

# Wootton Academy Trust

## Head of Music

### Job Description

Wootton Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

#### Job Description

At the heart of subject leadership is the provision of professional leadership to secure high quality teaching and learning, effective use of resources, improving standards of achievement for all students, and the promotion of students' personal development and well-being.

A Head of Department must provide strategic leadership and direction for the department and ensure that it is managed and organised to meet both Trust wide and local [i.e. departmental] aims and objectives.

A Head of Department plays a key role in supporting, guiding and motivating teachers of the department. Heads of Department evaluate the effectiveness of teaching and learning, the department curriculum and progress towards targets for students and staff in order to inform future priorities for the department. The policy and practice of monitoring within a department provides the information for evaluation and action. A Head of Department identifies needs in their own department and recognises that these needs must be considered in relation to the overall needs of the Trust. It is also important that a Head of Department understands how their department contributes to Trust priorities and to the overall education and achievement of all students. Throughout their work, a Head of Department ensures that practices improve the quality of education provided, meet the needs and aspirations of all students and help to continue to raise standards of achievement in the Trust. The details outlined below represent the Trust's supplement to the requirements for a Main Scale Teacher.

#### Job Purpose:

To lead, manage, develop, and be accountable for the department team and the curriculum at Key Stages 3, 4, & 5 in order to ensure the highest possible standards of pupil achievement, personal development and well-being.

#### Job Title:

Head of Music

#### Department:

Music

#### Location:

Wootton Upper School/Kimberley College

#### Reporting Line:

Executive Principal

#### Hours:

Full Time

#### Line management responsibility for:

Instrumental Music staff and teachers of classroom Music

<p><b>Principal Accountabilities/ Responsibilities</b></p>	<p><b>The strategic direction and development of the department</b></p> <ul style="list-style-type: none"> <li>- To ensure that the departmental culture, policies and practices follow and contribute to those of Wootton Academy Trust</li> <li>- To contribute to a Trust-wide culture and climate which enable staff and pupils to develop and maintain positive attitudes towards the department.</li> <li>- To create an annual department review and development plan [“local area” plan], which contributes to the achievement of the Trust Improvement Plan.</li> <li>- To set expectations and goals for colleagues and learners in relation to the Trust’s standards of achievement, behaviour and engagement.</li> <li>- To contribute to Trust planning, review, monitoring and evaluation.</li> <li>- To monitor, evaluate, and review standards of leadership, teaching and learning, achievement and progress against school/college, local, and national standards.</li> <li>- To represent the department in the wider community and liaise with the rest of the Trust, local governors, feeder schools, the Local Authority, further and higher education, industry, outside agencies, examination boards etc.</li> <li>- To advise on and assist with the development of spiritual and moral elements of the curriculum</li> <li>- To keep up to date with national developments in the department area and teaching practice and methodology.</li> </ul> <p><b>Teaching and learning</b></p> <ul style="list-style-type: none"> <li>- To lead all department staff in the creation, implementation, and development of accessible and challenging courses/schemes of work which meet Trust and national requirements.</li> <li>- To lead the development and implementation of effective teaching and learning strategies, including ICT-based developments and remote learning provision.</li> <li>- To lead the development and implementation of effective departmental assessment policies, within the framework of those for the whole Trust.</li> <li>- To promote and support extra-curricular activities.</li> </ul> <p><b>Leading and managing staff</b></p> <ul style="list-style-type: none"> <li>- To build a team in which good practice is shared, and meeting time is used effectively to raise achievement, and support pupils’ personal development and well-being.</li> <li>- To monitor and review the performance of staff in the department and take responsibility for any necessary action arising, including ensuring that Appraisal is carried out according to Trust and national regulations and that staff receive regular feedback, which supports progress against their appraisal objectives.</li> <li>- To support/challenge and professionally develop staff so that they are effective in their role(s) and provide high quality teaching and learning.</li> <li>- To communicate effectively with staff so that they are properly informed of developments across the Trust and that their views are represented.</li> </ul>

- To ensure that staff understand and effectively implement Trust policies.

