



Hazlegrove Preparatory School

Director of Music

THE POST

Responsible to: The Academic Leadership Team and The Head.

ROLE

The Director of Music is responsible for Music across the school, establishing and delivering the Music Curriculum, overseeing a full timetable of extra-curricular instrumental lessons (with the support of a music administrator), choirs and ensembles, and managing a busy schedule of concerts, productions and events.

DUTIES AND RESPONSIBILITIES

- Teaching class music to children from Year 1 to Year 8 and overseeing an organised curriculum for music in Nursery and Reception.
- The employment and management of a large team of peripatetic music staff.
- Liaising with Sherborne Abbey and organising an appropriate order of service for the school carol and Easter service.
- Providing appropriate support for additional in-house services and school events.
- Working closely with the Head of Drama and Pre-Prep staff in the delivery of a full calendar of Performing Arts productions and events.
- Developing a positive working relationship with parents; assisting with instrumental choices for their children, providing guidance about instrumental practice at home, encouraging the involvement of children in ensembles and supporting concerts and events as audience members or performers.
- Liaising with the Director of Music at King's School Bruton to help organise joint ventures.
- Encouraging and preparing suitable pupils for music scholarships and awards, liaising with other schools as required.
- Organising, managing and in many cases, directing a full range of extra-curricular music activities.
- Overseeing exam entry and logistics.
- Playing the piano for assemblies and school events, when needed.
- Assemblies – selecting 4 hymns per week and taking a once-weekly whole-school singing (“Congers”) practice.
- Managing the departmental budget.
- Forging a good working relationship with other schools (both prep and senior) to enhance Hazlegrove’s position within the wider community.

The administration of the Music Department is organised by our part-time Music and Performing Arts Administrator. The Director of Music oversees the management of this administration. The key areas of administration are:

- Arranging visiting staff (music and Speech & Drama) teaching timetables.
- Concert management e.g. letters to parents, e-programmes (staff room/secretaries).
- Organising special events in and outside school.Exam entries and timetabling (music and Speech & Drama).
- Visiting staff payroll (music only).
- Charges to parents – for instrumental lessons, music books and miscellaneous items (music only).
- Supply of instrumental music books and ensure stock of miscellaneous items (reeds, valve oil, spare strings etc.) for resale to pupils, as and when required.
- Hazlegrove music practice books – written and updated, published, and distributed.
- Music lockers for sheet music redistributed at the start of each academic year.
- Production of boarders' practice timetable.
- Piano tuning.

The following duties are ones which all staff are required to perform:

- Observe health and safety procedures and work safely at all times.
- Be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role.
- Hazlegrove is committed to safeguarding and promoting the welfare of children. The school has a range of policies and procedures for child protection and security. All staff at Hazlegrove are expected to understand and follow all of these policies and procedures as part of their professional responsibilities.
- The post holder may be reasonably required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the character of the duties or the level of the responsibility entailed.
- Conduct yourself with professionalism, tact, and diplomacy always as a representative of the school in line with School procedures.

I confirm that I have received and read the above job description:

Name:..... Signature: Date: