

**Oakfield Prep School & Education Development Trust:
Job description**



Job title: Director of Music

Reports to: Headmaster

Job purpose:

To organise the development and delivery of Music that is inclusive and inspiring: in line with the school's aims and policies

Job objectives:

To lead and direct Music provision at Oakfield

The Director of Music will be responsible for ensuring that this vital area of the curriculum is promoted with real enthusiasm and that a wide variety of activities are offered to both boys and girls throughout Oakfield. A further responsibility is to ensure that a wide range of ensembles and choral opportunities are offered to add further breadth to our provision. The Director of Music is also responsible for all matters relating to the organisation of offsite musical events so that activities are seamless.

The Director of Music will play a major role in the life of the school by being the lead practitioner who will take full responsibility for leading, managing and developing all aspects of Music and by ensuring high standards so that that the school can be seen to deliver its mission statement.

In addition, the Director of Music has responsibility for the management of the peripatetic staff, in relation to standards, expectations, induction and timetables.

The main areas of responsibility in addition to those normally required of a qualified teacher will be:

Policy/Strategic direction and development

- Develop and promote an accessible Music policy and action plan for the school and keep these under regular review to ensure that policy and planning take account of the school's changing needs and are appropriate to the full range of pupils' needs.
- Develop and monitor appropriate schemes of work for the whole school and to ensure that account is taken of new initiatives and educational developments, in order that high standards are maintained.
- Liaise effectively with the Headmaster and Senior Leaders to ensure continuity, progression and delivery of an effective and relevant Music curriculum.
- To organise for consultation and discussion, matters relating to policy, practice and implementation of both internal and government led initiatives

- Create and maintain a portfolio for this area available for inspection. This will contain an annual action plan and methodology for other members of the Music department to follow.

Teaching and learning

- Ensure that sufficient account is taken of preferred learning styles and that the schemes of work reflect this variance
- Ensure that peripatetic teachers plan effectively through meetings and weekly checks made on planning; this should be supported by classroom observation
- Promote excellence and inspiration in learning and teaching as a lead practitioner and leading by example; consult and advise colleagues in order to establish creative, responsive and effective approaches to teaching and learning, and to ensure that cross-curricular links are forged and maintained
- Monitor, evaluate and review classroom practice; celebrate excellence; advise and update the Headmaster on progress including under-performance of pupils and staff.
- Make effective use of relevant class-based pupil assessment data to inform future teaching and to promote more effective differentiation in lessons and homework.
- Organise and promote a bi-annual Curriculum Focus Week as appropriate.
- Ensure that there is a good mix of activities for both boys and girls and that Music is seen as inclusive through offering activities for students at different levels of ability and age ranges
- Work closely with the Head of Learning Success to ensure that the needs of all children are fully met
- Attend Parents' Evenings as part of the School's Reporting Process.
- Undertake duties as a class teacher within the school as directed.

Leadership & Management of others

- Ensure effective systems are in place to provide high levels of communication for all staff within the Music Department
- Manage appropriately a team of music teachers, both peripatetic and academic music teachers liaising with the Bursar/School Business Manager on all billing and HR matters and with the Headmaster on all Child Protection matters
- Work closely with the Clubs Administrator to ensure the smooth running of instrumental lessons
- In consultation with Headmaster to appoint staff to teach within the department and to adhere to EDT's Safe Staff Recruitment Policy when carrying out this vital work
- 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.
- Lead by example by promoting and supporting an effective Peer Observation scheme

thereby ensuring that high expectations and performance standards are achieved and maintained throughout the school

Marketing and external links, including public occasions

- Build effective partnerships with parents to ensure a shared understanding between school and home about Curriculum needs, provision and progression, and how parents can support their child
- Develop extra-curricular activities that enrich the timetabled curriculum experiences.
- Develop sustainable links outside the school (LA, partner schools in and out of EDT, community partnerships etc) in order to increase opportunities for sharing good practice, learning opportunities for pupils etc.
- Network within the music community to ensure that Oakfield has a high profile (e.g. local school collaborations - JAGS; links with Dulwich Choral Society; Bromley Youth Orchestra hosting or entering Festivals)
- Provide musical and dramatic direction for all stage productions undertaken by the school
- Develop close links with Directors of Music in Senior Schools and where appropriate, prepare outstanding musicians for scholarship
- Organise a range of music opportunities and events within the school and to ensure that Oakfield participates in such events in the local community
- Promote the development of musical festivals within ISA and the Oakfield community on a regular basis
- Ensure the smooth organisation and musical direction of key public events, and to accompany the school in assemblies

Training & development of self and others

- Regularly review own practice, set personal targets and take responsibility for own development
- Ensure that staff training needs are identified, appropriately met, and that all staff (both teaching and support staff), are active in their own personal and continuous professional development
- Liaise with Learning Success staff to ensure effective continuity of care and provision
- Lead/co-ordinate/organise, (as appropriate) INSET initiatives to offer support, guidance, innovation and motivation to colleagues.
- Participate in the school's Performance Management scheme both as a reviewer and as a reviewee.
- Report directly, both formally and informally, to the Headmaster.
- Organise the management and appraisal of the music teaching staff, including the monitoring of standards delivered by visiting music teachers
- Appraise on a regular basis any part-time music teachers that may be employed by the school on a regular basis

