

# Holy Family Catholic School & Sixth Form

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**Job Description:** Head of Music

**Responsible to:** SLT Line Manager

## **STATUS OF THE POST**

The role of the Curriculum Lead is essential in supporting the rapid and sustained progress of all students. The subject leader should be fully aware of each student's needs at every stage of their learning in relation to their ability. The Curriculum Lead is responsible for supporting staff in developing teaching and learning with the expectation that the needs of all students will be met.

The Curriculum Lead for Music will have subject-specific responsibilities in addition to this generic Job Description, to be agreed at interview.

## **MAIN PURPOSE OF THE POST**

In addition to those professional responsibilities common to all classroom teachers at the school, the postholder's key accountability will be for raising the standards of teaching, learning and attainment in Music with a vision where every child can succeed.

## **PROFESSIONAL RESPONSIBILITIES**

The Post holder will be required to exercise his/her professional skills and judgement to carry out, in a collaborative manner the professional duties set out below:

- To develop, lead and manage an effective Department focused on improving Teaching and Learning and outcomes for students at all levels.
- To lead other staff effectively, to ensure students make rapid and sustained progress.
- To evaluate interventions by staff in your Department in support of student progress.
- To act as a coach and mentor for Department members in enhancing and developing Teaching and Learning.
- To ensure that all Department members are fully aware of and working in support school policy and expectations.
- To ensure that the school policies are implemented in full across the Department
- To monitor marking, assessment and the quality of teaching and learning across the Department taking action where necessary to bring about improvement
- To ensure that subject team members are made fully aware of student prior attainment and other relevant data and that appropriately challenging targets are set by staff for the students in their classes
- To ensure that professional learning programmes support key aspects of the school's development agenda and are entirely appropriate in the support of students' progress.
- To monitor and review student achievement across the Department and take action to ensure that progress is in line with expectations, liaising with other colleagues as necessary
- To manage budgets and deploy resources within the Department in order to promote the highest possible standards of attainment.

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- To support Department members in securing and maintaining the highest possible standards of behaviour within the Department  
To evaluate, consult on, and review an annual Department Action Plan

### **To liaise effectively with:**

- Parents
- SLT
- Year Group Leaders, in support of Pastoral/curriculum issues.
- SEND department
- Other middle leaders
- The Examinations Officer regarding external examination entries and Examination boards as required.
- Other agencies both within and outside of school as appropriate to student need

### **Leadership:**

- To lead Department meetings and attend other meetings as requested, and to provide minutes to SLT
- To participate fully in the performance management of Department members and to proactively engage with underperformance by staff.
- To lead the preparation of student reports as and when required, and to ensure their quality in accordance with school policy.
- To organise internal examinations within the Faculty, and school internal examination
- To be proactive in support of whole school professional learning and own professional development
- To be a proactive member of the middle leadership group in support of school leadership in building capacity and supporting the school's direction
- To search out and be open to innovative or new ideas to the school and be able to evaluate and implement ideas in support of student progress.

### **Other duties and responsibilities the Headteacher may reasonably direct from time to time.**

- Carrying out a teaching commitment within the general framework of the school timetable based essentially, but not exclusively, within the curriculum area (department).
- Attending all appropriate meetings with colleagues and parents.
- This role will be appraised through the school's Appraisal process.
- The accountabilities in this job description are in addition to those covered by the Teachers pay and conditions document.
- It may be modified to reflect or anticipate changes to the role, commensurate to the salary and job description.
- Whilst every effort has been made to clearly define the role, each individual task to fulfil the role may not be identified here.

In addition, every member of staff will contribute to the work of the school as a whole by:-

- Supporting the Mission Statement and the Roman Catholic Ethos of the School.

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- Assisting in the overall supervision within the school and the maintenance of a happy, well-ordered environment.
- Welcoming parental and community involvement in the life and work of the School.
- Most teachers will be asked to be a Tutor of an assigned tutor group and to carry out related duties in accordance with the general job description of Form Tutor.

**Person Specification – Curriculum Leader for Music**

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Attributes	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• First Degree in relevant subject</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of further study at Master's level or above</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of delivering languages across all key stages</li> <li>• Proven track record of success in improving outcomes in languages</li> <li>• Evidence of initiative and introduction of new ideas</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a London School</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent classroom practitioner</li> <li>• Inspirational leader</li> <li>• Experience of line-managing others</li> <li>• Proficient with ICT</li> <li>• Good administrative skills including the ability to work under pressure and meet deadlines</li> <li>• Able to engage young people</li> </ul>	<ul style="list-style-type: none"> <li>• Intrigued and excited by new technologies</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Good communicator</li> <li>• Unrelentingly, optimistic and enthusiastic</li> <li>• Determined and organised</li> <li>• Team player</li> <li>• Patient</li> <li>• Resilient</li> <li>• Keen to learn and develop</li> <li>• Sense of humour</li> </ul>	<ul style="list-style-type: none"> <li>• Innovative</li> <li>• Ambitious and keen to develop career</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Passionate about maximising young people's life chances</li> <li>• Committed to his/her own professional development</li> <li>• Supportive of the Catholic Ethos of our school</li> <li>• Up to date knowledge of good practice in relation to the safeguarding of children</li> <li>• Willingness to contribute to study support interventions and extra-curricular activities</li> <li>• High professional standards in dress, attendance and punctuality</li> </ul>	