**Pupil progress and standards of achievement**

- To set and monitor appropriately challenging subject targets for pupils, which will make a measurable contribution to the fulfilment of those for the whole school; to manage interventions to maximise pupil progress.
- To maximise achievement by ensuring that examination entries are at an appropriate tier and non-entries are minimised; to assist with the management and conduct of examinations
- To promote, manage, and be responsible for high standards of pupil behaviour.
- To implement creatively the Trust's systems for rewarding good pupil performance and to ensure all staff use them effectively.
- To ensure effective communication with parents/carers, so they are kept up-to-date with curriculum developments and their children's progress.

**The efficient and effective deployment of staff and resources**

- To manage efficiently the available resources of staff, space, finance, and equipment within the limits and guidelines laid down
- To assist in the recruitment of staff.
- To be responsible for the effective deployment of staff and to make appropriate arrangements in their absence.
- To ensure that the department's accommodation/ area, resources and equipment are maintained in good order, including the management of a) health and safety, and b) security.
- To provide a stimulating environment, including maintaining displays that promote interest and learning
- To promote the department at recruitment events and to evaluate and produce materials necessary to secure learner recruitment.

**Other Specific Duties:**

- To undertake the above responsibilities in addition to those held by a standard scale teacher at the school.
- To undertake any other duty as specified by the STPCD not mentioned in the above.

The job description is current at the date shown, but, in consultation with you, may be changed by the Executive Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

# Wootton Academy Trust

Person Specification		
	Essential Criteria	Desirable Criteria
<b>Qualifications</b>	<p>Qualified Teacher Status.</p> <p>Graduate in Music or closely related subject.</p>	<p>Grade 8+ on at least one instrument</p>
<b>Experience</b>	<p>An outstanding subject teacher.</p> <p>Evidence of ongoing professional development.</p> <p>Recent successful experience within a secondary setting of teaching Music up to GCSE level.</p> <p>A track record of students achieving high levels of progress.</p> <p>A keen interest in developing your pedagogy to inspire students.</p> <p>Working effectively with a form group.</p> <p>Effective use of Assessment for Learning to engage pupils as partners in their learning.</p>	<p>Experience of teaching another Arts subject (e.g. Dance or Drama to at least GCSE level)</p> <p>Evidence of high achievement in teaching A level Music</p> <p>Experience of participating in or leading a whole school initiative.</p> <p>Evidence of directing music in school and community concerts to very high standards.</p> <p>Evidence of producing musical for the wider community.</p>
<b>Knowledge &amp; Skills</b>	<p>Current knowledge of the Music curriculum and exam board specifications.</p> <p>Exceptional communication and presentation skills.</p> <p>Assessment recording and reporting of pupils' achievements in the subject and the use of data to secure student progress.</p> <p>Sophisticated user of ICT including [sound recording, Sibelius/Cubase etc.].</p> <p>Use of strategies to promote good pupil relationships and high attainment in an inclusive environment.</p> <p>Ability to plan and resource effective interventions to meet curricular objectives.</p> <p>Ability to contribute to the further development of Schemes of Learning.</p> <p>The ability to lead and manage people to work towards a common goal.</p> <p>Excellent interpersonal, communication and</p>	<p>Knowledge of Ofsted frameworks.</p> <p>Ability to use and promote a wide range of teaching methodologies.</p> <p>Ability to contribute to wider staff training to support individual staff.</p> <p>Knowledge of a wide range of different musical styles including contemporary and classical and knowledge of different world musical heritages.</p>

	<p>behavioural management skills.</p> <p>Excellent organizational skills, with the ability to remain calm under pressure and work to tight deadlines, managing competing priorities.</p> <p>Able to be highly evaluative of your own work and that of other colleagues and to identify effective strategies to secure improvements.</p>	
<p><b>Personal competencies and qualities</b></p>	<p>Possess personal warmth and be able to gain the confidence of students and parents, demonstrating the ability to create a positive rapport with students and a safe environment within which the student can flourish.</p> <p>Possess a positive attitude and approach to change and development.</p> <p>Flexible to meet the needs of Wootton Academy Trust.</p> <p>Commitment to personal and team professional development.</p> <p>Commitment to the Trust's values.</p> <p>Commitment to safeguarding young people.</p>	<p>Willingness to contribute to extra-curricular activities.</p> <p>Confident to present ideas to a wide range of audiences including pupils, parents and staff including large audiences.</p>