# Job Description

Job Title: Head of Music & Performing Arts

Group: UK Independent Schools

Dept/Project/Service: Oakfield Preparatory School

Reports to: Director of Studies

Responsible for: Line management of the music and drama team, including teachers, coaches and peripatetic staff

**Grade:** Main teaching scale with responsibility allowance

Job Purpose:

The Head of Music and Performing Arts will provide strategic and operational leadership for all aspects of Music and Performing Arts at Oakfield Preparatory School, ensuring the highest standards of teaching, learning, and pupil engagement across both curricular and co-curricular activities. Recognising the central role that Music and Performing Arts plays in the life of Oakfield Prep, the Head of Music and Performing Arts will be responsible for developing an ambitious, inclusive, and forward-thinking programme that enables every pupil to participate in and excel through music, drama and performance opportunities.

The post-holder will lead the delivery and evolution of a dynamic Music curriculum from Early Years to Year 6, oversee the full programme of co-curricular ensembles, productions, concerts, and events, and work closely with colleagues across the school to foster a culture in which creativity, performance, and artistic expression are celebrated. The Head of Music and Performing Arts will have overall responsibility for the management and professional development of departmental staff, ensuring high standards. The role also includes promoting collaboration between Music and Drama departments to deliver an integrated and ambitious performing arts experience for all pupils.

This role offers an exceptional opportunity for a passionate and forward-thinking leader to build on the school’s established reputation for excellence in Performing Arts, shaping a programme that not only inspires pupils and engages the wider community but also sets new standards for creativity and ambition at Oakfield Preparatory School.

Job Objectives:

**Strategy, vision and development**

1. Develop the strategic vision for Music and Performing Arts in line with the school's strategy and development plan
2. Develop and maintain a clear Development Plan for the Music Department which includes curricular and co-curricular music
3. Monitoring and reporting on department KPIs
4. Liaise effectively with the Head and Senior Leadership Team to ensure the delivery of an ambitious and inclusive music and performing arts curriculum, co-curriculum and performance programme

**Curriculum, teaching and learning**

1. Plan and prepare for the delivery of the Music curriculum from EYFS to Year 6
2. Develop a curriculum that provides suitable challenge and support, taking account of individual pupil needs as appropriate
3. Monitor the teaching and learning within the department, developing staff to ensure the highest standards of teaching and learning and accelerated pupil progress
4. Assessing, recording and reporting on the development, progress and attainment of pupils, making use of data to inform next steps
5. Leading, organising and participating in co-curricular activities
6. Providing or contributing to assessments, reports and references relating to individual pupils and groups of pupils
7. Producing reports of the department’s activities, schemes of learning, development planning and budgeting for the Director of Studies in line with the curriculum review cycle
8. Overseeing preparation and applications for Sports Scholarships at Senior Schools; developing relationships, writing references and supporting excellent outcomes
9. Oversight of peripatetic music lessons, including timetabling, teaching and learning and pupil progress
10. Attend Parents’ Evenings as part of the school's reporting process
11. Undertake duties as a class teacher within the school as directed, including the teaching of subjects other than Music if required
12. Oversee the programme for Music and Performing Arts scholarships; developing relationships, preparing pupils for assessments, writing references and supporting excellent outcomes

**Leadership**

1. Set and articulate an ambitious vision for Music and Performing Arts, and lead the team to deliver it with consistently high standards and a commitment to excellence
2. Be a proactive, inspirational and dynamic leader, building an effective team of staff
3. Ensure effective systems are in place to provide high levels of communication for all staff within the Music Department
4. Manage a team of staff including both peripatetic and academic teachers, liaising with the Operations Team on finance and HR matters
5. Liaise with the Head and Director of Studies when required to appoint staff to the department, supporting and leading on elements of the recruitment and induction process
6. Monitor and appraise sports staff with regard to their coaching and other responsibilities within the Sports Department
7. Ensure staff receive appropriate training and ongoing professional development and provide appropriate induction to new staff within the department
8. Work closely with the Operations Team to ensure the smooth running of peripatetic music and drama lessons
9. Provide leadership and advice for peripatetic colleagues within the school by inducting, developing, deploying, motivating and encouraging such staff to ensure that they have a clear understanding of the curriculum provision and of their role within that provision
10. Ensure that resources are accurately recorded, well cared for and economically used
11. Represent the department in all matters related to the curriculum within staff meetings
12. Plan and co-ordinate Oakfield’s annual performing arts calendar

