

## **ARTS EDUCATIONAL SCHOOLS LONDON**

### **JOB DESCRIPTION AND PERSON SPECIFICATION**



JOB TITLE	Head of Music
SALARY RANGE	£34000- £38000
NATURE OF POST	Full-Time
IMMEDIATELY RESPONSIBLE TO	Director of Performing Arts

### **INTRODUCTION TO THE SCHOOL**

The general aim of this post is to sustain and improve the quality of training and education that is offered to the pupils who study at the Day School and Sixth Form, which is the leading specialist performing arts school in the UK.

We are committed to fully developing the academic, vocational and personal potential of our pupils and we strive to ensure that our curriculum reflects current best practice. We believe that the balance of academic study, creative arts training and performance opportunities helps to develop self-discipline together with a strong sense of responsibility. Our pupils and staff relish challenges and work tirelessly to achieve the very highest standards. Small class sizes and a staff of well-qualified, specialist teachers and practitioners underpin the excellent approach to learning and training.

The School has a long history of success – with its pupils going on to study at the most prestigious conservatoires and universities all over the world. ArtsEd is not a 'stage school,' for it has always prided itself on producing a first-class education in which the performing arts play a central role. Our emphasis is on teaching the whole person, not merely the fostering of professional talent.

### **JOB DESCRIPTION**

The general aim of this post is to sustain and improve the quality of training and education that is offered to the pupils in the school. At present we teach the Edexcel specification for GCSE Music and AQA for A Level.

The ethos of the school is one of shared responsibility to which all teachers make a significant contribution. As many departments consist of just one-member it is vital that the teacher contributes throughout the year to the school's strategic planning.

## **PRINCIPAL RESPONSIBILITIES**

- To lead the department through effective teaching, professional vision and knowledge
- To assist in the planning and management of Music productions in school, including the audition process and to facilitate Musical Productions that fall outside the remit of BTEC Musical Theatre
- To direct groups at rehearsals, and live or recorded performances, in order to achieve desired quality.
- To consult with directors and choreographers in planning and delivering school Musical productions.
- To help backstage and co-ordinate backstage support and steward teams for all internal large-scale productions
- To organise and co-ordinate the content and timetabling of peripatetic music lessons.
- To liaise with the Head of Singing on vocal tuition for Day School and Sixth Form students.
- To write and review the Music Department Handbook and Development Plan.
- To maintain and develop schemes of work relating to the requirements of KS3 and the Examination Boards at KS4 and KS5, working collaboratively where appropriate.
- To take part in the appointment of staff to the Department and in the drawing up of their job descriptions
- To arrange, in consultation with members of the Department, the deployment of those members in the timetable
- To support members of the Department in maintaining sound discipline within the schools agreed policies
- To monitor the quality of teaching and learning within the Department and to ensure that curricular records are kept and that reports are written
- To supervise the use and care of the rooms assigned to Music classes, including adherence to relevant Health and Safety regulations in studios and other facilities.

## **GENERAL**

- Teach classes as appropriate to the role.
- To maintain and monitor appropriate records of pupils' learning and achievements
- Design, develop and write suitable schemes of work for all Key Stages.
- To write reports, attend parents' meetings and respond to parents' enquiries.
- To devise and implement a rehearsal programme resulting in student productions that meet (and hopefully exceed) the expectations of a specialist school with a performing arts focus. This might result in spending additional time after school, on occasional Saturdays and in the half term breaks.
- To rehearse students to be confident when performing enabling them to achieve success, be it for an exam or production
- To implement the school's agreed policies
- To maintain effective discipline through implementation of the school's agreed procedures.
- To take part in the performance management/appraisal programme.
- To attend meetings as appropriate
- To maintain liaison with classes' and individual pupil's Form Tutors.
- To take on the pastoral responsibilities of a Form Tutor
- To keep abreast of all exam specifications and to meet all deadlines

## **CURRICULUM**

- To teach agreed process and creative Music schemes to KS3 classes
- To teach and assess in regards to the GCSE Edexcel specification for GCSE and A Level
- To ensure that curricular records and assessments are kept and reports written

- To mark all work set in relation to the Edexcel mark schemes
- To mark KS3 in accordance with the ArtsEd mark scheme
- To ensure that health and safety issues are properly understood and procedures followed effectively and consistently

## **FINANCE AND RESOURCES**

- To provide a list of examination, peripatetic lessons and school trips disbursements when required by the Finance Director

## **ADDITIONAL INFORMATION**

- The post holder must always carry out their responsibilities with due regard to the Arts Educational Schools London Equal Opportunities policies.
- The post holder must accept responsibility for ensuring that the policies and procedures relating to Health and Safety in the workplace are always adhered to.
- The post holder must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act.
- All staff must follow all policies and procedures and adhere to the staff code of conduct
- All staff are required to regularly undertake Safeguarding, Prevent, and GDPR training and to maintain their own professionalism and job-related knowledge through ongoing CPD.
- All staff must accept their responsibilities in relation to, and adhere to the Staff Code of Conduct
- The above list is not exhaustive, and the post holder will be required to undertake such duties as may reasonably be expected within the scope and grading of the post.
- All members of staff are required to be professional, co-operative, and flexible in line with the needs of the post and the school.
- All Job Descriptions are reviewed annually and will change to reflect the needs of the School and the post.

## **PERSON SPECIFICATION**

### **Qualifications:**

- QTS or equivalent

### **Skills:**

- Ability to design and implement interesting and creative schemes of work
- An efficient and effective teacher with evidence of first-class teaching skills.
- Effective classroom/studio manager
- Ability to inspire pupils
- Excellent keyboard and sight-reading skills

### **Knowledge:**

- A sound knowledge of relevant examination syllabuses for GCSE, A Level with a willingness to learn new specifications if deemed appropriate.
- A range of teaching pedagogy and strategies relevant to the teaching of the subject
- Familiarity with current best practice
- A sound knowledge of ABRSM and Trinity examination specifications
- A good knowledge of assessment procedures relating to the specialist area

**Experience**

- Relevant teaching experience.
- A firm understanding of how to direct students in a rehearsal

**Personal Qualities**

- The ability to inspire in pupils a love of the subject and the desire to reach the highest possible standards
- A commitment to the broad education of children
- The aptitude to work constructively with children across a wide range of age and ability
- The competence, stamina and professionalism necessary to discharge all professional duties effectively
- A willingness to allocate own time to rehearse productions with students or give additional one-to-one support to students applying to Music Schools and Performing Arts Courses
- Enthusiasm for the work in this specialist school
- The ability to work as part of a team
- Excellent communication skills
- A good sense of humour.

**SALARY AND CONDITIONS**

- All offers of appointment are subject to ArtsEd receiving satisfactory references, DBS and medical clearance
- All appointments are subject to a probationary period of two terms

**APPLICATIONS**

All applicants must provide:

- a) Equal Opportunities Monitoring Form (available to download from the TES website)
- b) A letter of application clearly outlining your suitability for the post based on the particular requirements outlined in the Job Description.
- c) A completed application form