



THE DOWNS
PREPARATORY SCHOOL
BRISTOL

Head of Music

Job Description and Person Specification

The Downs Preparatory School is a successful co-educational, independent, day school for pupils aged four to 13 years. Situated five miles from Bristol, Clevedon and Portishead, the school, and its thriving nursery, are set within 60 acres of glorious parkland.

We strive to employ outstanding, educational practitioners as ultimately, they determine the success of the children and the school in the future. The successful candidate will be dedicated and passionate, with an ability to enthuse, stimulate and excite our pupils in their learning.

The Downs School is a close, happy community and it is expected that new members of staff will be fully committed to the 'all round ethos' of the school and the pastoral needs of each child.

Job Description	
Summary of the role:	<p>This post is for an outstanding teacher to take responsibility for the school's musical education. The department plays a significant role in the public relations of the school with choirs, bands and ensembles frequently on show as performers and ambassadors.</p> <p>The postholder is responsible for ensuring that the Music Department is a busy and vibrant environment, available and attractive to all the pupils. They should strive to promote music in the community. A willingness to be involved in various cross-curricular work – such as productions - is also essential.</p>
Line management responsibility to:	Deputy Head Academic (DHA), thereafter the Headteacher
Line management responsibility for:	Music teachers including a number of peripatetic staff
Safeguarding Children	The Head of Music will have responsibility for a form group and teach children of all year groups. All members of staff will unreservedly promote and safeguard the welfare of children. In doing so they will follow the school's safeguarding procedures as described in the Child Protection Policy and Staff Handbook and they will develop their knowledge, understanding and skills as required by the school's Designated Safeguarding Lead (DSL).

Leadership

As Head of Department you will take an active and positive interest in the work and development of the Music Department: This will include:

- regularly chairing department meetings
- informing members of the department of current educational trends
- encouraging teamwork within the department, by the use of observation, scrutiny and consultation
- providing professional support for colleagues at times when guidance is necessary
- maintaining a detailed Department Handbook which is shared and reviewed with the Deputy Head Academic
- ensuring all teaching plans are regularly updated
- exploring cross-curricular links with other departments where appropriate

Music Department Leadership

The Head of Music must develop the interest and playing of music in the school, both during and out of school hours. This will include:

- overseeing the school choirs and orchestra
- developing various ensembles such as brass, woodwind and recorder groups
- organising the visits of musical groups to The Downs
- organising visits to musical events
- creating opportunities for pupils to try new instruments
- leading congregational practices
- administering Associated Board Examinations

Personnel Management

The Head of Music will co-ordinate the work of a number of peripatetic musicians that teach at The Downs. This will include:

- interviewing during selection
- co-ordinating peripatetic music timetables
- co-ordinating peripatetic music reports, encouraging consistency and good time management
- chairing department meetings
- contributing to individual performance management reviews

The Head of Music should attend IAPS (or similar) professional development courses that will enhance leadership and to share best practice with colleagues

Event Management

The organisation of a number of major school events is an important role of the post holder. These include: The Carol Service, The Christmas Concert, The School House Music and House Singing Competitions, regular informal concerts, The Summer Concert, Remembrance Concert and The Downs Badminton Music Festival

<p>Curriculum coverage and teaching</p>	<ul style="list-style-type: none"> ▪ Teachers will plan, prepare and give lessons in line with the department syllabus and scheme of work ▪ Pupils' learning should be challenging, well-resourced and focussed with clear aims ▪ Teaching should: <ul style="list-style-type: none"> ○ be invigorating, motivating and fun ○ challenge all children of all abilities ○ make clear aims and outcomes of a lesson ○ differentiate for all abilities ○ suitably deploy a variety of appropriate resources, including effective use of IT ▪ When appropriate, pupils' work should be regularly marked in line with the marking policy ▪ Planning must cater for all abilities and follow department schemes of work ▪ Classroom displays must be engaging and showcase pupils' work ▪ The Head of Music will have to teach class music lessons throughout the school ▪ The Head of Music is expected to teach some individual music lessons, predominantly to potential music scholars ▪ The Head of Music will teach a small number of lessons in another subject depending on experience and subject interest
<p>Assessment, Recording and Reporting</p>	<p>Assessment</p> <ul style="list-style-type: none"> ▪ Formal Assessment will be used to inform future planning, teaching and learning ▪ Members of staff will mark and assess pupils' work in line with school and departmental policies. Further details are set out in relevant school policies <p>Reporting and Recording</p> <ul style="list-style-type: none"> ▪ Records of pupils' achievement will be updated on the School Tracker and kept, to inform assessment ▪ Reports on each child will be written in-line with the reporting policy. Each report will reflect the individual child and they must be target specific
<p>Financial Management</p>	<p>As a budget holder, the Head of Music must ensure that the procedure outlined in the Departmental Handbooks Policy is followed when ordering new stock. It is expected that they will ensure costs for the department do not exceed the annual budget allocated</p>
<p>Professional duties</p>	<ul style="list-style-type: none"> ▪ Teachers will: <ul style="list-style-type: none"> ○ attend Inset Days as needed ○ partake in observations ○ partake in an annual professional development review ○ attend courses that will be to the benefit of teaching and learning ○ attend parents' evenings as requested