Management of resources

- Ensure that appropriate, well-maintained resources are available within the school and identify future resource needs and aspirations for consideration in the budget planning process.
- Submit a Departmental Budget request in accordance with the school's time frame & prevailing system and manage it effectively with the support of the Headmaster and the Business Manager.
- Assist and advise peripatetic staff accordingly
- Ensure that there is a proper inventory of Music equipment and that school property is well maintained and ready for use prior to the start of each term
- Schedule and supervise the tuning of the school's pianos when required

7. Monitoring, evaluation & assessment

- Participate in the school's monitoring and evaluation cycle, providing constructive feedback and targets in order to ensure that curriculum provision is relevant and appropriate.
- Ensure that the school is appropriately prepared for inspection
- Devise and maintain appropriate record keeping measures and ways of reporting to parents
- Provide when required, detailed reports to the Leadership Team (and when required to the *Governing Body*)

In addition, all staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Contribute to the school's programme of extra-curricular activities.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- Work within Education Development Trust's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance review process.
- Undertake other reasonable duties related to the job purpose required from time to time.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Person Specification:

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • A good degree (normally 2:1 or above) in Music 	<ul style="list-style-type: none"> • QTS • Evidence of further professional development
Experience & Knowledge	<ul style="list-style-type: none"> • National Curriculum, KS1 & 2 teaching experience • Choir, Orchestra and ensemble administration • Experience of a range of musical genres, including pop, jazz, classical music, world music and is prepared to be innovative and creative • FSP • A team player 	<ul style="list-style-type: none"> • A track record of excellent teaching in schools/ Independent schools experience • Competence in using ICT in both classroom and administration • Willingness to carry out the role of a Form Tutor as required
Skills	<ul style="list-style-type: none"> • Creative, inspirational, dynamic teacher • Piano player • Ability to direct choral and/or instrumental ensembles and lead regular, productive rehearsals excellent interpersonal skills – pupils, teachers, parents; • To represent Music across the school even if teaching is delegated to another specialist 	<ul style="list-style-type: none"> • IT skills: Confidence in using data to improve pupil progress • Grade 8 Piano and/or the ability to accompany performances •
Qualities	<ul style="list-style-type: none"> • 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 make a generous contribution to the co-curricular activities of an active department 	<ul style="list-style-type: none"> • Willingness to participate in residential visits

Education Development Trust is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, the DBS and may be subject to disqualification under the Childcare Act 2006 and the Childcare (Disqualification) Regulations 2009.

CORE COMPETENCIES:

Education Development Trust's core competencies reflect the values of the organisation and behaviours that underpin performance for all jobs.

Competency	Examples of how this may be demonstrated
Commitment	<ul style="list-style-type: none"> ▪ Has a clear understanding of the role and how it relates to Oakfield's and Education Development Trust's objectives. ▪ Demonstrates dedication and enthusiasm towards role and clients, the aims of the team and the values of Education Development Trust. ▪ Represents Education Development Trust positively by providing a professional service to internal and external clients. ▪ Seeks and acts upon feedback from both internal and external sources.
Working together	<ul style="list-style-type: none"> ▪ Acts as a team player and actively supports team objectives. ▪ Is reliable in delivering own objectives and co-operates to support others. ▪ Shows consideration for the feelings and needs of others and the context within which they work. ▪ Demonstrates an understanding of what makes an effective team, the value of diversity, and the strengths and skills of others.
Open and honest communication	<ul style="list-style-type: none"> ▪ Communicates openly and honestly, giving consideration to others' views and feelings, and allowing for discussion. ▪ Listens to others, and questions when unclear to ensure mutual understanding. ▪ Gives and receive feedback sensitively to create an environment of openness and trust where issues can be discussed constructively.
Creating success	<ul style="list-style-type: none"> ▪ Is focused on meeting objectives on time by ensuring tasks are planned and prioritised. ▪ Is prepared to ask for support from colleagues/line manager when required, to help meet objectives. ▪ Sets challenging targets that support personal development and is willing to perform above and beyond these when called to do so ▪ Shows a commitment to creating success through actions, decisions and initiatives.
Managing change	<ul style="list-style-type: none"> ▪ Is willing to take on new tasks and to try new ways of working. ▪ Demonstrates resilience, remains focused through periods of change or challenge.

	<ul style="list-style-type: none"> ▪ Demonstrates flexibility and responsiveness and can adapt to changing business needs.
Seeking and sharing knowledge	<ul style="list-style-type: none"> ▪ Shares information with others and actively seeks information for the benefit of themselves, Oakfield and Education Development Trust. ▪ Seeks to develop effective and efficient ways of working at individual, team and organisational level. ▪ Sees mistakes as an opportunity to learn and encourage others to think in the same way.

Version Control

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