



# HARRODIAN

## **JOB DESCRIPTION for DIRECTOR OF MUSIC**

In addition to fulfilling the responsibilities core to a Head of department and Teacher role, the Director of Music will:

### **Strategic**

- Establish the highest of standards in the Music department including in values, professionalism, conduct and priorities;
- Set a clear, progressive and ambitious strategic vision for the Music Department in agreement with the School and Headteacher and which complements the broader School vision and the work of other departments and faculties;
- Ensure that diversity and inclusion continue to develop in all threads of the department's work;
- Advise the SLT on all matters connected with the delivery of Music and to liaise on resourcing, curriculum issues, performances, projects and extra-curricular provision.

### **Management**

- Lead and administer the Music provision at Harrodian with engaging teaching, professional vision and creative direction, empowering all staff and pupils to excel;
- Lead and manage a large department, to include academic staff, specialist Visiting Music Teachers and any operational specialists or Administrative Staff working within the department;
- Ensure that the Music department has in place up-to-date policies and handbooks that satisfy all requirements stipulated by the DfE and comply with Health & Safety requirements; and that all Music department staff are made aware of and comply with these policies and handbooks;
- Oversee and manage the work of a Music Technician and a Graduate Music Assistant;
- Oversee the work of the specialist Visiting Music Teachers, ensuring they are supported and that effective systems are in place to ensure the delivery of first-class individual instrumental and singing tuition throughout the school;
- Performance manage all departmental staff via the review process, including agreeing targets for individual staff and encouraging the continuing professional development of staff within the Music department;
- Be responsible for the recruitment of new staff, including Teaching staff, Visiting Music staff and Administrative staff;
- Work closely with the Senior Leadership Team, the Directors of Studies (Upper and Lower School), the Head of Teaching and Learning (Upper School), the Head of Drama, Heads of Year, Key Stage Co-ordinators, Heads of Houses and co-curricular leaders in the course of carrying out the responsibilities associated with this role;
- Liaise with other Heads of department to promote and create cross-curricular links and opportunities with the Music department, where appropriate, and ensure whole school outcomes are maximised;
- Manage the development, maintenance, use and care of the Music department facilities, liaising as required with the Headteacher, Operations Director and Finance Manager;

- Manage the presentation of the Music department facilities to ensure a stimulating and attractive teaching and learning environment;
- Manage the inventory, use, maintenance, tuning and care of departmental and school instrumental stock, music technology resources, sound equipment and other music-department-related equipment, textbooks and score;
- Manage the financial resources and budgets for the Music department, liaising with the Headteacher and the Finance Manager as required;
- Keep abreast of musical developments; liaise with outside agencies concerned with music, developing good relationships with local and national institutions.

### **Teaching and Learning**

- Lead, shape and implement a clear strategy and direction for the development and growth of the Music curriculum; produce the Music department Development Plan;
- Monitor, review and develop the academic Music programme and curriculum across all key stages, ensuring that it is comprehensive and progressive and that diversity and inclusion continues to develop in all threads of the department's work;
- Take responsibility for the choice of examination boards and specification in liaison with the Head of Studies (Upper School);
- Ensure that pupils studying Music at GCSE and A Level are well-prepared for their performance and composition coursework, thereby securing the best possible outcomes in external examinations.

### **Co-curricular and Performance**

- Have an oversight and ultimate responsibility for all Music performance in school;
- Plan, develop and oversee the coordination of extra-curricular musical activities, including choirs, orchestras, instrumental groups and bands to enthuse and provide stretch and challenge;
- Plan, develop and oversee the organisation of a rich calendar throughout the year of music-related experiences such as workshops; trips (Day and Residential) and visits; invite and organise outside speakers for extra-curricular activities as required; all with the aim of enthusing and providing stretch and challenge;
- Ensure continuity, balance and progression in the School's co-curricular programmes;
- Ensure the highest of standards and quality for co-curricular activities delivered by others;
- Direct instrumental ensembles and choirs to a high standard for regular performances in concerts, assemblies, recitals and other school-wide events;
- Act as Musical Director for musical theatre and school productions, working closely with the Head of Drama and other relevant staff;
- Organise and direct the end of term Autumn, Carol and Spring concerts;
- Organise and oversee the annual House Music Festival and Battle of the Bands;
- Arrange music for school ensembles, assemblies, services, productions and lessons, as required;
- Arrange music for all public events where music is involved, e.g. Prizegiving, Open Days, the Christmas Fair, the Remembrance Day Service, the Summer Fair, the Leavers' Ball, Pre-Prep Shows and other calendar events;
- In liaison with the Marketing and PR department, co-ordinate publicity and communication for all music events;
- Develop strategies for raising pupil participation, achievement and performance in co-curricular activities;
- Encourage high levels of musical instrument take-up and retention at school through the creation of a dynamic and enthusiastic environment and the organisation of "Taster" events whereby pupils can experiment with trying new musical instruments;
- Support and advise students (and their parents) with regard to instrument selection, teaching and learning.

### **Partnerships, Links and Futures**

- Build on the department's ability to enable students to access Music Colleges, Conservatoires and university after completing their studies at Harrodian, including preparing candidates for auditions and Scholarships, thereby extending the opportunities available to our most able musicians and singers in such pathways;
- Build further on the profile the Harrodian Music department enjoys within the local community and further afield, extending performance opportunities and cementing links;

### **General**

In addition to the above specific duties, the post-holder will be ready to take on such additional responsibilities as necessary for the smooth and effective running of the Music department. This job description should be regarded as enabling rather than prescriptive. It will be subject to regular review as a part of the Head of the Music department's performance review and as the needs of the school evolve. It may be subject to modification at any time after consultation with the post holder.

All staff have a responsibility to safeguard and promote the welfare of children. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work with the safeguarding policies of the organisation.