the Music Administrator, provide staffing, equipment, material and finance for such work and allocate rehearsal times and accommodation.
- Organise internal competitions, such as House Music competitions.
- Be responsible for the musical content of concerts and for the general management of all concerts.
- Organise music for special occasions, such as Exhibition Day.
- In conjunction with the Chaplaincy team, organise music for chapel services and other special occasions throughout the year. Attend weekly Chaplaincy meetings.
- Liaise with those responsible for leading assemblies and organise their musical content.
- Submit annual returns to the Bursar for submission to the Performing Rights Society.
- Liaise with the Drama Department on incidental music for School productions and cross-curricular collaborations.

### **Music Scholarships**

- Organise and manage all aspects of the auditions for Music Scholarships, liaising with the Registrar and schools of external applicants, where appropriate.
- To co-ordinate music scholars to ensure that they fulfil their musical talents and take a leading role in the School's music provision.

**Any other duties as reasonably requested by the Headmaster**