

Role overview

All members of the teaching staff have a responsibility for the education of pupils to the highest of standards throughout the school, together with the extra-curricular life of the school. The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Main duties and responsibilities

The post holder will be expected to:

Curriculum:

- Be responsible for the teaching of class music to all pupils at Barlborough Hall School
- Devise and implement schemes of work appropriate for each age group
- Ensure that lessons are well-paced and engaging to pupils of all abilities
- Ensure adequate opportunity for assessment in order to track pupil progress
- Fulfil lesson requirements in line with Barlborough Hall School Curriculum Policy
- Provide a stimulating classroom environment which maximises resources
- Teach or arrange for the provision of extra- curricular music theory classes
- Report on the progress of each child to parents biannually, using the school report format
- Be responsible for the music Policy

Staff Liaison:

- Attend Barlborough Hall School staff meetings, INSET days, open mornings and speech day
- Assist the SLT in the appointment of peripatetic staff
- Ensure that music staff have a good understanding of and are compliant with school policies, particularly with regard to safeguarding

Individual Music Lessons:

- Ensure that pupils make satisfactory progress in individual music lessons, and are entered for grade exams regularly.
- Liaise closely with the peripatetic staff team and advise in all aspects of their work at Barlborough Hall School including timetables, rooming, resources, registers, billing, grade exams and communication with parents
- Actively recruit Barlborough Hall School pupils to instrumental and singing lessons
- Track the progress of each pupil and discuss with staff and parents
- Encourage pupils to aspire to music and choral scholarships at Mount St Mary's College, to explain the process and criteria to parents and to discuss specific pathways with parents as appropriate
- Oversee the preparation of individual pupils for Mount St Mary's College music and choral scholarship auditions

Resources:

- Advise the Headteacher of the resources required to implement the strategic plan for music;
- Maintain instruments which belong to Barlborough Hall School and liaise where repairs are required
- Understanding the Music budget for improvements and repairs to instruments
- Maintain classroom instruments
- Manage sheet music required for ensembles and choirs

- Research the costs involved in upgrading resources and instruments and make recommendations to the Headteacher

Extra Curricular Music:

- Run extra-curricular weekly ensembles according to the expertise of the post holder
- Support other staff in their running of ensembles and choirs where appropriate
- Accompany individuals and ensembles in rehearsals, concerts, examinations, services and festivals
- Rehearse and direct choral groups for school concerts, masses and festivals
- Create an annual events programme in line with the whole school and departmental strategic plan. Examples of this include but are not limited to the Carol Service, the Teatime Concert Series and Musical Theatre productions
- Be the Musical Director for all Barlborough Hall School musical productions
- Accompany school masses
- Lead hymn practices

Communication:

- Actively encourage external musicians to join Barlborough Hall School
- Liaise with external agencies and prepare Barlborough Hall School pupils for auditions
- Attend and actively promote music at Barlborough Hall School open days
- Foster good links with parents in person and through letters, emails, assemblies and concerts
- Be the first point of contact for any query regarding music at Barlborough Hall School
- Liaise with the Marketing Managers regarding the promotion of music events

Involvement in the Whole School – duties and supervision:

- Maintain and uphold the ethos of the school and policies regarding behaviour and discipline
- Provide a positive contribution to the religious and spiritual life of the school
- Participating in assemblies and any other relevant religious service
- Supporting the extracurricular programme throughout the year
- Contributing and supporting the school house system

PERSON SPECIFICATION

The post holder must:

- Hold a teaching qualification, e.g. PGCE, B.Ed, QTS or previous teaching experience and/or substantial experience in the subject areas
- Have a thorough up-to-date knowledge of the subject/specialisms and to take account of relevant wider curriculum developments
- Have a good knowledge and understanding of Health & Safety issues within the subject area and operate to the standards required

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher. This job description may be reviewed, modified or amended at any time as the organisation requires and as per such changes, in discussion with the post holder.