

Music Coordinator – Part time

3 days per week: Negotiable at interview

Salary - negotiable

St Hilda's is a girls' preparatory school in Bushey with a nursery for boys and girls aged 2-5. We are dedicated to providing the most caring, nurturing environment, along with inspirational teaching and immensely high levels of individual attention. Teachers at St Hilda's must be enthusiastic professionals, prepared to fully commit to the ethos of the school, as laid out in our mission statement.

We require an inspirational and enthusiastic music specialist, from September 2017 or January 2018, to teach throughout the school. A high level of musical ability and expertise is required, as is the ability to organise and lead a busy and active department.

Academic standards are high and our pupils achieve success within many varied extra-curricular activities and music groups. The successful candidate will demonstrate a firm commitment to both the extra-curricular music programme and the life of the school.

Reporting responsibilities:

The music coordinator is responsible to the Headmistress.

Role specification

Music	To plan and deliver the music curriculum from Foundation Stage to Year 6 in accordance with school policy
	Update the School Music Policy and Scheme of Work on a regular basis, ensuring that progression and continuity is maintained between Key Stages
	Teach activity lessons (which could be music based) and offer extra-curricular activities
	To lead choirs, orchestras and arrange rehearsals when appropriate
	To accompany for concerts and exams
	To coordinate the organisation of the peripatetic staff
	Produce concert programmes in liaison with the Head or Deputy Head
	Ensure that peripatetic staff are fully involved in the preparation for concerts; also ensuring that pupils, ensembles etc., are rehearsed and ready to perform
	Provide a balance of modern and traditional music
	Publicly introduce concert items and to be MC for such occasions
	Work with colleagues to produce music for year group plays and assemblies
	Rehearse with pupils to practise music for special occasions
Organisation and Administration	Effectively arrange peripatetic music timetables for all pupils and instruments, and to be able to adapt these (often at short notice) in response to other activities/events taking place within the school
	Write letters communicating musical events and commitments throughout the school year, and to have these approved by the Head in good time before circulation is required
	Manage the music budget and order the required consumables, equipment and

	books; arrange for these to be stored and maintained in good condition. Allocate them appropriately and check their use.
	Maintain local music contacts (e.g. musical suppliers)
Curriculum and general teaching	Communicate and co-operate with specialists from outside agencies
	Participate in meetings which relate to the day-to-day running of the school
	Contribute to and adhere to school policies and guidelines
	To follow the school's code of conduct and behaviour as laid down in the Staff Handbook and the terms of the signed employment contract.
	To promote the ethos of the school to pupils, parents and other acquaintances
	To promote all aspects of good behaviour within the school in line with the school ethos.
	Ability to use ICT in day-to-day teaching and enable ICT learning in the classroom.
Professional development	To be informed of best practice with regard to early Years Foundation Stage and to ensure members of teaching staff and the Headmistress are advised appropriately.
	Participate in the appraisal system for their own performance, or that of other teachers
	Participate in INSET days
Communication	Attend parent/teacher meetings
	Write end of term reports following school procedures and guidelines
	Attend general staff meetings/briefings
Other Responsibilities	All staff should be willing to assist other staff in preparation and supervision of activities, to include some playtime and lunchtime supervision and at least one school club per week. The music co-ordinator is required to attend Staff Meetings and Briefings, Inset Days, Parents' Evenings and Meetings, Open Days, PTA events and Speech Day. Staff should also be prepared to attend other such meetings, functions and training as is from time to time deemed necessary. No description of responsibilities can be fully comprehensive and this job description is subject to review and modification as necessary.

Person specification

Qualifications	QTS is preferable
	Be a competent piano player and have a working knowledge of strings, brass, percussion, voice and woodwind
Experience	The music co-ordinator will have a good knowledge of their subject and of educational practice in their subject. They will also have a range of leadership, management and organisational skills.
Attitudes	Excellent organisational skills with the ability to work to targets and deadlines
	Excellent communication skills in order to liaise with parents, staff and other.
	Good IT skills, Mac is desirable but not essential
	Committed to achieving the highest possible standards for all children
	Encourage differentiation in teaching
	An interest in teaching methods relevant to children of high ability.