



# St. Cuthbert's

Roman Catholic High School

## JOB DESCRIPTION

### Head of Department - MUSIC

This job description must be operative within the context of, the Mission Statement of the school, the roles and responsibilities of staff as detailed in the staff handbook, TDA Professional Standards and the School's Pay Policy 2019.

#### Responsibilities & Accountability:

- To plan and deliver the Music curriculum.
- It is the duty of every member of staff to safeguard children, in accord with the Mission of the College and pertinent policies.
- To support and assist subject teachers, to ensure they understand and are actively implementing, the key aspects of the school's Behaviour and Inclusion Policies.
- To consult with designated subject teachers and assist with the formulation, communication and monitoring of the School Improvement Plan to ensure concerns and ideas are considered and all staff understand the key school targets and the part they play in achieving these.
- To promote the welfare and continuing professional development of teachers within the department.
- To support all members of the department in matters of pupil motivation, work rate and conduct.
- To convene regular departmental meetings.
- To establish monitoring of record keeping – electronic trackers; reports home and class registers.
- To support subject teacher with the implementation of intervention and literacy strategies across the department.
- To be responsible for the Departmental Development Plan.
- Any other duties reasonably requested by the Headteacher.
- Any other duties reasonably requested by the Headteacher
- The ability to converse at ease with customers and service users and provide advice in accurate spoken English is an essential requirement of this post.
- To manage the departmental capitation allowance.
- To provide regular feedback for subject colleagues in a way which recognises good practice and supports their progress against performance management objectives, resulting in a tangible impact of student (pupil) learning.
- To support and guide NQT's.
- To develop, with colleagues, syllabuses and schemes of work designed to meet pupil needs. To evaluate their effectiveness.
- To ensure that one member of the Department has links to pertinent groups or working parties within the school.
- To ensure provision of effective strategies for monitoring and intervention to support student academic progression and address underachievement of students within the department.
- Raise standards of student attainment and progress of all pupils within the department.

**Leadership and Management:**

- To attend all department meetings as required.
- To contribute to a team who understand their responsibilities and are consistent in the practice of school policies and procedures.
- To review and report, at least annually, on the standards of leadership, teaching and learning in the designated subject area consistent with the procedures in the school self-evaluation policy.
- To ensure regular progress updates to Senior Leadership Team in designated subject areas to ensure SLT is fully aware of all successes, issues and concerns of the subject areas.
- To attend meetings as determined by the Headteacher including Heads of Department meetings.
- To contribute to school liaison and marketing activities and the effective promotion of the school.
- To attend all CPD, as required.

**Quality of Teaching and Learning:**

- To agree, monitor and evaluate pupil progress targets within the subject so as to make a measurable contribution to whole school targets.
- To formulate, within overall school policies, departmental policies on assessment, recording and reporting and homework.
- To ensure the preparation of papers for internal examinations, the completion of coursework on time and to the appropriate standard, the submission of external examination entries.
- To adhere to the schools Teaching and Learning Policy.
- To liaise, where necessary, with outside agencies (eg examination boards).
- To comply with the School's Assessment & Monitoring Policy and Reports Policy.
- To adhere to the School's Marking Policy.
- To comply with the School's Behaviour & Rewards Policy.

**Curriculum Development:**

- To support, facilitate and monitor the progress of the designated subject development plans to ensure they make a significant contribution to the School Development Plan.
- To participate, develop and manage activities relating to the curriculum.
- Ensure delivery of cross curricular initiatives.
- To be aware of curriculum development issues (local and nationally)

**Additional Information:**

You are employed in the capacity of a teacher subject to, and with the benefits of, the conditions of employment set out, or referred to, in your letter of appointment and statement of particulars.

This job description identifies exhaustively the responsibilities attached to your post. It is subject to the limits on working time set out in the current Teachers' Pay and Conditions Document, in particular to those provisions whereby you may be required to be available for work under the Headteacher's direction for 195 days per annum, of which 5 days will be without pupils and for not more than 1265 directed hours.

This job description is subject to amendment from time to time within the terms of your conditions of employment, as the needs of the school may require, but only to an extent consistent with those conditions of employment and only after consultation with you. The agreed Grievance Procedures may be invoked in any dispute arising from this job description or subsequent amendment, in which case teachers are advised to consult their Professional Association.