

JOB DESCRIPTION: Director of Music

LINE MANAGER: Assistant Head of Senior

SALARY: M1-M6 with CL PoR

**JOB PURPOSE**

The BISR wishes to appoint a Director of Musicto take responsibility for the management and further development of music throughout the school. BISR enjoys a good reputation for music with solid foundation laid by the current post holder. It is an exciting position therefore for the right candidate. There are currently three choirs at the school and an orchestra is in the early stages of development. About 100 students have one-to-one peripatetic lessons.

Curriculum music is taught by four specialist staff and in recent years there has been an increase in the number of students taking music as an examination subject at GCSE. Music technology is an integral part of the curriculum. There are ten visiting instrumental and voice teachers. The successful applicant for this post will therefore lead and manage a team of highly motivated music staff and instrumental teachers, be a skilled administrator, and show genuine leadership qualities as the department and school develop. We are looking for an outstanding musician and motivator who will be able to lead and to work in partnership with the other staff to develop and implement a vision for music throughout the school.

The successful candidate will be a talented and imaginative teacher, leader and performer, who will be the focus for policy and organisation of all musical activity in the school. The Director of Music will work within a Creative Arts faculty, but have considerable autonomy is the leadership and management of the Music curricula and extra-curricular programmes.

The current facilities consist of six teaching rooms and two peripatetic rooms. The school is currently considering a more to a new site in which the music facilities will be outstanding.

**RECRUITMENT CRITERIA**

The successful applicant will:

**Leadership & management of others**

* Lead and manage the department, recruiting, inducting, developing, deploying, motivating and appraising members of the department to ensure that they have clear expectations of their roles, establish positive relationships with pupils and staff and ensure that high performance standards are achieved and maintained
* Empower members of the department to develop their leadership potential to ensure continuous improvement within the department
* Manage day to day requirements such as examination entry, peripatetic music lessons and departmental timetables, delegating as appropriate, to ensure the efficiency of the department
* Encourage students of all musical abilities to make contributions to school music
* Chair Music Department departmental meetings to ensure that they are used effectively to review performance and that actions are recorded and implemented
* Lead the department’s Departmental Development Plan in line with the school vision and objectives as outlined in the School Development Plan
* Oversee the effective liaison with primary school music teachers to ensure the effective delivery of extra-curricular music activities

**JOB ACCOUNTABILITIES**

The Director is responsible to the Curriculum Leader for Creative Arts for the curricula programme, and the Enrichment Coordinator for the extra-curricular programme. Specifically, the Director of Music will define:

1. The musical philosophy and policy of the School
2. The structure and shape of the music timetable and extra-curricular music
3. The School’s overall musical performances
4. Reporting and celebrating achievements
5. The co-ordination and monitoring of the music budget
6. Creating and fostering links with the wider community
7. Appraisal of full-time and part-time staff
8. The development of music and performance
9. Planning and co-ordinating the programme of musical events
10. Liaison with the Primary

The Director will operate in the following areas:

**Leadership objectives**

1. To teach and direct to the highest standard
2. To encourage, support and offer advice to all other teachers
3. To determine, in consultation with the Curriculum Leader (Creative Arts) the staffing requirements
4. To represent BISR at any relevant external conferences on musical matters,
5. To foster links with other Saudi schools, BSME schools and musical associations
6. To manage and develop the school’s best musicians, developing appropriate programmes for them
7. To encourage representative achievements, putting forward pupils for regional and national representation as appropriate

**Administrative objectives**

* To appoint new instrumental teachers in accordance with the School’s policy, thus maintaining a balanced and comprehensive team
* To inform the HR department of peripatetic appointments so that arranging CRB checks can be organised.
* To oversee the School’s stock of instruments, arranging repairs where necessary, purchasing new instruments as appropriate. With the help of the peripatetic teachers, through demonstrations, encouraging students to learn instruments, particularly rarer instruments that they might not necessarily consider
* To liaise with parents regarding the progress of students and the satisfactory performance of peripatetic teachers
* To arrange regular Music Parents’ Evenings so that parents have an opportunity to meet the visiting teachers and to hear children perform
* To make every attempt to give general encouragement to all students taking instrumental lessons, both in school and elsewhere; talking to them about their lessons and progress
* To liaise with all peripatetic teachers about the students they are teaching. Being available to discuss concerns and achievements
* To arrange for practical music examinations to take place at the school, through ABRCM processing entries and timetables and publishing results

1. To keep the Principal abreast of significant achievements in music
2. To ensure that notices are posted to inform the school of extra-curricular practices
3. To liaise with the Enrichment Coordinator with regard to clashes of commitment and to adjudicate if clashes occur between two or more sports
4. To review and update all literature about music at BISR

**Musical objectives**

* To maintain a high standard as a performing musician
* To arrange a significant number and range of performance opportunities for solo performers and ensembles
* To plan a series of concerts throughout the year, ranging from lunchtime informal concerts to those with ensembles both at school and at other venues
* To be creative with concert planning so that students have different challenges and experiences during their school careers
* to arrange performances outside school for different groups at different times
* To liaise with the British Embassy, Wadi Club and other organisations to arrange for musicians visiting KSA to perform at the school

**KEY EXPECTATIONS**

All staff are expected to:

* Be aware of and committed to the mission, vision, values and all associated school policies
* Take an active role in the development and implementation of school policies and in the whole life of the School
* Ensure that there are equal opportunities for all
* Follow school procedures as outlined in the staff handbook

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| Name of post-holder | Signed by post-holder | Date |
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| Name of line manager | Signed by line manager | Date | To be reviewed |
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