**JOB DESCRIPTION**

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| **Job Title:** | Assistant Director of Music (Academic) | **Department:** | Music |
| **Hours of Work:** | Full-Time |
| **Responsible To:** | Director of Music  | **Responsible For:** | Academic Lead/Operational running of the deparment |

The Assistant Director of Music will play a major role in shaping the future direction of the music department, working closely with and deputising for the Director of Music in all matters. She or he will teach and lead the curriculum throughout the school up to Oxbridge entrance standard. They will be an outstanding, and practicing, musician with excellent subject knowledge and experience, and the enthusiasm and creativity to engage all our pupils in the subject. It is expected you will contribute to the busy calendar of the department outside and beyond the curriculum.

**Specific Responsibilities:**

**Operational**

* Deputising for the Director of Music in his absence
* Developing and fostering own initiatives and ideas for the department in consultation with the Director of Music
* Organising the department and making effective use of the space available
* Academic lead and day-to-day function of classes

**Academic**

* Lead the academic provision for music
* Planning the curriculum for KS3, GCSE, A Level and developing progression through the key stages
* Responsible for KS3 academic curriculum: planning, Schemes of work, assessment, feed through to KS4
* Responsible for KS4 & 5 curriculum: planning, Schemes of Work, deadlines, assessments and tracking
* Keeping student records up to date
* Developing effective curriculum record keeping for the department
* Leading on new initiatives for teaching and learning in music
* Integrate the use of ICT into music teaching (currently using Sibelius and Logic on Macs)
* To further raise music as an academic subject
* Preparing students for university or music college applications
* Mentoring students for EPQ or Oxbridge applications

**Extra-Curricular**

* Leading ensembles and choirs as required, including arranging music where needed, and participating fully in concerts and extra-curricular music activities. This will require commitment to ensembles which rehearse at lunchtimes, after school, evening and during occasional weekends
* Assisting with productions, concerts, recitals, informal performances and performance classes for exam groups
* Assisting the Director of Music at concerts and in the organisation of stage management
* Organisation and running of music day trips (concerts, opera, theatre), and a tour

**General Duties for all Music Staff:**

* Teaching music to classes within the curriculum
* Monitoring and reporting on girls’ progress to the Director of Music and Parents
* Leading extra-curricular musical groups as required and participating fully in concerts and extra-curricular music activities. This will require commitment to ensembles which rehearse at lunchtimes, after school, evening and during occasional weekends
* Encouraging all girls to strive for excellence in relation to their individual abilities
* Playing for assemblies and School services as required
* Becoming involved in the general life of the boarding School community
* Working as a member of a large and cohesive departmental team
* Assisting with Liturgical Music and the role music plays in the life of the school in general

**PERSON SPECIFICATION**

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| **Essential** | **Desirable** |
| **Operational Excellence** |  |
| * Experienced teacher with a proven track record of success at GCSE and A-Level.
* Well qualified graduate with a degree in Music.
* The ability to nurture and develop musical talent with pupils.
* Strong understanding of music pedagogy and current research and thinking on teaching, learning and assessment.
* Good understanding of the use of IT with music.
 | * Experience of teaching up to and supporting Oxbridge applications.
* Strong piano skills are an advantage.
* Second degree in Music
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| **Personal Behaviours** |  |
| * Communication Skills – the ability to communicate effectively with a range of staff, pupils and parents.
* Ability to build and maintain strong working relationships.
* Dynamic and creative with the ability to challenge and offer new ideas.
* Team player working well with staff across the School.
* The ability to anticipate and solve problems.
* Confidence to make decisions within the wider context of the School.
* Flexibility to work the hours of the Music department in a boarding school.
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| **Ethos and Whole School Values** |  |
| * Able to operate at the heart of the school community.
* Committed to the Sacred Heart Values.
* Commitment to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care.
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| **Safeguarding and Pastoral** |  |
| * Committed to safeguarding and promoting the welfare of children and young people.
* A satisfactory Enhanced Disclosure from the DBS.
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| **Leadership and Management** |  |
| * Excellent leadership skills to drive the curriculum and transition from Key Stage 3 to A-Level.
* Understanding and able to contribute to the development of the vision for the Music department.
* Inspirational leadership to encourage pupil development.
* Strong management skills.
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