



THE ROCHESTER GRAMMAR SCHOOL
The Thinking School Academy Trust
CEO: MR S GARDNER BA (Hons) NPQH NLE
DIRECTOR OF SECONDARY EDUCATION: MR G BASSAN BA (Hons) NPQH

DIRECTOR OF MUSIC
JOB DESCRIPTION

The Director of Music will lead all elements of the provision of music in the school and be responsible for all school concerts and musical performances. The Director of Music will define the quality and direction of music in this key position.

The Director of Music is expected to keep abreast of developments in the teaching and performance of Music and use will be made of any opportunities for cross-curricular and extra-curricular initiatives and co-operation. This role is appointed by the Principal and is directly accountable to the Assistant Principal for the leadership and management of his or her own area. He or she will play a crucial role in leading the development of creative activities and setting high professional standards in all aspects of work. The Director of Music is ultimately accountable for the performance of the department.

General responsibilities include

Curriculum

- Securing outstanding outcomes (attainment and progress) in Key Stages 3, 4 and 5
- Leadership of the curriculum area, including strategic planning and development
- Communication of the curriculum area's vision and ethos to stakeholders
- In conjunction with the Vice Principal, overseeing content and development of the curriculum
- Development planning within the curriculum area

Ensemble leadership and event organisation

- Conducting instrumental and/or choral groups
- Organisation of the annual concert schedule and special performing projects.
- In conjunction with the Curriculum Leader for RS, the planning and direction of major services in Rochester Cathedral (Carol Service and Founders' Day)
- Providing hymns and songs for assembly and promoting participation
- Leading the RGS Young Musician competition
- Generating teams for regional and national competitions
- Supporting the Choral Director with rehearsals, events and competitions
- Musical Director of whole school productions

Staff

- Overseeing and directing the academic staff in the curriculum area (including performance management) and the Music Technician
- Line manager to the Music Administrator
- The appointment and monitoring of all Peripatetic teachers (currently 16) and the provision of individual music lessons (instrumental /singing) across the school
- Staffing of the extra-curricular programme in Music
- Provide inspiration to staff through performance and composition

Resources

- Full preparation and management of budget
- Allocation and monitoring of music teaching space within the department (3 classrooms, 6 practice rooms, and the recording studio)

Pupils

- Ensuring outstanding outcomes for all pupils
- Ensure the smooth running of extra-curricular activities
- Overseeing ABRSM examination entries
- Promoting participation in musical/choral activities

Health and Safety

- To take full responsibility for Health and Safety within the department, on music-related trips and during rehearsals
- To ensure that all staff working within the department are appropriately trained

Whole School

- Leading and overseeing the long-term direction of music across the school (and within the Thinking Schools Academy Trust)
- To develop the public profile of music at RGS throughout the wider community
- Take responsibility for the marketing and publicity of musical events
- To work collaboratively with Curriculum Leaders of creative departments on the development of multi-disciplinary events and activities as appropriate, including the leadership and management of House Arts Day

Generic Duties relevant to all members of staff

1.1 The Trust

The ethos of the Trust is included within the strapline “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.

You will be based at Rochester Grammar School. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

1.2 Teaching and Learning

This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

1.3 ICT

It is expected that all teaching and support staff follow the ICT Vision of the Trust.

All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.

All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

1.4 Health and Safety

Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

1.5 Safeguarding

The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Child Protection Officer.

1.6 Data Protection

The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the Head of School/Executive Principal. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.