

Director of Music
Job Description & Person Specification

Responsible to:	Head
Line manages:	Music Teachers, Administrator/s and Visiting Music Teachers
Job Overview	Working as part of an established and cohesive team, to support the Head and SMT in the planning and delivery of high quality and enjoyable co-educational Music lessons to children of all abilities throughout the School.
Duties and Responsibilities:	<p>THE POST ENTAILS:</p> <ol style="list-style-type: none"> 1. Line management of Music Administrator; 2. Overseeing and managing all matters relating to VMTs* (see below); 3. Overseeing the curriculum in all year groups, attending Subject Heads meetings in Senior School and having responsibility for pupil progress in their musical endeavours; 4. Overseeing the US department budget; 5. Managing student transitions between year groups; 6. Coordinating music at whole school events such as Open Morning, Prize-giving etc.; 7. Being present at all music events such as presentations, informal concerts, workshops etc.; 8. Overseeing the organisation of ABRSM exams and all matters relating to those including the accompanist/s; 9. Overseeing the organisation and management of all musical ensembles; 10. Managing aspects of aspects of our musical scholarship programme; 11. Managing the instrumental hire system and all school instruments; 12. Liaising with the Deputy Head Co-Curricular and the Director of Creative Arts for events such as WOWfest, Senior Musicals and plays; 13. Attending parents' evenings 14. Managing the reporting for appropriate year groups; 15. Teaching music across the age range; 16. Arranging regular meetings with members of the Music Department; 17. Attending appropriate courses and to keep up-to-date with developments in the teaching of the subject and to share with colleagues relevant information; 18. Having an overview and provide strategic and operational input of the development of the Senior School; 19. Completing the Development Plan and to updating the Department Handbook; 20. Leading musical ensembles such as the school orchestra 21. Organising all music events eg. Concerts, Carol Service etc.;

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	<p>22. Oversee all internal musical performances in assemblies, informal concerts, tribe competitions etc.;</p> <p>23. Organising an exciting roster of trips and workshops;</p> <p>24. Attending regular calendar meetings and share information with the Music Department Administrator, for the VMTs.</p> <p>Visiting Music Teachers (VMTs)</p> <ol style="list-style-type: none"> 1. Appointing new VMTs where necessary – liaising with the HR Manager and organising interviews and trial lessons; 2. Overseeing the VMT timetables and to ensure good communication with parents; 3. Communicating with parents about instrumental lessons where necessary; 4. Providing advice to VMTs about children, including information regarding SEND. 5. Recruiting instrumentalists and encourage instrument take-up.
<p>Keys Skills & Knowledge:</p>	<p>A Qualified Director of Music with experience of teaching Music to a high standard who:</p> <ol style="list-style-type: none"> a) plays the piano to an excellent standard, with good accompanying skills; b) Has GCSE teaching experience will be advantageous; c) demonstrates high-quality teaching-skills and expertise in creating a positive, encouraging and stimulating learning environment reflecting a strong commitment to the personal and professional growth of the children; d) demonstrates the ability to create a good rapport with children enthusing and motivating children with a range of abilities; e) demonstrates the ability to promote the welfare and protection of children within the School; f) demonstrates a proven ability to implement programmes which enhance children’s learning; g) has the ability to use appropriate assessment and reporting techniques to monitor and record children’s learning, and to provide parents with appropriate feedback on children's performance; h) demonstrates a strong work ethic with the capacity to work effectively as a team member; i) demonstrates a proven ability to communicate effectively with children, parents and colleagues; j) demonstrates a commitment and capacity to contribute actively and effectively to a broad range of school activities as a member of the School community; k) is confident in the use of ICT within the school environment, embracing new and emerging technologies to enhance the children’s learning experience; l) is qualified to drive a school minibus (desirable - or the ability to be trained to do so).
<p>Personal Competencies & Qualities:</p>	<ul style="list-style-type: none"> • Enthusiastic individual possessing drive, energy, and commitment, with a presence which engenders confidence and respect from pupils, parents, and colleagues. • Alignment to the aims and ethos of Dulwich Cranbrook, including celebrating individuality and difference, and incorporating each pupil’s personal choice into their learning. • Ability to plan, prioritise and manage a varied workload. Focuses on what needs to be delivered: understands what is required and responds promptly. • Team-focused with a collaborative and flexible approach. Willing to adapt and respond to priorities, sharing knowledge and promoting good practice among staff at all levels. • Proactive, ‘can do’ attitude to all tasks. Cooperative, helpful, and accommodating with other team members and staff. Welcomes challenges and meets them with enthusiasm. • Good communication and persuasion skills with an ability to remain calm under pressure,

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	<p>displaying agility and ownership of problems within your sphere of influence.</p> <ul style="list-style-type: none"> • Seeks out additional duties, uses own initiative and consistently strives to maintain a high standard of work.
<p>Terms & Conditions</p>	<ul style="list-style-type: none"> • Hours of Work: Core School hours plus a proportional share of pastoral and organisational duties relevant to the role of an SLT member. • All INSET days and major School and departmental events, such as Open Day, Celebration Day and all pertinent events listed in the School calendar. • Depending on the requirements of the School at any time, these hours are subject to the terms and conditions of a Contract of Employment, and to amendment by the Head from time to time. • Staff may be called to perform other duties that the Head considers reasonable, that are commensurate with the grading and designation of the post.
<p>Commitment to Safeguarding and Welfare</p>	<p>The School is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. At all times the Director of Music will:</p> <ul style="list-style-type: none"> • Help to safeguard the children’s wellbeing and maintain public trust in the teaching profession. • Help to provide a safe environment in which the children can learn. • Help to identify children who may need extra support or who are suffering, or are likely to suffer, significant harm. • Promptly raise any concerns to the School’s Designated Safeguarding Lead and work with other services as needed. • Attend the relevant child safeguarding training and other mandatory induction training as required by the School.
<p>Promoting the Health, Safety and Wellbeing of Pupils and Staff</p>	<p>At all times the Director of Music will:</p> <ul style="list-style-type: none"> • Maintain awareness of, and comply with, the School’s H&S policy. • Where appropriate, conduct and document risk assessments in their area of responsibility.

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