



JOB SPECIFICATION HEAD OF LOWER SCHOOL MUSIC

Job Overview:

The Head of Lower School Music will play a crucial role in shaping the music curriculum for our Lower School pupils and ensuring its effective implementation.

Authority: In the execution of their daily duties and under the overall direction of the Director of Music, the Head of Studies (Lower School) and the Head of Pre-Prep, the post-holder will work alongside the Classroom Teachers in the Pre-Prep and Lower Prep departments.

Reporting to: Primary: Director of Music and Head of Studies (Lower School); Secondary: Head of Pre-Prep.

Responsibilities:

1. Teaching and Learning:

- Plan and teach high-quality music lessons across Lower School year groups in line with the Music Department's curriculum;
- Lead weekly singing assemblies with energy and musical leadership;
- Encourage vocal development and confidence in all pupils;
- Prepare pupils for seasonal and special events (e.g. Carol concert, Christmas show, Department concerts, lunchtime and after-school recitals, Harvest Festival, etc.);
- Conduct choirs and vocal ensembles as part of the Music department's music provision;
- Offer a range of clubs (e.g. Pre-prep choir, percussion ensemble, etc.) catering to various age groups and abilities.

2. Curriculum Development:

- Review, develop and implement a progressive and inclusive music curriculum appropriate for pupils in Reception - Year 6;
- Integrate innovative teaching methodologies and resources to enhance the effectiveness of the Music curriculum;
- Create a scheme of work for each unit of study taught;
- To create and/or maintain a skills ladder for Music which highlights progression of key skills;
- Liaise with the School's VMT team and support the integration of instrumental learning into the curriculum.

3. Leadership and Collaboration:

- Collaborate effectively with colleagues across departments to create a cohesive, interdisciplinary and cross-phase learning environment;
- Coordinate with the Director of Music on whole-school music planning and timetabling
Champion the role of music in the School's wider curriculum and community.

4. Professional Development:

- Engage in continuous professional development to stay abreast of the latest developments in primary music education;
- Attend Lower School meetings as directed by the Head of Studies (Lower School) or the Head of Pre-Prep;
- Attend relevant training sessions, workshops, and conferences to enhance teaching practices.

5. Assessment:

- Oversee the development and implementation of effective assessment strategies to monitor pupil progress in music;
- To record pupil attainment and progress, with a focus on lesson-to-lesson, term-to-term and year-to-year time periods.

6. Parent and Community Engagement:

- Organise and participate in school events, workshops, and meetings to engage with the school community;
- Collaborate with external agencies and organisations to enrich the Drama programme and provide additional resources and support for pupils;
- Encourage wide participation and nurture musical talents outside of the classroom.

7. Resource Management:

- Take responsibility for the organisation and management of Lower School music resources and instruments.

8. Continuous Improvement:

- Commit to ongoing self-evaluation and reflection to improve teaching practices and pupil outcomes;
- Implement feedback from peers, pupils, and senior management to refine and enhance the Lower School music programme;
- Contribute to the School's culture of continuous improvement by actively participating in school-wide initiatives and development plans.

9. Professional Conduct:

- Foster a supportive and collaborative environment by working constructively with colleagues, sharing resources, and contributing to team initiatives;

- Demonstrate respect for diverse perspectives and actively participate in professional learning communities to enhance the educational experience for students;
- Uphold the highest standards of professional integrity, maintaining confidentiality and discretion in all interactions;
- Exhibit reliability and punctuality in fulfilling duties, and adhere to school policies and ethical guidelines, ensuring a positive and respectful work culture;
- Engage in clear, respectful, and effective communication with peers, administration, and support staff. Address conflicts constructively, seeking to understand and resolve issues amicably while promoting a positive and inclusive school environment.

General

This job description should be regarded as enabling rather than prescriptive. It will be subject to regular review as the needs of the School evolve. It may be subject to modification at any time after consultation with the post holder. This list of duties is non-exhaustive and you may be required to undertake other reasonable and comparable duties as the Headteacher and Senior Leadership Team may require from time to time.