

**POST:** Head of Music  
**TLR ALLOWANCE:** TLR 2b/2c (£4,784/£7,248)  
**RESPONSIBLE TO:** Freman College SLT Line Manager

### **Leadership and management responsibilities**

1. To maintain high standards of student attainment and achievement in curricular music
2. To deliver a broad, high quality range of extra-curricular ensembles and performances including shared performances with our local partner feeder schools
3. To systematically and regularly monitor student progress and make effective interventions to address underachievement
4. To ensure that the schemes of work and resources used for the teaching of music are of high quality, appropriate and accessible
5. To secure and sustain effective teaching and learning in music, evaluate its quality and the standards of students' work and set targets for improvement
6. To support teachers of music in sustaining motivation and improving teaching, including induction arrangements and professional development
7. To ensure consistent record keeping and data analysis across the departments
8. To ensure the consistent development, implementation and evaluation of music department policies, plans, targets and practices
9. To line manage and conduct performance management meetings with music teachers
10. To coordinate and monitor the work of instrumental teachers
11. To set, monitor and evaluate the department's allocated budget
12. To represent the Music Department at meetings inside and outside the college
13. To maintain close regular contact with music subject leaders at our partner middle schools to ensure curriculum coherence and shared extra-curricular opportunities
14. To ensure provision of work for absent music teachers

15. To manage student behaviour and discipline in music lessons in line with the relevant school's policies and procedures
16. To oversee the day to day work of the Music Department

### **General responsibilities as a teacher**

1. To prepare and to teach appropriate lessons in accordance with college policies using appropriate resources.
2. To encourage students to achieve the highest standards of work possible.
3. To set and to mark students' work regularly and in accordance with the relevant college's Assessment and Marking Policies; to record marks, to monitor progress and to complete reports as required.
4. To participate in the arrangements for preparing and assessing students' work for examinations and to supervise students during such examinations.
5. To co-operate in developing appropriate departmental teaching materials and to contribute to the development of new courses.
6. To review from time to time methods of teaching and programmes of work and to participate in arrangements for further training and professional development.
7. To participate in the agreed performance management process.
8. To share in the pastoral responsibility for students in their teaching groups and where appropriate to liaise with Tutors, Heads of House and Heads of Year as appropriate.
9. To maintain good order and discipline among students and to safeguard their health and safety at all times.
10. To ensure that the learning environment for their lessons is neat and well organised.
11. To share in supervisory and general duties during the working day.
12. To cover classes for absent colleagues in accordance with the relevant school's policy on staff cover.
13. To attend staff and department meetings.
14. To undertake professional development as appropriate.
15. To attend assemblies.
16. To participate in Parent Consultation Evenings and to communicate with parents when appropriate.
17. To undertake any duties which the Headteacher may from time to time reasonably require.

The above responsibilities are subject to the general duties and responsibilities contained in the Conditions of Employment of school teacher.

# Fremman

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## C O L L E G E

### PERSON SPECIFICATION

**Job Title:** Head of Music

You will be

- committed to comprehensive state education and the entitlement of all students to succeed;
- excited by the opportunities and additional responsibilities offered by this post;
- able to develop a clear and realistic vision for music within the curriculum and also beyond the curriculum, working closely with our partner schools;
- enthusiastic and able to make teaching and learning in music exciting, enjoyable and accessible to all students;
- able to plan and deliver exciting, high profile events;
- able to engage and enthuse students (and colleagues in the wider college!) about music, increasing the numbers who are actively engaged in making music and in extra-curricular ensembles;
- experience and proven success in teaching Music at GCSE, with the ability (and ideally experience) to teach A Level Music;
- knowledgeable about developments in the teaching of music;
- able to lead and support others in the teaching of music;
- able to use data to monitor student progress and make effective interventions;
- well organised and efficient;
- excited by opportunities to learn from colleagues, and also to share your expertise with them;
- committed to your own professional development;
- committed to the important role of group tutor.

**May 2022**