

PRINCIPAL: JOHN McPARLAND BD PGCE MA NPQH

**SUBJECT LEADER OF MUSIC**

**JOB DESCRIPTION**

**Post:** Subject Leader of Music

**Responsible to:** Senior Leadership Team Line Manager

**Job Purpose:**

* To provide strong leadership that results in a Music Department which provides first class teaching and learning opportunities for students and staff.
* To instigate and develop an innovative approach to Music that will stimulate all students to achieve their full potential.
* To develop and implement a creative curriculum and ensure the delivery of a high quality music provision in all curricular and extra-curricular activities.
* To collaborate (work with, support and/or lead on) with other Subject Leaders on whole Academy productions and performances under the direction of the Senior Leadership Team.

**Key Responsibilities:**

* To advise the Principal and Assistant Principal on all matters connected with the delivery of Music across the Academy and to liaise on timetable planning and other curriculum issues.
* To develop appropriate and differentiated schemes of work at KS3, KS4 and Post 16 and to ensure that the aims and objectives for the teaching of Music are delivered.
* To co-ordinate with the appropriate personnel the work carried out by all teaching and non-teaching staff within the Department.
* To keep up-to-date about subject development and to take part in relevant CPD for this purpose, disseminating to other staff where appropriate.
* To lead the Department’s monitoring and Self Evaluation processes.
* To ensure the effective implementation of Academy policies. Prepare individual and group reports and analyse and report on summative data.
* To demonstrate and encourage high standards of professionalism from all staff associated with the Department.
* To demonstrate and inspire an enthusiastic and committed approach to teaching within the Department.
* To co-ordinate the resources of the Department, giving support and guidance to relevant staff.
* To line manage teaching and non-teaching staff within the Music department, including performance management, quality assurance and day-to-day management.
* To demonstrate high levels of professionalism in the accurate completion of the administrative needs of the Department, meeting all deadlines.
* To ensure that appropriate arrangements are made for examination entries and statutory requirements.
* To complete or undertake, to the standard required, any other tasks or duties as required by the Senior Leadership Team.

**Curriculum Management to include:**

* Making sure that innovative and appropriate approaches to learning are made available to students with specific learning needs, for example: those with a low skill base, hearing or visual impairment and the very able.
* Evaluating National and International initiatives to promote learning and incorporating appropriate elements into the Academy’s strategy for Music.
* Ensuring that the statutory requirements of the National Curriculum are met.
* Ensuring Community Cohesion aims are reflected in Music teaching and learning experiences, so that curriculum aims, cross-curriculum dimensions and PLTS work together within the department to provide compelling learning experiences supporting community cohesion.
* Evaluating the design and delivery of the curriculum for Music; continuously striving to improve all aspects.
* Monitoring and evaluating progress towards meeting student achievement targets.
* Ensuring that there is an effective assessment, recording and reporting system of student progress.

**Financial Management**

* Setting long term and short term budgets for resourcing the Music Department appropriately and effectively.
* Monitoring actual spend against forecast.
* Making sure that ‘Best Value’ principles are applied to all appropriate purchasing decisions.
* Evaluating use of financial resources to ensure that desired outcomes are met.
* Advising the Director of Finance and Operations of potential additional funding for Music and assisting with the bidding process.
* Exploiting business opportunities to improve the resources of the Music Department.

**People Management**

* Adopting a strong, caring and flexible leadership style so as to influence and motivate staff and students to achieve their objectives and those of the Academy.
* Creating an environment of open-mindedness, fairness and harmony between groups and individuals.
* Working proactively with the Senior Leadership Team to create an open, valuable working relationship that thrives on using the knowledge and expertise of individuals and groups to produce optimal outcomes.
* Advising the Senior Leadership Team about the recruitment and retention of high-calibre staff.
* Implementing ‘Best Practice’ Academy performance management processes so as to provide a positive framework for staff development and achievement.
* Evaluating the staff development programme and liaising with the Vice Principal to modify as appropriate.
* In conjunction with all staff, organising activities/processes that encourage team development (including parents and commercial partners).
* Ensuring that all staff, including short and long term temporary staff, receive departmental induction and fully understand all relevant policies and their implementation.
* Making sure that effective, caring policies concerning a broad range of Student and Staff welfare matters are implemented.
* Providing overt support to staff to enable them to effectively implement the policies of the Academy and Music Department.
* Monitoring and evaluating attendance and absence management policies for the Music Department staff and students.
* Ensuring that the policies and processes in-place for assessing students and for setting, monitoring and evaluating attainment goals for students are implemented by all departmental staff.
* Creating an environment where there is visible acknowledgement that everyone’s contribution is valued.

**Developing and maintaining strong community and commercial links**

* Developing initiatives to outreach to the community.
* Assisting the Vice Principal to create and implement ways of actively involving parents in the learning process.
* Instigating, developing and maintaining links with local business so as to enhance the learning experience of both the Academy community and the commercial partners.
* Networking with secondary schools in Ashford to share best practice.
* Facilitating a broad range of activities in conjunction with staff, students and the wider community so as to deepen and broaden learners’ experience in Music.

**Facilities management includes:**

* Ensuring that physical resources to deliver the curriculum are acquired and are maintained effectively.
* Making sure that the accommodation is used in the most effective way to meet the needs of all students and of the curriculum.
* Ensuring that the interior and exterior of the building are maintained to a high standard that reflects the ethos of the Academy.
* Managing the security and Health & Safety aspects including legal obligations.

**General Administration**

* Ensuring that all administrative systems are based on the optimum use of information technology.
* Designing and implementing management information systems that meet laid down criteria and that specify a structured timetable for information delivery.
* Providing appropriate, accurate and timely management information to enable continuous evaluation of performance.
* Checking that information required by various external bodies is produced within the given time scale and is of excellent quality.
* Designing and implementing departmental procedures that complement Academy procedures and ensure all stakeholders (students, parents, community members, all staff, and visitors) are treated as valuable customers of the Academy.

**Accountability**

**Key Performance Indicators:**

* Percentage of students in Music gaining GCSE Grade 9 – 4 measured against targets.
* Percentage of 16-19 students completing course with satisfactory outcomes.
* Departmental Staff retention record.
* Proportion of Music lessons formally observed to be good/outstanding.
* The appearance of the environment.
* Actual budget spend against forecast.
* Extent of industry/commercial/community involvement against targets set in the departmental plan.

**This job description sets out the main duties and responsibilities of this post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder and subject to the approval of the Principal and Governors.**