**Partnerships, collaboration and events**

1. Be a point of contact for parents to support their child's progress and to advise and guide those considering music and performing arts scholarship applications at 11+
2. Develop and maintain links with organisations in the local and wider community to provide performance and collaboration opportunities to enrich the music and performing arts curriculum and showcase the strengths of the school
3. Develop links with music and drama departments in senior destination schools to support positive outcomes for 11+ scholarships
4. Provide direction for all performances and productions undertaken by the school, along with musical accompaniment where needed
5. Ensure the smooth organisation, musical direction and accompaniment at key school events
6. Accompany and lead the school in music assemblies and performances
7. Collaborate with the Marketing and Communications Manager to support marketing, admissions events, processes, and publications, providing Music and Performing Arts input where needed
8. Work closely with the Head to identify key developments and events where Music and Performing Arts input can enhance the marketing and reputation of the school

**Resources, Procedures and Administration**

1. Liaise with the Operations Team to ensure that facilities are well maintained
2. Ensure that all relevant aspects of Safeguarding and Health and Safety are understood and procedures followed by staff involved in music and performing arts teaching
3. Develop and maintain the Music Department Handbook, including associated policies and procedures
4. Ensuring that the safety of pupils and staff within departmental areas complies with the school’s Health and Safety Policy
5. Participating in administrative and organisational tasks related to such duties as are described above, including the ordering and allocation of equipment and materials
6. Prepare and maintain the Music Departmet budget, in line with school budgeting proecudres
7. Ensure that the Music & Performing Arts calendar is scheduled in a timely manner and liaise with other departments and staff to avoid clashes
8. Communicate with the Calendar Committee and relevant Operations Team members to ensure that appropriate arrangements are in place for all events, performacnes and trips
9. Maintain an inventory of Music equipment and that school music equipment is well maintained and ready for use throughout the school year
10. Schedule and supervise the tuning of the school’s pianos when required

**Other Responsibilities:**

1. Adhering to the policies of the school, in particular policies relating to the safeguarding of children and health and safety
2. Ensure that the department is appropriately prepared for inspection
3. Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to you
4. Attending, contributing to and delivering assemblies as per the yearly rota
5. Communicating and consulting with the parents of pupils as directed by the Head
6. Contributing to the wider life of the school, including day and residential trips, evening and weekend events and the co-curricular programme
7. Continuously support the school’s positive reputation, and contribute to strong pupil recruitment and retention, through active and ongoing involvement in marketing and admissions efforts
8. Undertake other reasonable duties related to the job purpose as required by the Head

Scope:

The job description is not exhaustive. It is expected that staff will work closely with the Director of Studies and Head to develop the role to reflect the needs and demands of the post.

Person Specification:

Knowledge

Essential:

* A good degree in Music

Desirable:

* QTS
* Evidence of further professional development

**Experience**

Essential:

* National Curriculum, KS1 & 2 teaching experience
* Choir, Orchestra and ensemble administration
* Experience of a range of musical genres and prepared to be innovative and creative
* A track record of excellent teaching
* Competence in using ICT in both classrooms and administration

Desirable:

* Experience of an independent school setting
* Experience leading a team

**Skills**

Essential:

* Creative, inspirational, dynamic teacher
* Piano player and the ability to accompany performances
* Ability to direct choral and/or instrumental ensembles and lead regular, productive rehearsals
* Excellent interpersonal skills – pupils, staff, parents
* To represent Music across the school even if teaching is delegated to another specialist

Desirable:

* Tracking and monitoring data to improve pupil progress using IT systems
* Grade 8 Piano

**Personal qualities**

Essential:

* Honesty, integrity, approachability, adaptability, sympathy and humour
* Dynamism, organisation, enthusiasm, drive and rigour
* A passion for Music and an ability to communicate and engage pupils in effective and exciting learning
* A willingness to contribute wholeheartedly to the co-curricular activities of an active department and the wider school

Desirable:

* Willingness to participate in residential visits

**Our Values**

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