

LITTLE HEATH SCHOOL
Little Heath Road
Reading
Berkshire
RG31 5TY
Headteacher: Mr D J Ramsden



JOB DESCRIPTION: Head of Department

Job Title: Head of Music

Report to: Designated member of the Leadership team

Job Purpose: The Head of Music will:

- take responsibility for the overall Quality of Education within the Music department;
- raise standards of student progress at all Key Stages within Music;
- carry out the professional duties of a classroom teacher as set out in the current STPCD;
- perform the duties of a form tutor, providing wide-ranging pastoral support for students.

Salary/pay grade: TLR 2(c) £8276.00 p.a. (Nationally agreed pay scales are used as defined in the STPCD).

Generic responsibilities of the post:

Teaching and Learning

- To develop innovative approaches to teaching and learning in the department in order to raise standards of student progress.
- To monitor and evaluate student progress at all levels, including for specific groups (such as high attaining students, SEND and Disadvantaged).
- To oversee the implementation of intervention plans at all key stages.
- To monitor and evaluate the quality of teaching and learning in order to improve the overall Quality of Education across the department.
- To lead the work of subject teachers in creating a climate for learning in the department.
- This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to converse at ease with pupils/members of the public and provide advice/instruction in accurate spoken English is essential for the post.

Assessment and Recording

- To ensure that departmental assessment of student progress is accurate and informs future learning, in line with the school's assessment policy.
- To develop effective assessment and reporting processes to support student progress in the department.

- To use a range of assessment data to track the progress of individuals and teaching groups within the department, and lead the Key Stage Leaders in planning appropriate intervention where required.
- To have oversight of key assessment points at each key stage and ensure effective marking, moderation and recording takes place.
- To provide diagnostic, formative and summative assessment information to students, parents and other school leaders as required.

Curriculum Intent, Implementation and Impact

- To construct collaboratively an intent statement for the subject curriculum that outlines its purpose and that is communicated with all stakeholders.
- To lead on the planning and implementation of a high quality, personalised and relevant curriculum programme at all key stages, including schemes of work, at all key stages.
- To take responsibility for the evaluation of the impact of the delivery of that curriculum.
- To keep up-to-date with national developments in curriculum design and pedagogy.

Student personal development and well-being

- To ensure that the school follows relevant national policies on safeguarding, thus allowing students to be healthy and safe at school.
- To promote good standards of personal conduct and behaviour at all Key Stages so that effective learning can take place, supporting colleagues and whole school systems where required (for example through On Call and SDS duties).
- To promote good attendance, punctuality and a high standard of behaviour for learning in the department.
- To promote the personal development of students through the curriculum and engagement in a range of extra-curricular opportunities.

Management of Staff

- To be responsible for line managing members of the department.
- To undertake formal duties within the school's Appraisal policy, thus providing recommendations to the Headteacher for progress on the main and upper pay range.
- To identify training and professional development needs within the department.
- To support the Headteacher in the recruitment and development of teaching and non-teaching staff in the department.
- To ensure that teaching assistants and support staff are employed effectively within department.
- To support new staff, ECTs and trainee teachers in the department in line with the school's policy on staff induction and mentoring.

Management of Resources

- To deploy departmental resources in order to ensure maximum impact on standards of student progress.

- To advise school leaders on the provision of appropriate departmental facilities and accommodation.
- To advise the Premises Manager of the maintenance requirements of the Department.

Relationships with key stakeholders

- To foster positive relationships throughout the school community.
- To assist the Governing Body in the exercising of its functions.
- To develop effective relationships with parents which focus on students' learning and progress.
- To develop positive relationships with the local community, including employers, outside agencies and the LA.

Other duties

- To undertake any further duties as outlined by the Headteacher provided that they are reasonable and appropriate.