	<ul style="list-style-type: none"> ○ attend whole school Saturday events as required eg. The School Fete, Sports Day and Celebration Day
General Duties	<ul style="list-style-type: none"> ▪ Cover colleagues' lessons as required ▪ Undertake the administration duties of a Form Teacher if required ▪ Take an afterschool club each term ▪ Attend weekly staff briefing and evening staff meeting ▪ To undertake duties during the day allocated by the Deputy Head Pastoral

On occasion you may also be required to undertake such other comparable duties as the Headteacher requires.

Person Specification

	Essential	Desirable	Method of assessment
	These are qualities without which the applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<i>The professional, technical or academic qualifications that the applicant must have to undertake the role or the training that they must have received</i>	<i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i>	Production of the applicant's certificates
	<ul style="list-style-type: none"> • High music grade in at least one instrument 	<ul style="list-style-type: none"> • A degree in a subject that can be used constructively in teaching and learning 	
Experience	<i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role.</i>	<i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role.</i>	Application form Interview Professional references Portfolio
	<ul style="list-style-type: none"> • Some experience of teaching music in a Primary, Senior or Prep school • Experience of a Prep School / Pre-Prep culture 	<ul style="list-style-type: none"> • Proven success of teaching Prep School children • Proven success of teaching Common Entrance and Scholarship 	
Skills	<i>The skills required by the Applicant to perform effectively in the role.</i>	<i>The skills that would enable the Applicant to perform effectively in the role.</i>	Application form Interview Professional references
	<ul style="list-style-type: none"> • To be computer literate. In doing so be able to use the school data base for recording and reporting • To attain and maintain high standards of discipline in the classroom • To use IT confidently in lessons 	<ul style="list-style-type: none"> • To work cheerfully and effectively within a team • Skill and willingness to contribute towards the other creative arts – music, art, dance 	

Knowledge	<i>The knowledge required by the Applicant to perform effectively in the role.</i>	<i>The knowledge that would enable the Applicant to perform effectively in the role.</i>	Application form Interview
	<ul style="list-style-type: none"> • Knowledge of the teaching standards • Excellent subject knowledge 	<ul style="list-style-type: none"> • Knowledge of IT programmes used in teaching at The Downs • Knowledge of SIMS – the school data base 	Qualifications Professional references
Personal competencies and qualities	<i>The personal qualities that the Applicant requires to perform effectively in the role</i>	<i>The personal qualities that would assist the Applicant to perform effectively in the role.</i>	Application form Interview
	<ul style="list-style-type: none"> • Honesty, reliability and transparency • High professional standards • High personal standards; appearance, behaviour and punctuality • Willingness to reflect on personal practice • Good time management • The understanding and appreciation of superior customer care 	<ul style="list-style-type: none"> • Tolerance and patience • A good sense of humour and a cheerful disposition • A positive outlook • Perseverance and determination • Humility • Kindness, sensitivity and caring • A developing passion for The Downs 	Professional references
Applicant committed to safeguarding and promoting the welfare of children and young people	<i>The personal qualities that the Applicant requires to perform effectively in the role and</i>	<i>The personal qualities that would assist the Applicant to perform effectively in the role.</i>	Interview
	<ul style="list-style-type: none"> • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • The certainty of understanding and following the school's safeguarding policies and procedures as described in our school policies and handbooks. 		